

Audio Cassette Digitization Guide

Lawrence Public Library DIY Memory Lab

Find the Tascam Audio Cassette deck in the equipment rack and power it on.



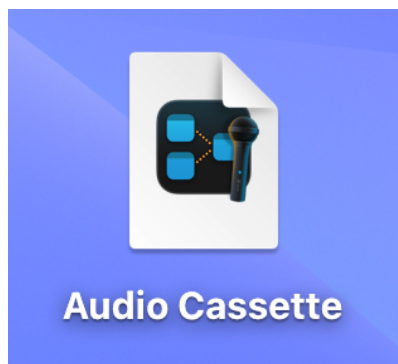
Press Eject and load your tape.



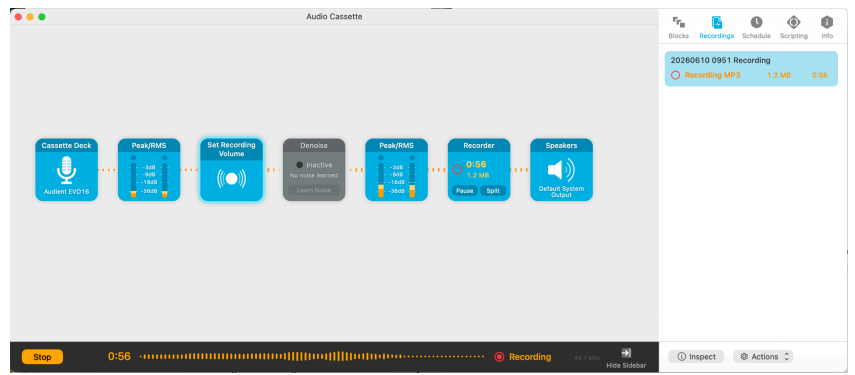
Rewind to the beginning of the tape.
Press Stop once the tape reaches the beginning.



On the computer's desktop, double-click the "Audio Cassette" icon.



An application called Audio Hijack will open and automatically begin recording audio from the tape deck.



Press Play on the tape deck.
You should hear the audio from your tape.

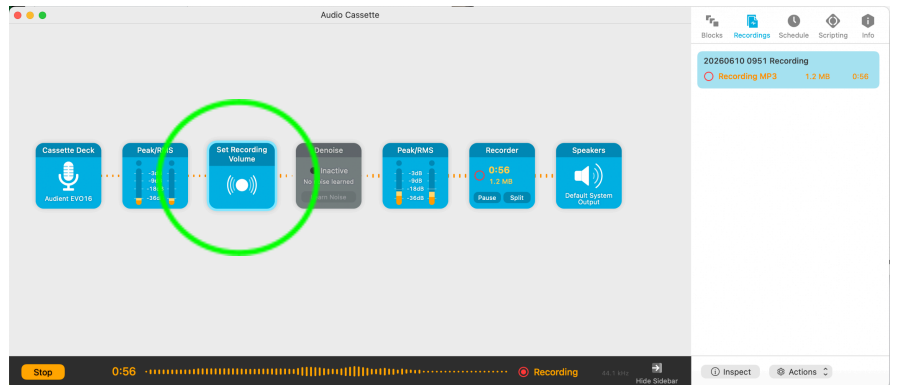


To adjust the **listening volume**, turn the volume knob at the top of the equipment rack. This only affects your listening volume, not the volume of the recording.



Now, set the **recording volume**.

In the software, click the blue box labeled “Set Recording Volume”. A silver box will open.



