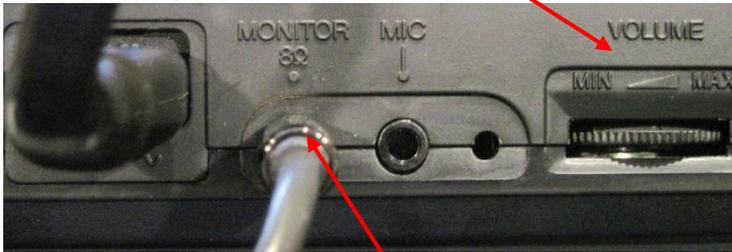


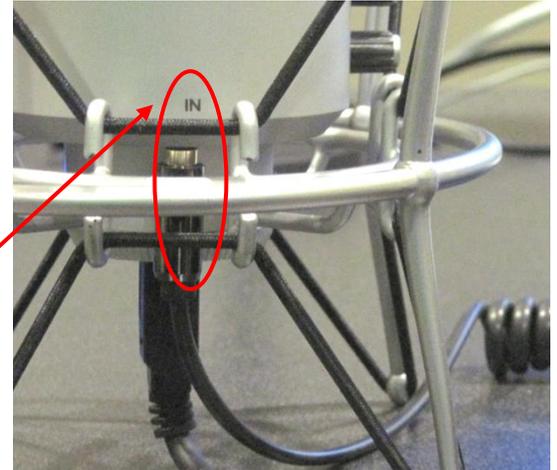
Cassette to CD (or audio file) Quick Start Guide

1) Plug the cassette player into the power strip in the Media Lab. Insert your cassette and press the **Play** button. When you get to the point on the tape where you want to begin transferring the audio, press **Pause**. Make sure that the volume (located on the left side of the cassette player) is at a moderately high setting.



2) Plug one end of the audio cable (the curly cable) into the cassette player. Use the jack on the left side of the player marked "Monitor."

3) Plug the other end of the audio cable into the voice microphone sitting on the desk. Use the jack on the left marked "IN".



4) Check the settings on the microphone. Make sure that the input button on the left side is set to "LINE." Set the volume dials pointing straight up.

5) On the computer, launch GarageBand by clicking the icon:

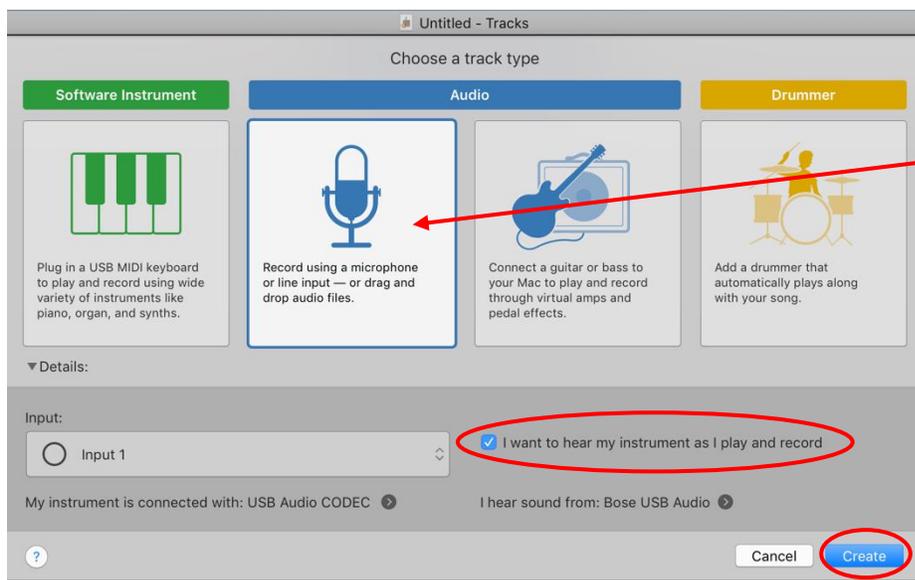


6) You will be presented with a variety of project types. Choose the “Empty Project.”



