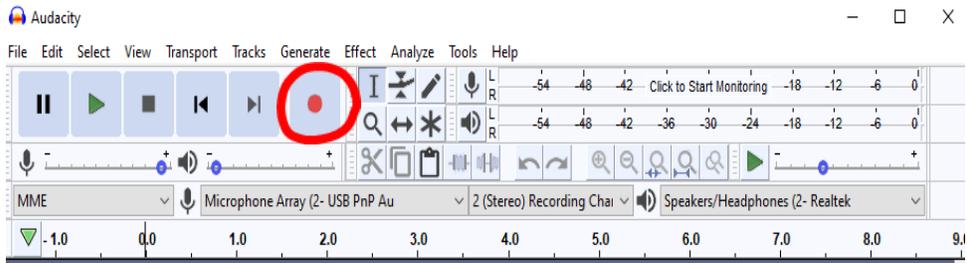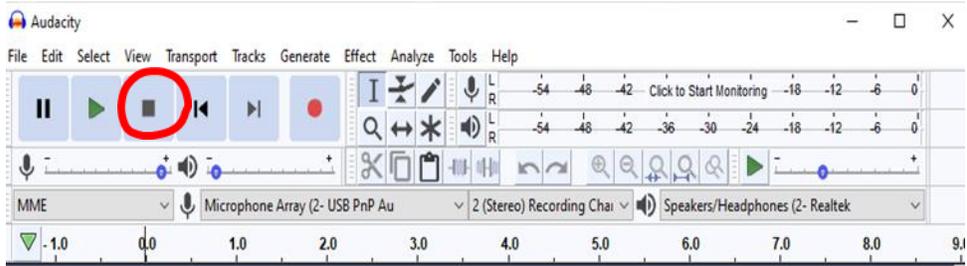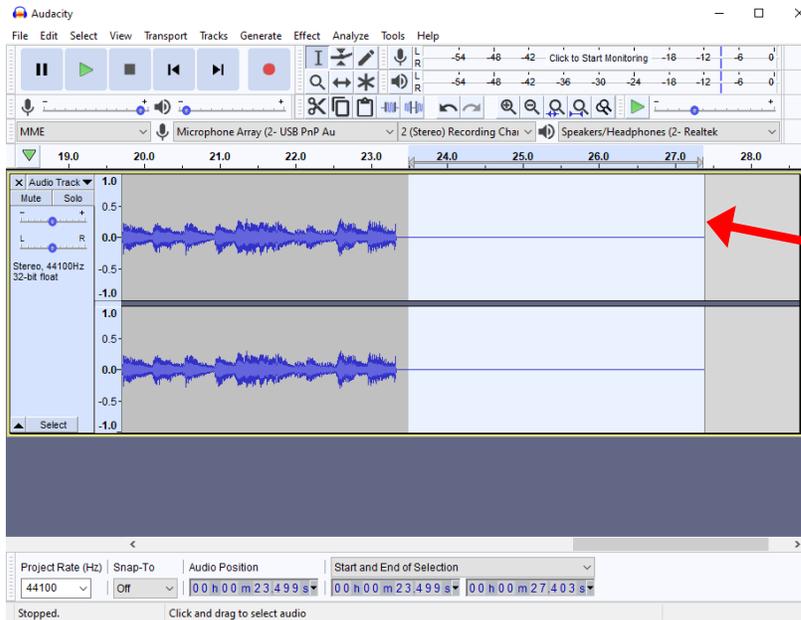# Digitizing Audio Cassettes