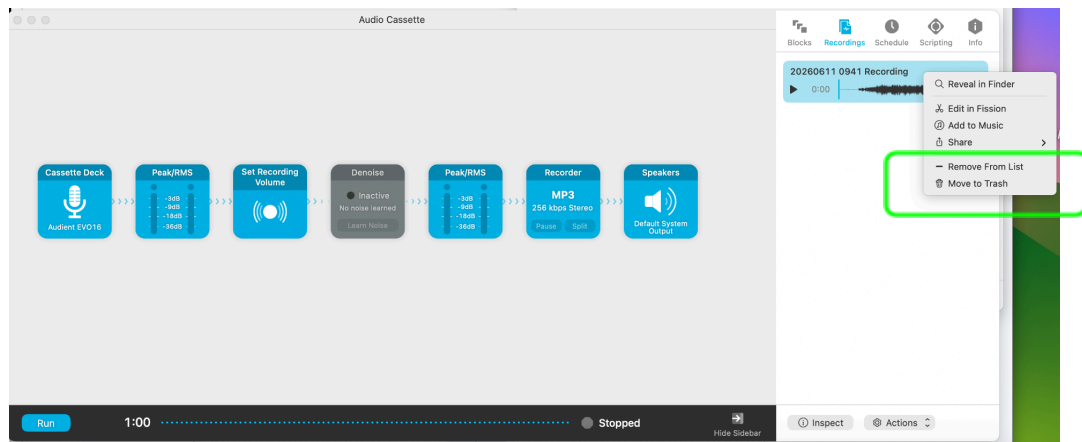
As your tape plays, adjust the Output Knob until the Output Meter reads about -9. To adjust the knob, place your cursor on it and click and drag up or down.

Press the X at the top left of the silver box window to close it.



Press stop on your tape.
Press stop in the software.

During the level setting process, a short file has been created in the right hand side bar. Delete it by right clicking it and selecting “Move to Trash”



You are ready to digitize!

This process will create a medium quality MP3 file. To create a higher quality WAV file, click the Recorder block or ask staff for help.

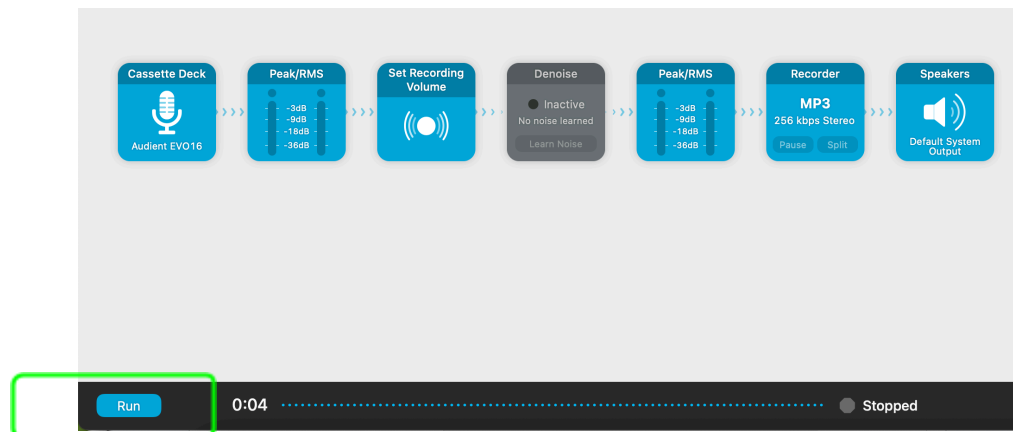
Rewind the tape deck one more time.

Press Play on the tape deck.



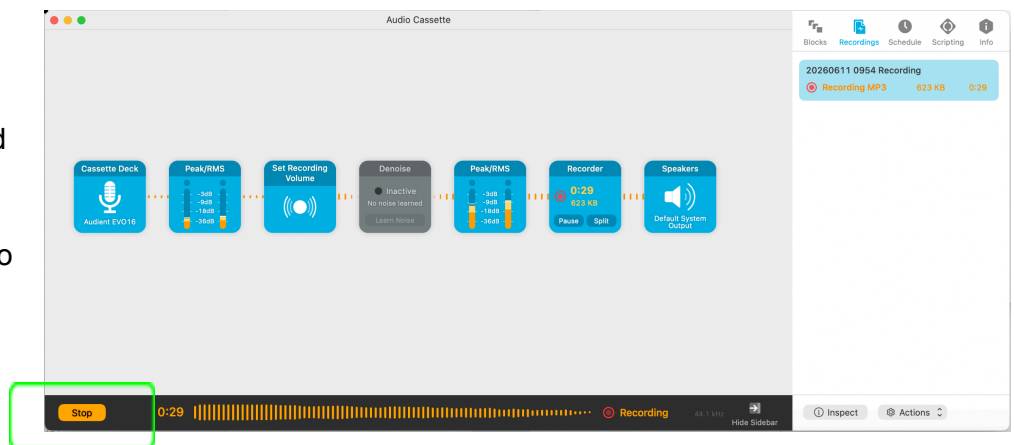
Press Run in the software.

