

## How to digitize audio from a cassette tape



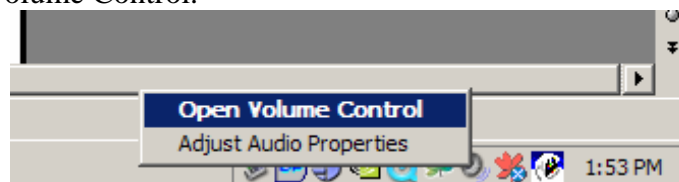
You will need to bring in your own cassette tape player, or check out the one at the Microforms desk if it is available. You will also need to get the Line-In Audio Cord from the desk.



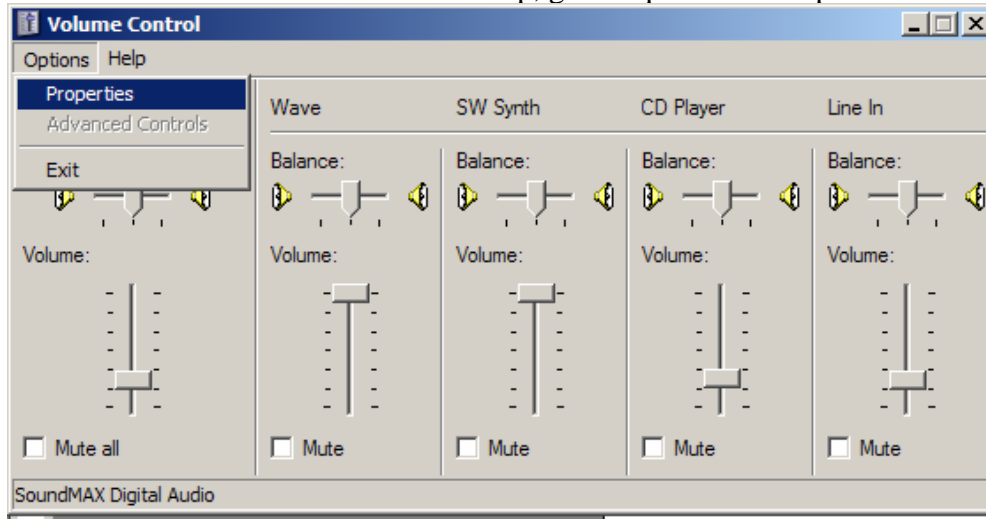
1. Locate the Line-Out port or Headphones port on the cassette player. The Line-Out port is preferred, but you can use the Headphones port if your player doesn't have a Line-Out. They are usually labeled as "Line-Out" or have a headphone picture next to it.



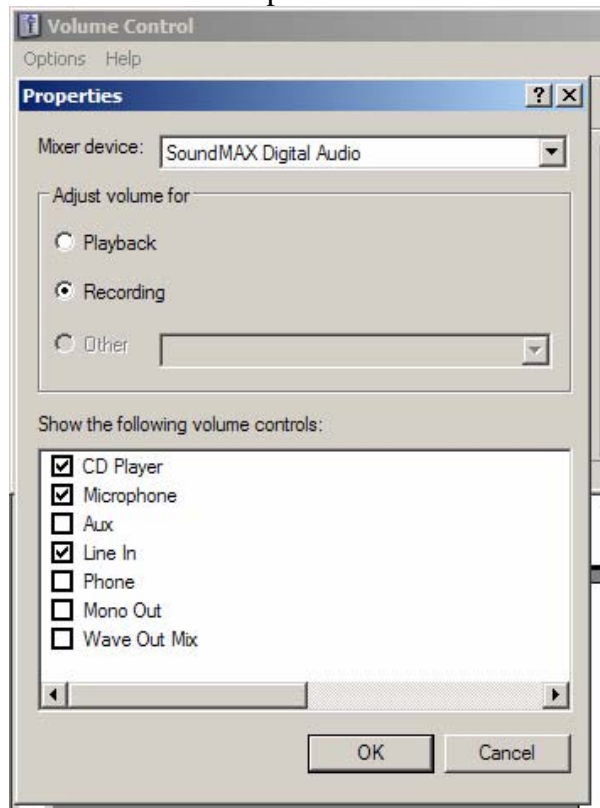
2. Insert one end of the Audio Cord into the Line-Out/Headphones port, then connect the other end to the Microphone port at the front of the computer.
3. Right click on the Volume icon in the toolbar of the computer (by the time display) and choose "Open Volume Control."