Click **Choose** on the bottom right.

7)



Next, you will need to choose an input. Click on the microphone under “Audio”.

The Input should default to the correct “Input 1.”

Make sure “I want to hear my instrument as I play and record” is checked.

Click the **Create** button.

8) The main GarageBand screen will open. First, unselect the metronome button (it will turn gray).



To start the conversion, click the round red **Record** button at the top of the screen. GarageBand will give a 4-beat countdown and then begin recording. After the countdown, immediately unpress the **Pause** button on the cassette recorder.

Your recording will begin. You should be able to hear the cassette playing through the computer’s speakers.



If you cannot hear the recording, or if you need to **adjust** the volume in the Digital Media Labs, tap the speaker hub (labeled with a number 7) until its light turns green. Twist the black dial to raise or lower the volume.



9) Let the cassette play. If you wish to add the other side of the tape, you can. Just press the square **Stop** button at the top of the GarageBand screen and the **Stop** button on the cassette player. Eject the tape and flip it over. Play the tape to the point you want to record, and then press **Pause**. Click the red **Record** button on GarageBand and immediately unpress the **Pause** button on the player.

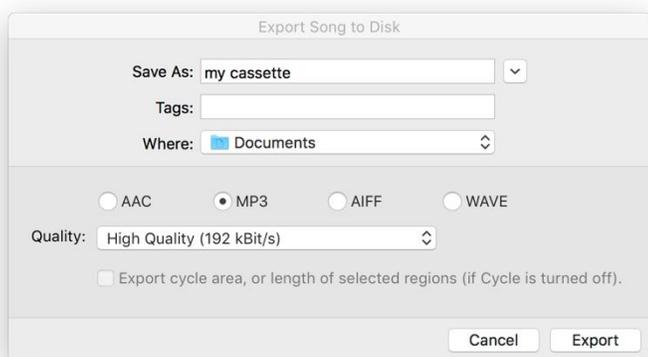
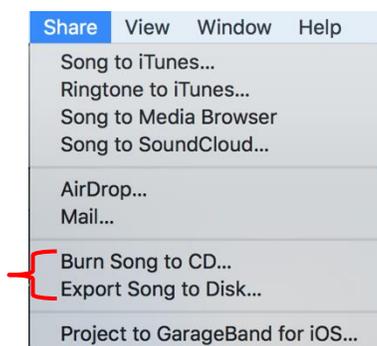
10) When you are done, click the square **Stop** button on the GarageBand screen. If you want to hear how the recording sounds, click the little triangle at the very top of the recording track. Drag it to the left to the beginning of the recording. Then press the space bar to make it play, and the space bar again to stop it.



11) If you want to burn your recording to a CD, first insert a blank CD-R (do not use a CD-RW; they often do not work with standard CD players). The CD drive is on the desk to your right. Open it using the button on the front of the tray and insert the CD. If a message comes up on the computer, just click **Ignore**.

Click the **Share** in the menu at the very top of the screen and choose “**Burn song to CD.**” The disc will immediately be burning; burning a CD can take several minutes. The disc will automatically eject when it is finished.

12) If you want to save your recording as a computer file, click **Share** in the menu at the very top of the screen and choose “**Export Song to Disk.**”



A dialog box will ask you to give your file a name, choose a place to save it (a flash drive is a great choice), and choose a file type and quality.

Both MP3 and AAC files are standard audio types that work with both PCs and Macs. You can choose a quality setting based on how large you want the file to be and how long you want to wait. Saving a large, high-quality file can take many minutes, so allow time for saving.

When you are done, exit GarageBand by clicking **GarageBand** in the menu at the very top of the screen and choosing “**Quit GarageBand.**” It will ask you if you want to save your project; if you are done and ready to go, just click “**Don't Save.**”