You are now digitizing! It will say “Recording” at the bottom of the Screen and you should see audio meters moving up and down.



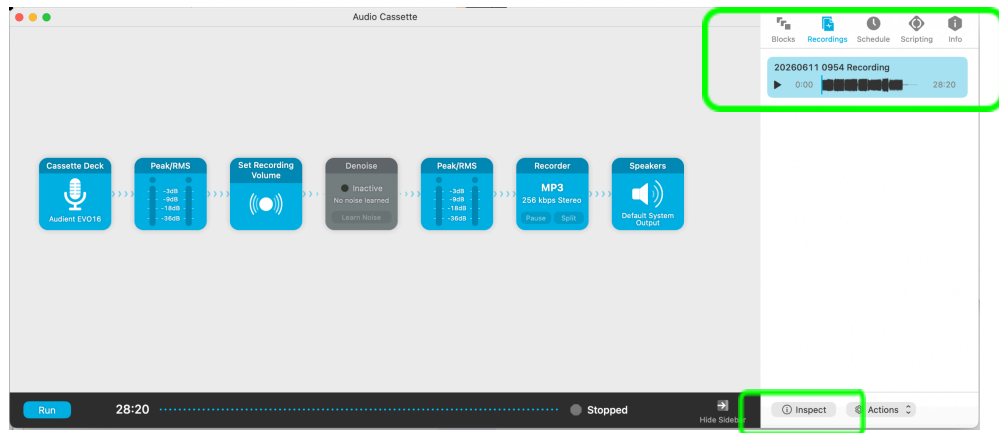
When side 1 is done, flip the tape and press play again. Both sides will be captured as one continuous file. You will have the option to split this file into shorter files later.

When your entire tape is finished, press Stop in Audio Hijack.



The audio file is automatically saved to the desktop. It also appears in the right hand side bar.

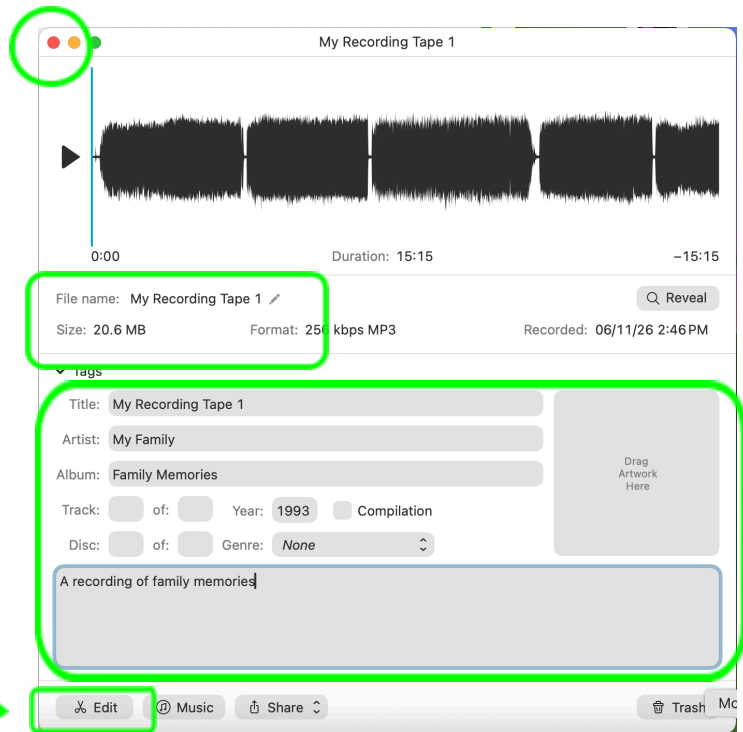
Click Inspect at the bottom right to rename the file and add information like Title, Artist, Album and Year.