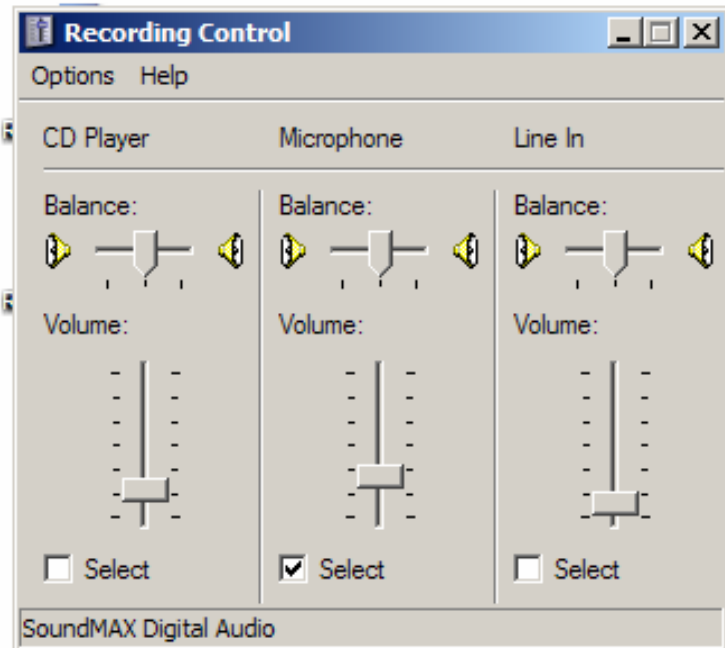
4. In the Volume Control window that comes up, go to Options → Properties.



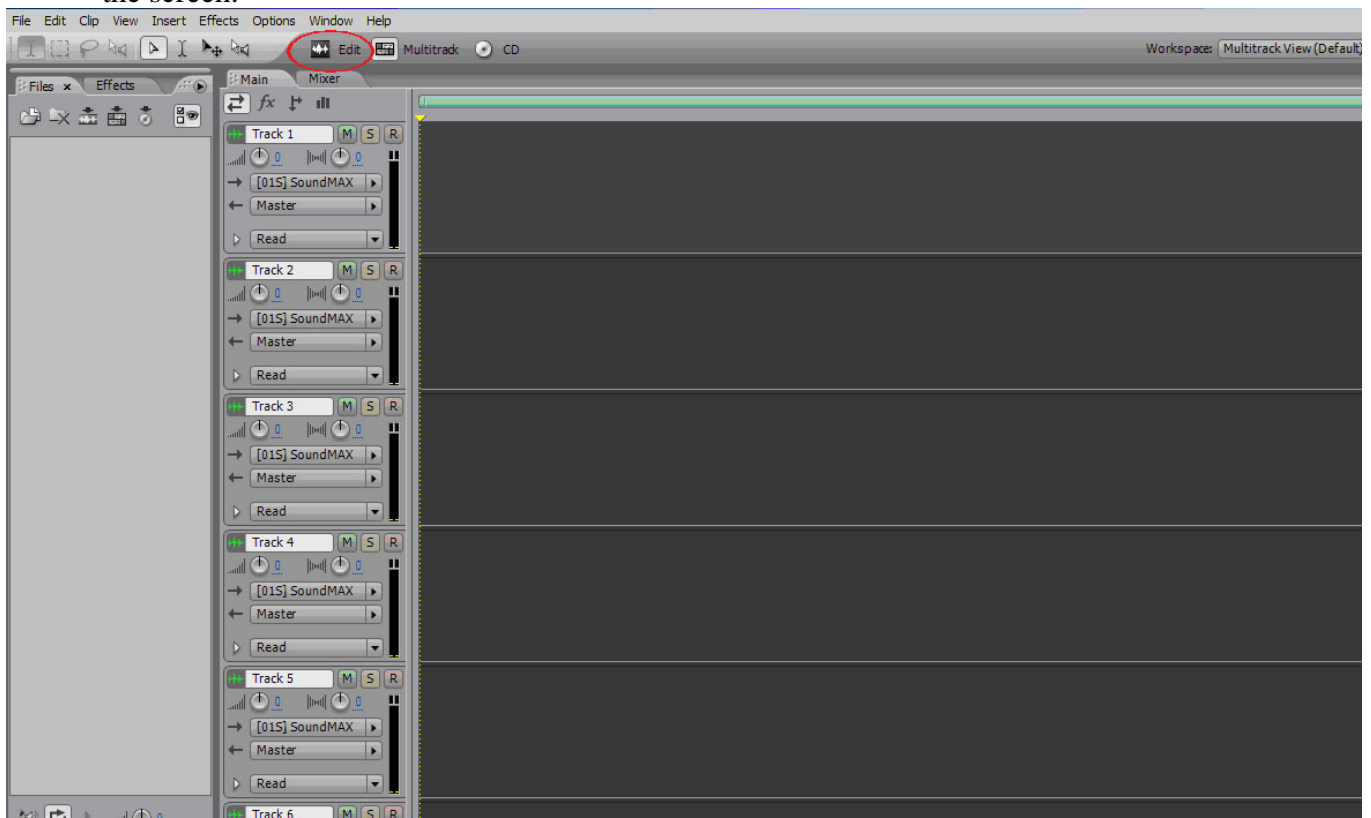
5. Select Recording. Make sure that Microphone is selected in this window, then click OK.