1. Place a cassette in SUPER USB CASSETTE CAPTURE.
2. Select Cassette Digitizer folder on Desktop (double click the icon).
3. Once inside that folder, open Audacity (double click).
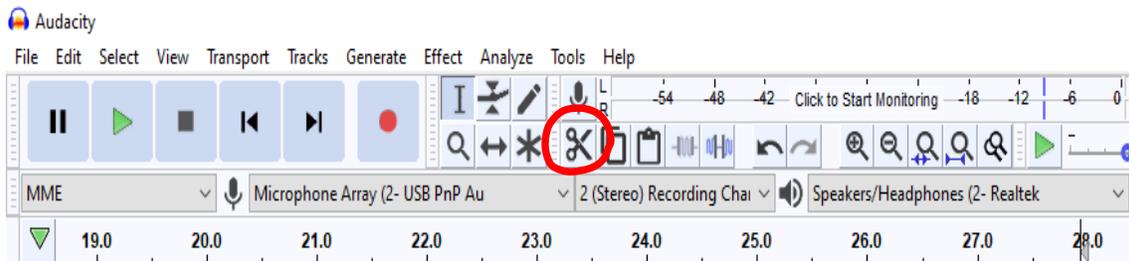4. To begin recording click Record button (red circle) on toolbar:

5. Press PLAY button at the top of the Cassette player.
6. To end a recording, click Stop button (grey square) on toolbar.

7. Push Stop button on Cassette player.
8. If you wish to edit your sound file in any way, continue on to instruction 9. If you would like to save file as is, skip ahead to instruction #.
9. Clipping or Deleting unwanted sections of sound:
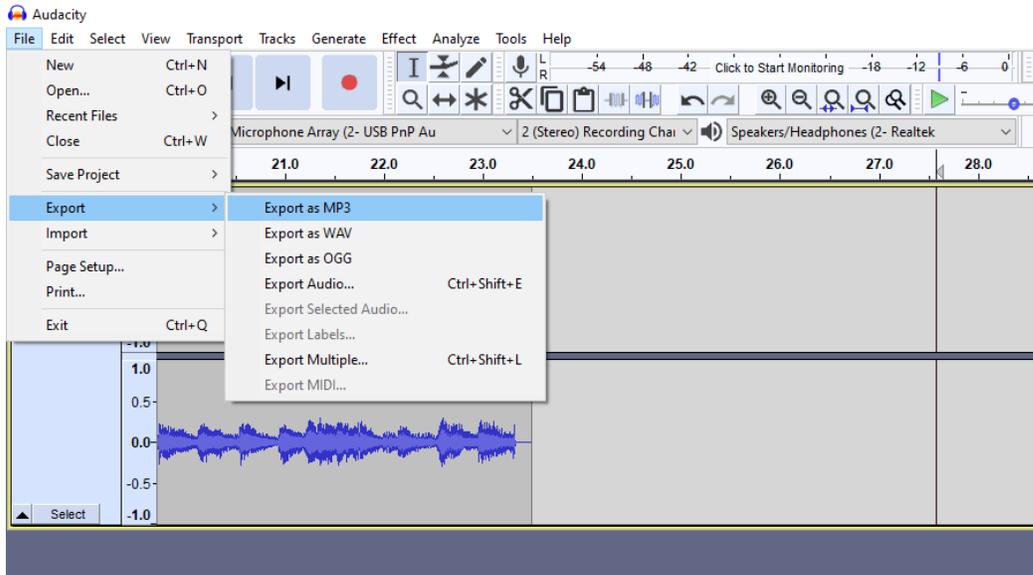   a. Select unwanted section by clicking mouse at one end and then drag it across the remaining section.

Highlighted sections will turn from grey and look like this.

b. After unwanted section is highlighted, click the Cut icon on the toolbar.

