

Cassette to MP3 Converter

1) Prepare the cassette:

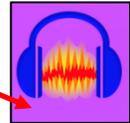
- Plug in the cassette player to the front of the computer with the USB cable.
- Slide the grey switch (below) on the side of the player to open the cassette door.



- Insert your tape and then close the cassette player door.

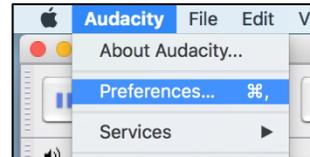
2) Open Audacity:

The cassette player records through **Audacity**. Click the following icon on the menu bar:

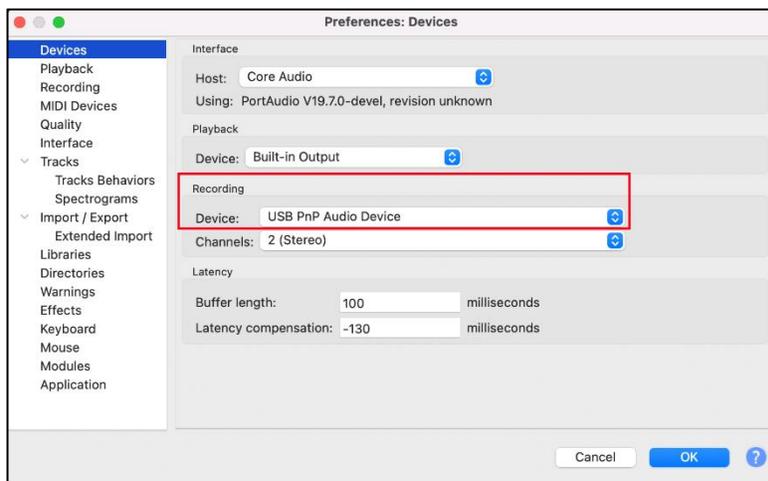


Set up your Preferences in Audacity:

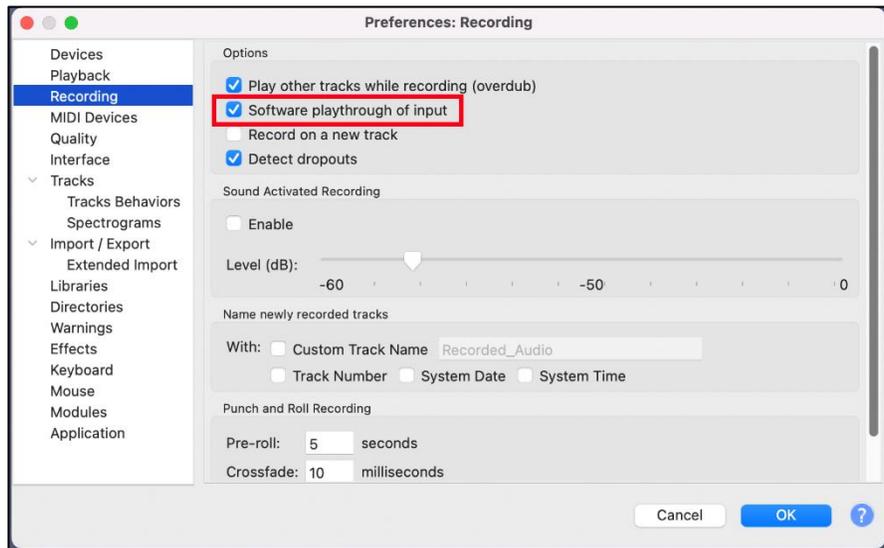
- At the top left of the program, click **Audacity** and then **Preferences** from the menu.



- You need to change two settings in **Preferences**.
 1. Select "Devices" on the left sidebar. Then change the Recording Device to "USB PnP Audio Device." (Sometimes it takes a few minutes before this option appears).