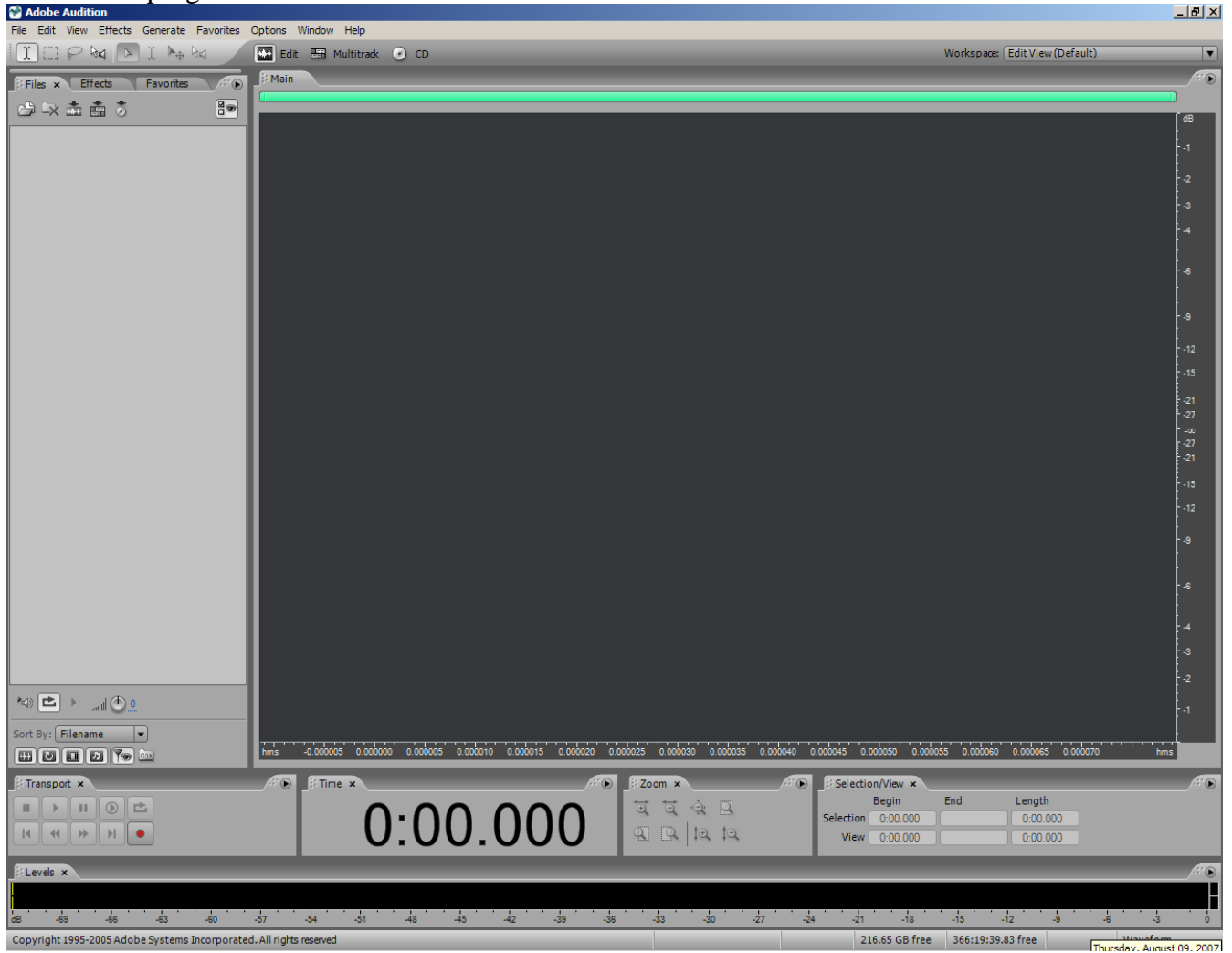
- In the Recording Control window that comes up, select Microphone. If your recording is too quiet even with the volume at a regular level, this is where you will need to adjust the volume level for recording. Close the window when you're done.



