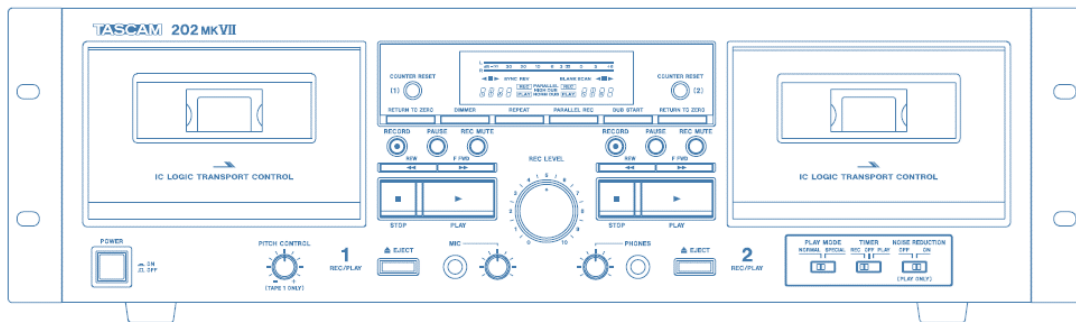


Transferring Audio Cassettes



Step 1: Turn on compact cassette deck

- Make sure the deck is on.
 - The power button is on the lower left-hand side of the deck.
 - When the button is pushed in and the lights are illuminated, that means the deck is on.

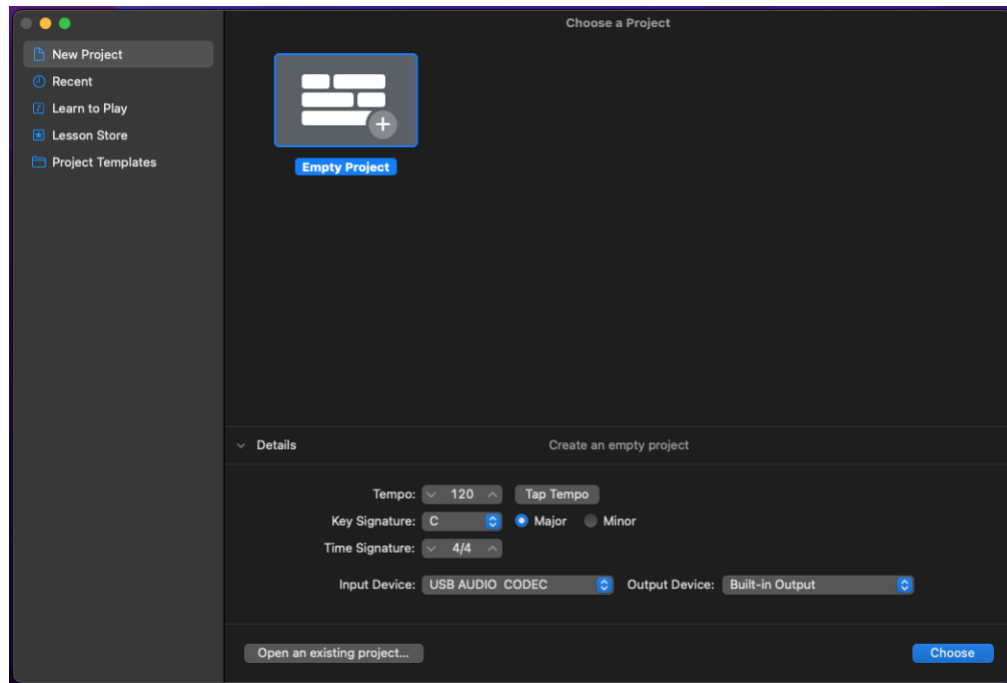
Step 2: Load your tape

- Press the EJECT button on the left side for Deck 1. This will automatically open the deck.
- **DO NOT USE** Deck 2 on the right side.
- Compact cassettes usually come with two sides. "Side 1 and 2" or "Side A and B." Start with side 1 or side A facing you.
- Insert your cassette tape with magnetic tape side down.
- Rewind your tape.