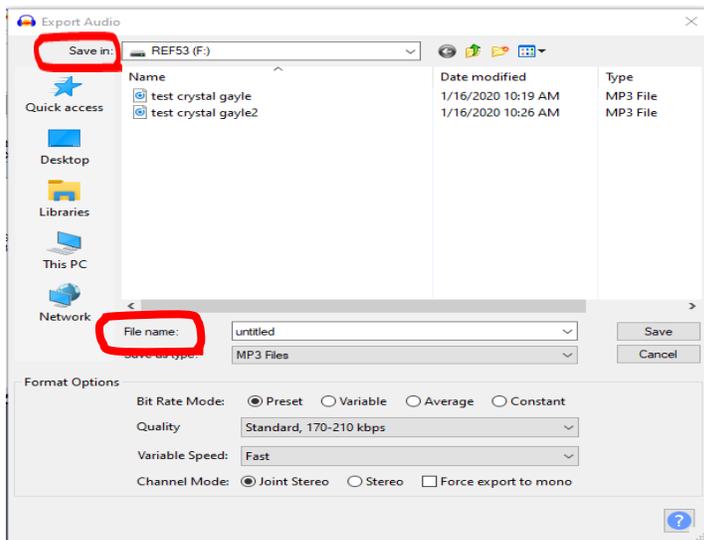

10. Saving your sound file:
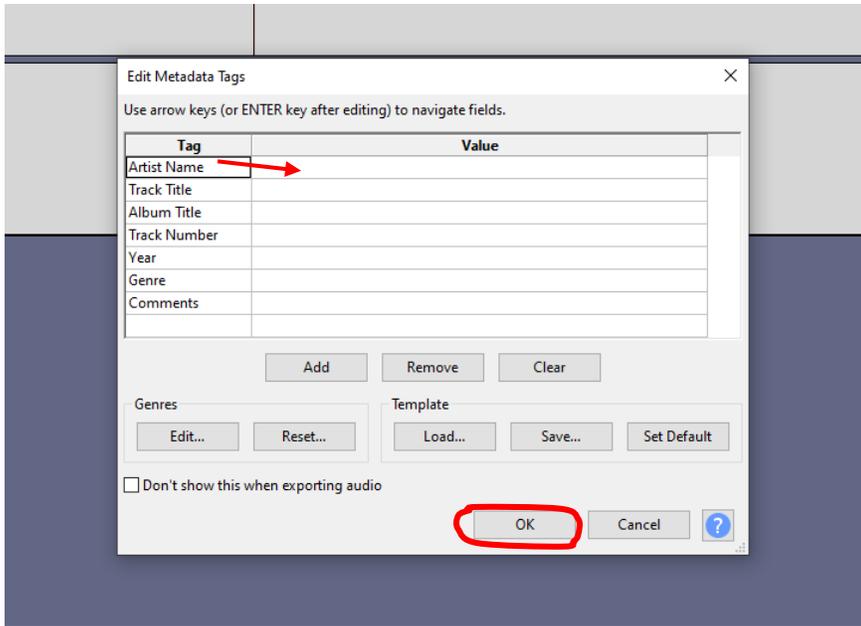   a. Insert personal USB drive
    b. Click File at top left hand of screen.
    c. In drop down menu, select Export
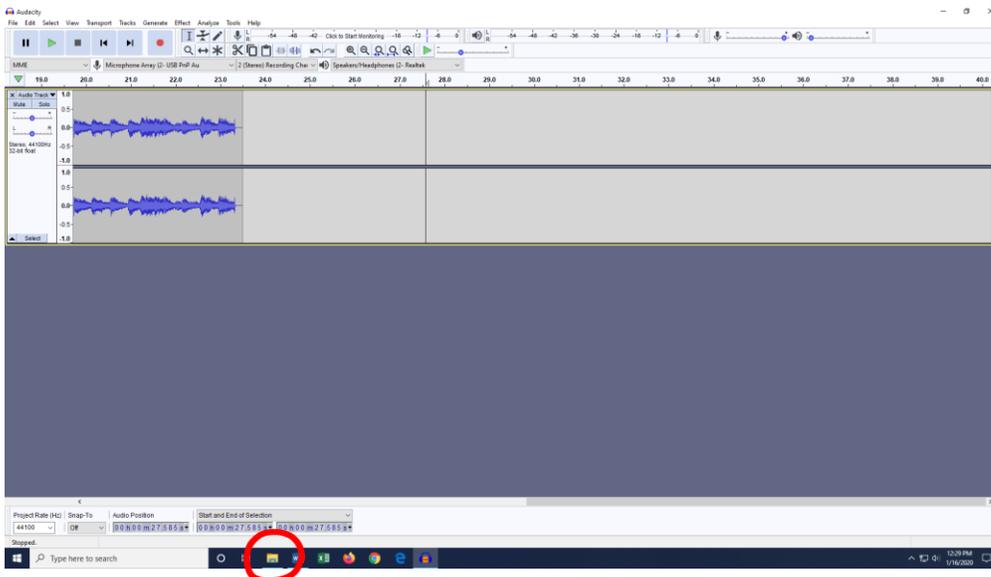   d. Select Export as MP3

