# **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.

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• •	About Audacity			
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- 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).

0	Preferences: Devices
Devices	Interface
Playback Recording MIDI Devices	Host: Core Audio 😌 Using: PortAudio V19.70-devel, revision unknown
Quality Interface	Playback Device: Built-in Output
Tracks Behaviors Spectrograms	Recording Device: USB PnP Audio Device
Extended Import Libraries Directories	Channels: 2 (Stereo)
Warnings Effects Keyboard Mouse Modules Application	Buffer length:     100     milliseconds       Latency compensation:     -130     milliseconds
	Cancel OK ?

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

• • •	Preferences: Recording
Devices Playback Recording MIDI Devices Quality Interface	Options  Play other tracks while recording (overdub)  Software playthrough of input Record on a new track  Detect dropouts
<ul> <li>Tracks         Tracks Behaviors             Spectrograms         </li> <li>Import / Export             Extended Import         Librarias     </li> </ul>	Sound Activated Recording  Enable Level (dB): -6050 - 0
Directories Warnings Effects Keyboard Mouse Modules	Name newly recorded tracks With: Custom Track Name Recorded_Audio Track Number System Date System Time Punch and Roll Recording
Application	Pre-roll: 5 seconds Crossfade: 10 milliseconds Cancel OK ?

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.

Audaci	ity	File	Edit	View	Transport	Tracks	Ge
		Ne Op Op	w en en Rec	cent		ЖN ЖО ►	
1.0 o Trac ▼ 44100Hz loat	<b>1.</b> 0.	Clo Sav Sav Sav Ch	ose ve Proj ve Proj ve Con eck De	ect ect As npresse	d Copy of Pro	₩W ₩S pject	
Q+	0.0	Edi	it Meta	idata			
Q <sup>R</sup>	-0.	Im	port			►	T
	-1.	Exp	port	1		<mark>ሰ</mark> ೫E	

Save				
	Export Audio			
Save As:	My Cassette.mp3			
Tags:				
Where:	FLASH DRIVE			
File type:	MP3 Files			
Format Options				
Bit Rate Mode: O F Quality Stand	Preset Variable Average Constant dard, 170-210 kbps			
Channel Mode: 🛛 Jo	int Stereo 🗌 Force export to mono 🤇 ?			
	Cancel			

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

Tag	Value
Artist Name	
Track Title	
Album Title	
Track Number	
Year	
Genre	
Comments	
Genres	Add Remove Clear Template
Edit R	eset Load Save Set Default

• 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.

	Sound	Q Search		
Select a device for sound o	Sound Effects Output Input			
Name	Туре			
Internal Speakers	Built-in			
Bose USB Audio	USB			
USB Advanced Audio Device	USB			
USB Audio CODEC	USB			
Settings for the selected dev	vice: ne selected device has no outout controls			
•				
Output volume	Show volume in menu bar	)) 🗌 Mute		