The information is automatically saved. If you prefer to keep your file as one long recording, simply close the window (top left circle button). You can now transfer the renamed file from the desktop to your removable storage drive and you are DONE!



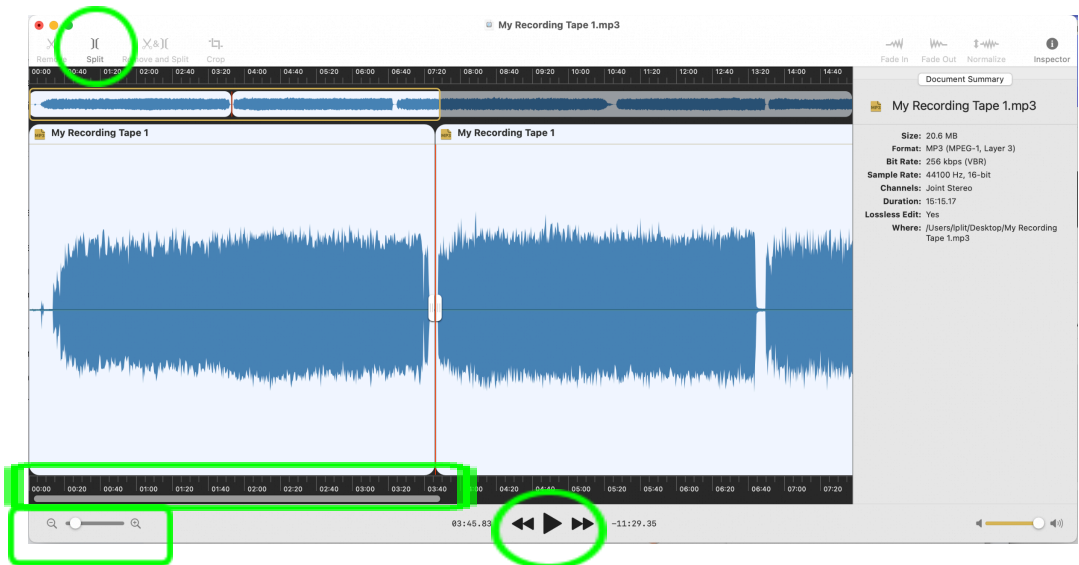
If you want to split your file into shorter segments or songs, click Edit at the bottom left.



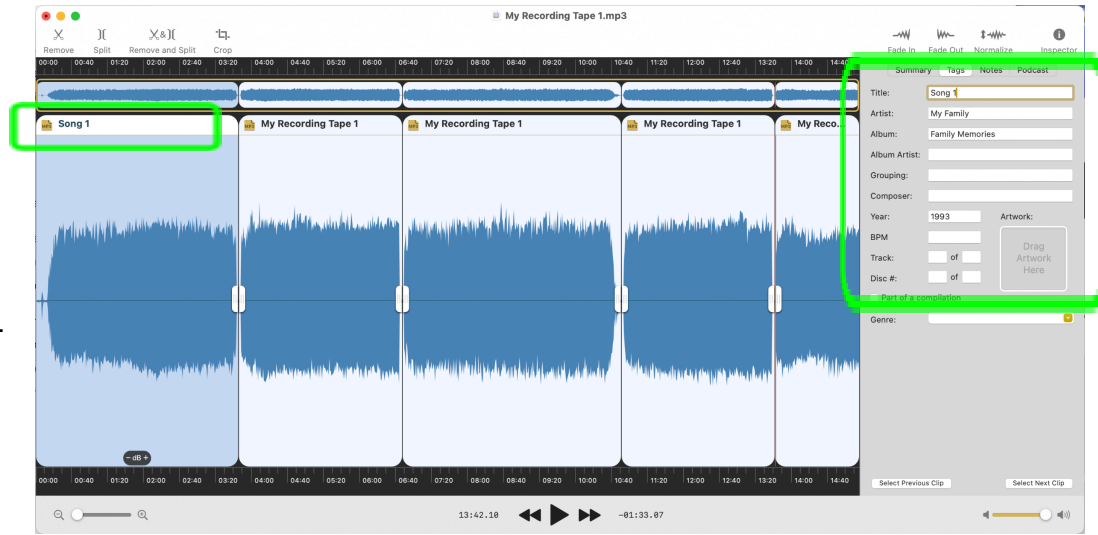
Your recording will open in an editing app called Fission. Here you can split your recording into separate shorter files.