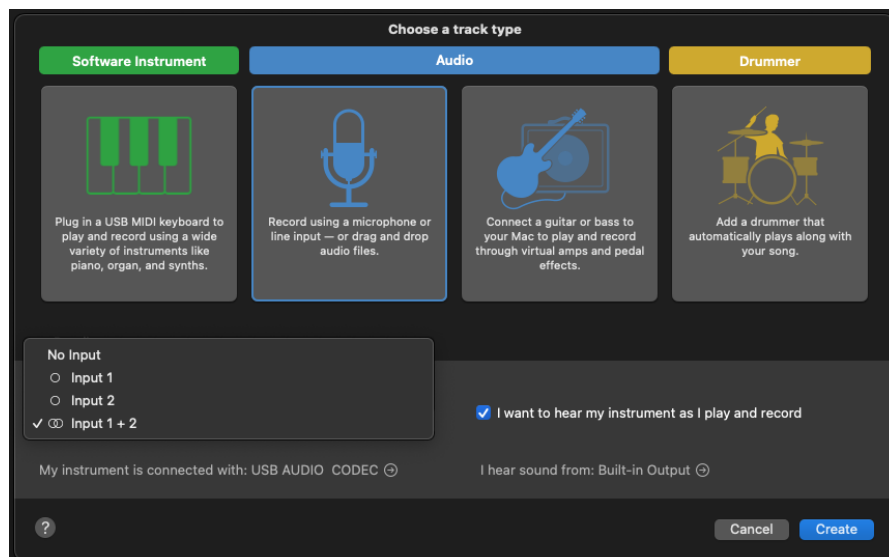
Step 3: Open GarageBand

- Close all open programs, if any, on the Mac.
- Click on the **GarageBand** icon in the dock at the bottom of the screen.
- **GarageBand** will open to this screen:





- Open the Details panel, if it is not already open, to make sure of the following settings:
 - Input Device is set to **USB AUDIO CODEC**
 - Output Device is set to **External Headphones** (recommended) or **Built-in Output**.
- Select **Choose**.
- On the next screen, click on **Record using a microphone or live input**.



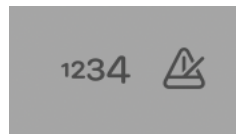
- Under Input in the Details panel, select **Input 1 + 2**. These are the Left and Right channels of your audio cassette.
- Make sure the box next to “I want to hear my instrument as I play and record” is checked.
- Click **Create**.

Step 4: Test your audio

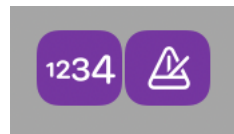
- **GarageBand** will open to an empty project window.
 - If there is already audio data in the opened track, just click on the soundwave and hit Delete.



- In the upper middle section of the window, make sure the Count In and Metronome options are **turned off**. You can click on the icons themselves or hit the K key to toggle the metronome. Shift-K will toggle the Count In option.

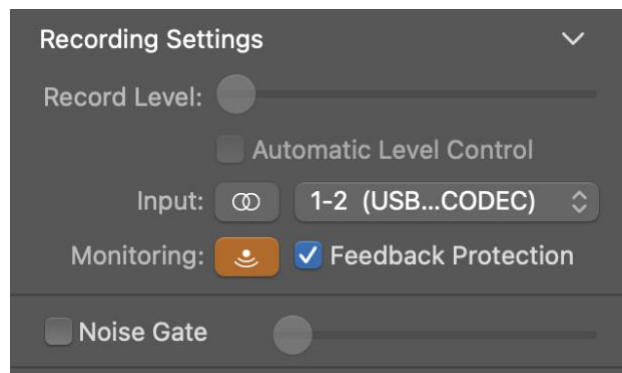


OFF



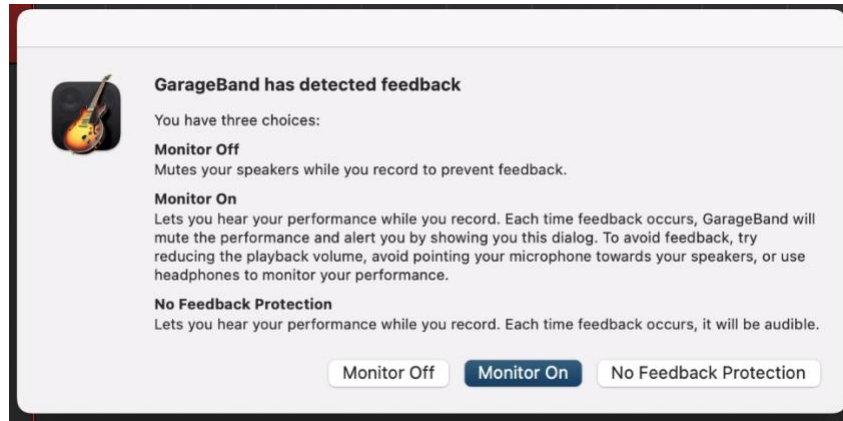
ON

- Be sure that you rewind your tape.
- In the lower left of the **GarageBand** window, make sure **Monitoring** is turned on in the **Recording Settings**. If the box is **orange**, **Monitoring** is on.



- Click on RECORD (●) in **GarageBand**.