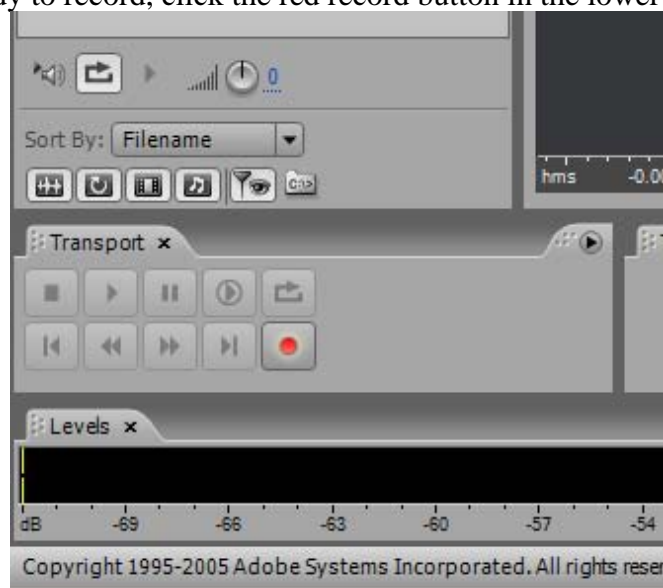
- Open the Adobe Audition program on the PC. If a dialog box comes up asking to change the temp file, tell it Yes.
- If the multisession format comes up like the image below, click the edit button at the top of the screen.



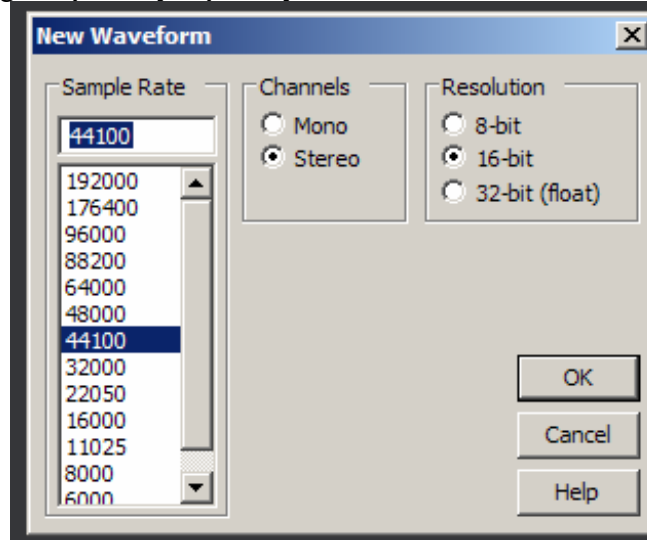
9. The program should look like this.



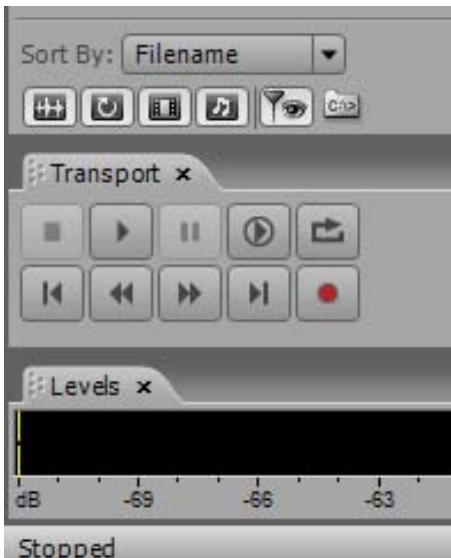
10. When you're ready to record, click the red record button in the lower left corner of the screen.