e. An Export Audio window will then pop up. Under <u>Save in:</u> select your personal USB drive
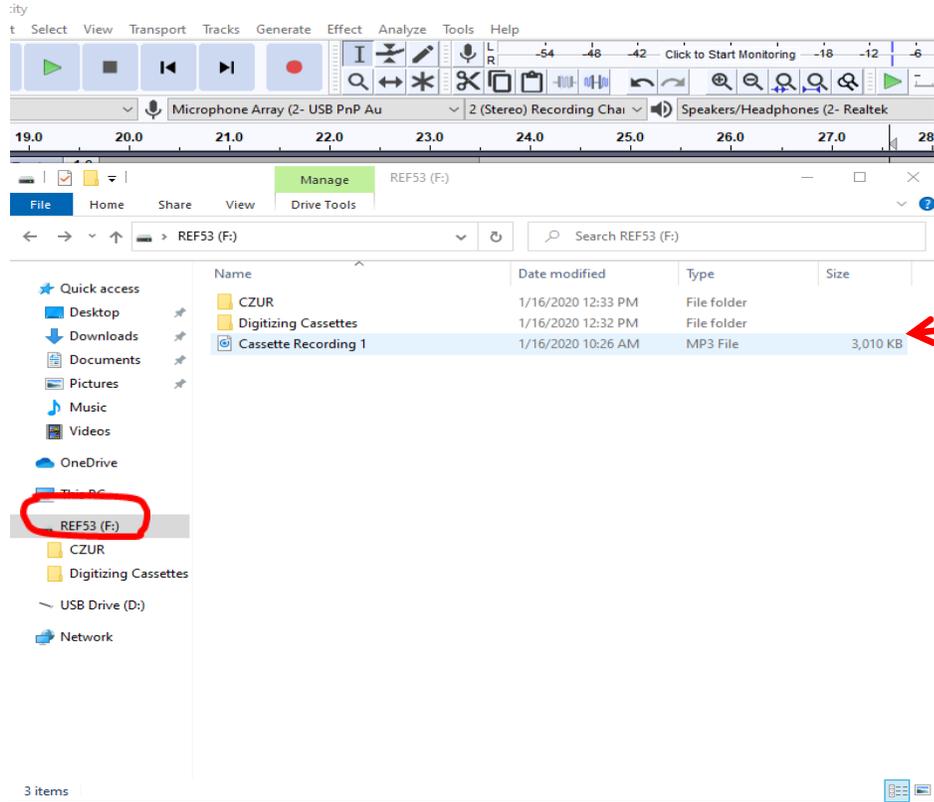f. Then in the text box to the right of <u>File name:</u> enter an identifier of your choice.

g. You will then be given the option to enter Metadata Tags. For example, if you are digitizing songs this is where you can label the artist, song names, and any other pertinent information you wish to keep a record of.
h. To add information/labels click in the value box that corresponds with the tag you wish to alter.
i. When you have finished, click <u>OK</u> at the bottom of the pop-up screen.

j. Selecting <u>OK</u> will close the pop-up and take you back to your Audacity screen. To ensure that your sound file has been saved to your USB drive, click on the folder icon at the bottom of the desktop.

k. Then select (double click) your USB on the left hand side. Once selected you will find your file under its given name.

Once you see your audio file, double click it. This action will bring up a music player which will automatically play the sound recorded. Doing this ensures that you have captured the sound file that you desired.