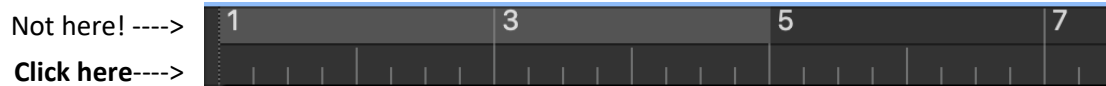
- Press PLAY on the tape deck.
- Make sure you can see the soundwave being captured.
- NOTE: If you get an error message about feedback being detected, select **No Feedback Protection** to continue with your project. If you select **Monitor Off** you will not be able to hear your audio as it is captured.



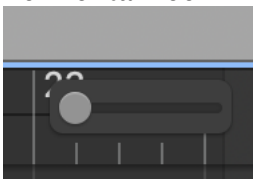
- Click on the captured test audio to highlight it, and then hit the Delete key.
- Hit Return to move the playhead to the beginning of the track. The playhead is the vertical line showing the current playback position in the track.

Step 5: Capture and edit your audio

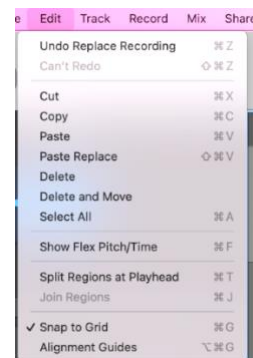
- Rewind the tape.
- Click on RECORD in **GarageBand**.
- Press PLAY on the tape deck.
- Wait until tape recording has finished, then press STOP in **GarageBand** first, then hit STOP on the tape deck if cassette is still playing.
- To trim the ends of your recording, place the playhead at the position where you would like to trim by clicking in the area *just below* the numbers above the track's soundwave.
 - **The cursor will change to double arrows < > when in the proper area.**



- You can zoom in or out on the track's soundwave by adjusting the **horizontal zoom** in the upper right corner of the screen.



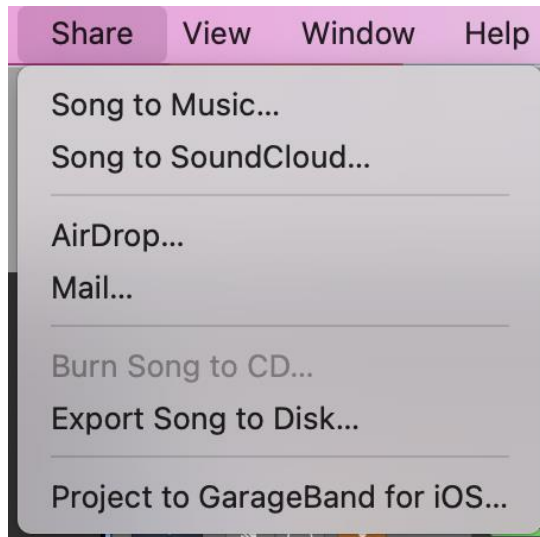
- When you have placed the playhead where you would like to trim, go to **Edit → Split regions at Playhead**.
- The track will split into multiple parts.
- Click on the region to be deleted and hit the Delete key.



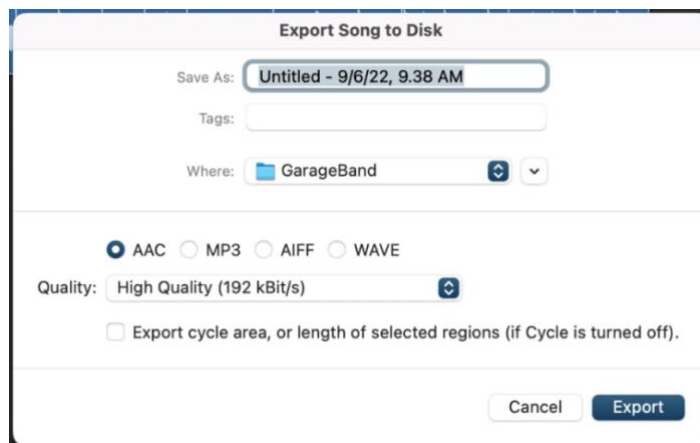
- Click and drag your trimmed audio to the beginning of the track if necessary.

Step 6: Export your file onto a storage device

- Connect your storage device to the USB hub.
- Go to **Share** → **Export Song to Disk**.



- In the next screen, you can name your track, choose the file format, and choose the file quality.
 - In **Save As**, give your track a unique name that describes its contents.
 - Select your storage device using the **Where** dropdown menu.
 - Use AAC or MP3 for the format. AAC is much better quality, but will make larger files. Only use AIFF if you plan on further editing your files later.
 - Use High or Highest **Quality**.



- Select **Export**.

Step 7: Finish up and check out

- Press Eject on the tape deck to remove your cassette.
- Make sure your files are saved to your USB storage device.
- Safely eject your storage device by going to the Finder and dragging its disk image to the EJECT icon located in the dock at the bottom of the screen; or, click on the disk icon and choose **File → Eject**.

Don't forget your cassette and storage device!