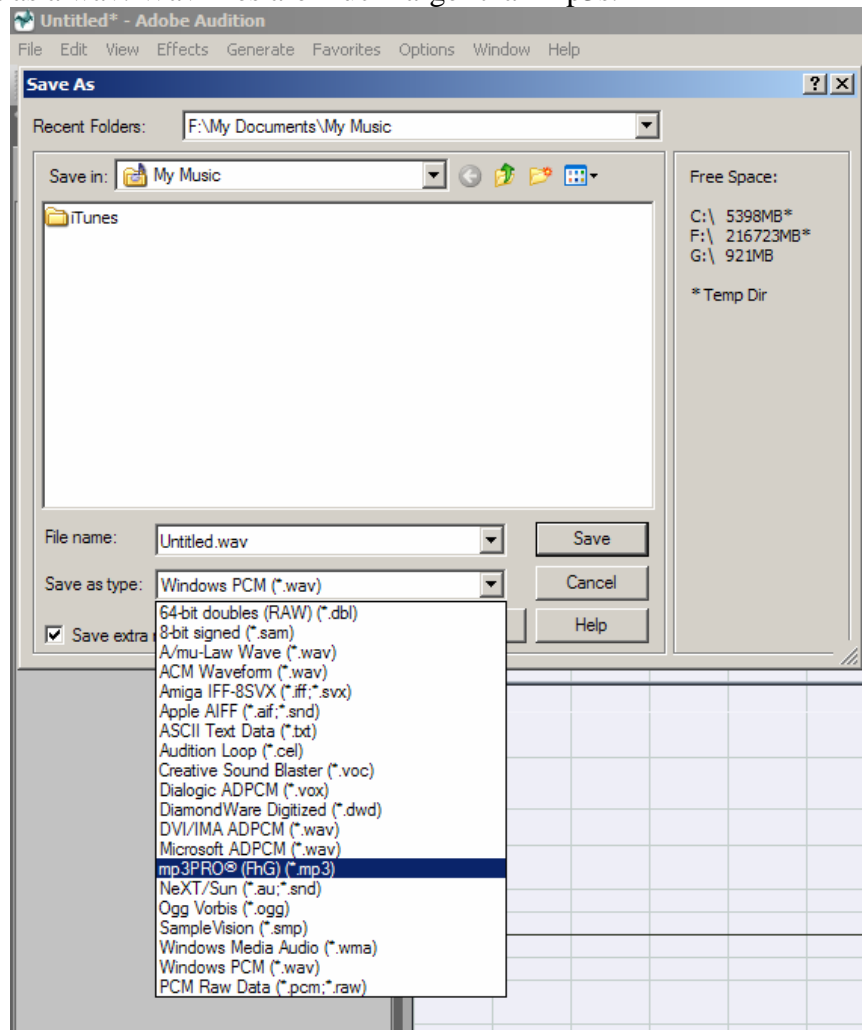
11. A dialog box will pop up, asking for the audio options you'd like to use. The default is fine for most recordings, especially mp3. If you're unsure of what to choose, just click OK.



12. The program will start to record. Press the play button on the cassette player. It will take as much time as the cassette tape is long to record it. You can listen to the recording on headphones connected to the computer.
13. When you are finished recording, press the stop button on the computer first, then stop the cassette player.



14. To save the file, go to File→ Save As... By default, the program will create a wav file. To save as an mp3, select mp3 from the drop down menu. The program will probably warn you that the audio will be compressed--simply press OK. If you want lossless audio, you will want to keep it as a wav. Wav files are much larger than mp3s.



NOTE: If the audio comes out garbled, or the computer doesn't recognize the microphone port, try going through the steps again, only this time plug the Line-In Audio Cord into the Line-In port (green) at the back of the computer. You may need a Lab Consultant or Digital Learning Librarian to help you do this. If neither of the ports work, try another computer, or report it to the desk.

Created August 9, 2007 - DK