

Scanning Audiocassettes

[Link to full manual](#)

Step 1: Getting Started

- Turn on the cassette tape player
 - load cassette with tape side down in Tray B
- Turn on the PC and open Audacity software on the desktop screen
 - Click on Tracks
 - Add New
 - mono track (for voice) or ass a stereo track (for music)

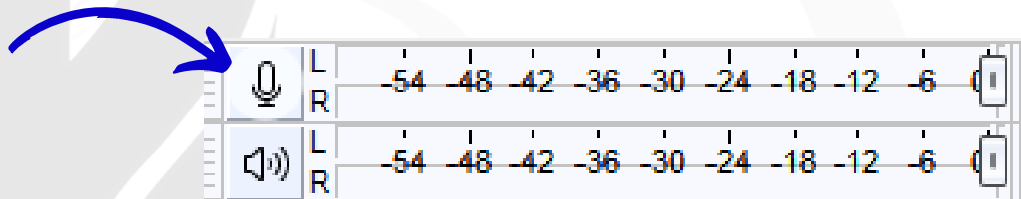


Step 2: Testing

- Press play on the cassette deck
 - Then click Record on Audacity



- Pay attention to the recording level
 - We recommend recording 10-20 seconds of the tape and reviewing it for sound quality.
 - It's best to keep the recording level at 50% and then raise it if needed.
 - you can do this by dragging the blue circle where you want it on the line by the microphone icon

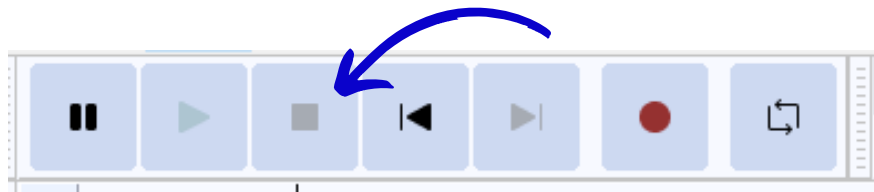


- Use the headphones to listen to the test recording to ensure good quality.

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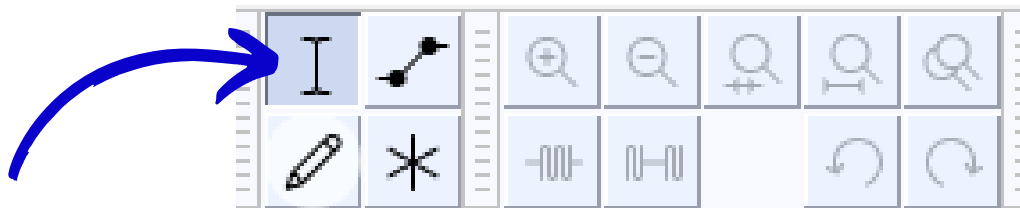
Step 3: Recording

- Make sure the recording level is where you want it
- Push the red record button in Audacity
- Push play on the cassette deck
- Push the black square stop button when you are done with the recording. Then, push the stop button on the cassette player.



Step 4: Editing an Audacity track

- These are the editing tools. The selection tool (it looks like a capital I) is what you will use to edit. Click it.



- To remove a piece of your recording, click and drag to highlight the section. Then push the delete key.

Step 4: Saving Your Recordings

- Click File at the top left of the computer screen.
- Hover over Export and click Export as MP3
 - A Save box will pop up.
 - Name your recording file in the Save As box
 - Find your storage device in the Where box and select it
 - Click the Save button.