Zoom in using the slider at the bottom left. You will see a waveform for each segment with gaps in between.

Place the cursor in the gap between 2 segments, then click the Split button at the top left. Repeat this process, using the scroll bar to move horizontally through your recording. Use the play button at the bottom to hear your audio.



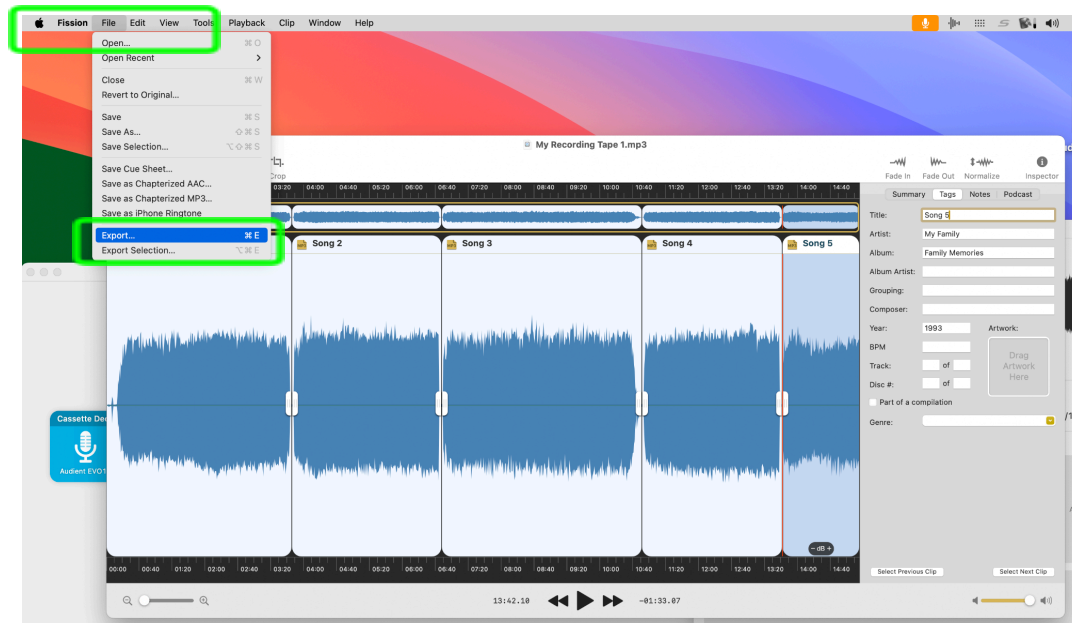
Your screen should now look similar to this.



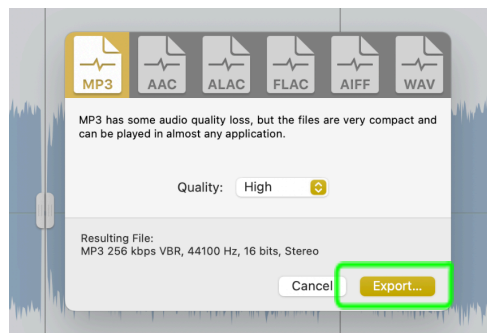
Next, name your segments. Click at the top of the first segment/song to select it. Enter the name on the right hand side. Repeat for each segment.

After all songs/segments are named, export your files.

Click the File menu at the top left of the screen and select Export.



Click Export again.



Click Save.

Your files will be saved in a folder on the desktop.

You can now transfer the folder to your removable storage drive.