2. Select “Recording” in the left sidebar. Then check the box next to “Software playthrough of Input.”



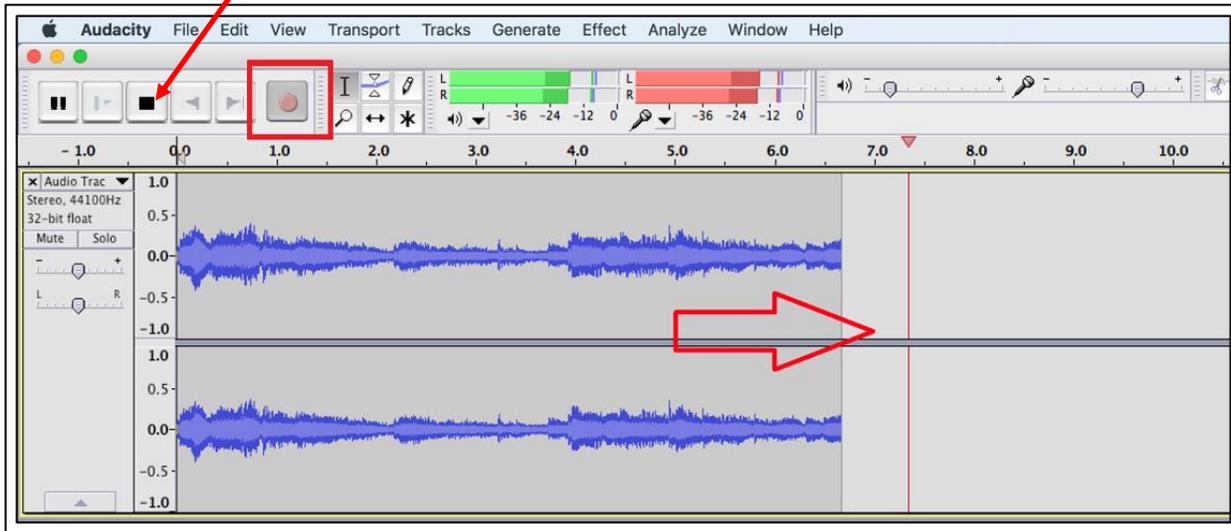
3) Overview of buttons on the cassette player:



1. Play
2. Stop
3. Rewind
4. Fast Forward
5. **Automatic Reverse Switch:** When the tape reaches the end of one side, the next side begins to automatically play so you do not need to turn it over.

4) Convert your cassette to MP3:

- Make sure your tape is rewound. Then click the **Record** button (red circle). A grey “recording lane” will appear below.
- Press **Play** on the cassette player. Your cassette will record in real-time.
- You will see an audio waveform moving from left to right as it records.
- Press the **Stop** button (black square) when your recording finishes.

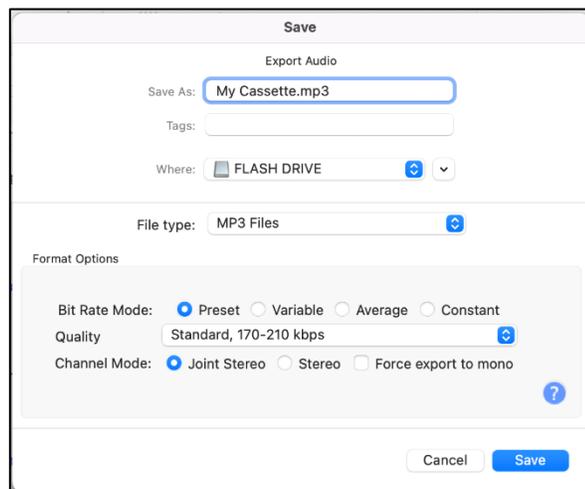
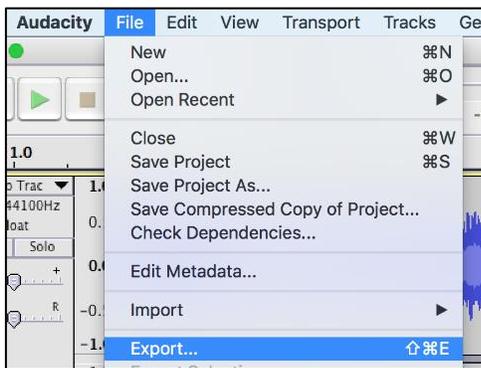


- If you wish to listen to your cassette before you decide to record, plug in headphones or earbuds in the headphone jack on the player. Then press play.
- (If you need headphones, earbuds are available at the reference desk).

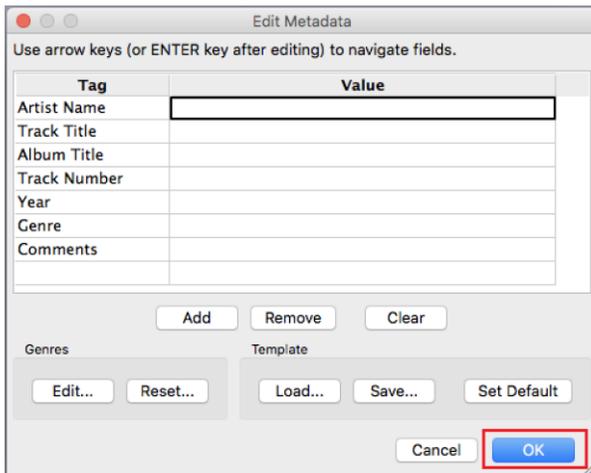


5) Save your recording:

- Select **File** and then click **Export**. Then select **Export as MP3** from the second menu.
- You can name your recording in the **Save As:** box. Direct the project to your flash drive in the middle. Then click save in the lower right corner.



- An “Edit Metadata” popup box will appear. You can fill in the options if you wish (such as artist name and track title).



- Click the **OK** button in the lower right. Your project will save into your flash drive.

*** If you are unable to hear your cassette as it records, try this:**

- Open **Launchpad** from the menu bar.



- Open **System Preferences**



- Open **Sound**.

- Make sure **Mute** is unchecked. You can also adjust the volume with the scroll bar.

