

Instructions for Tape Conversion

- Have patron sign into PC Res
- Once Signed in, ensure the Tascam (tape deck) is turned on. (power button on bottom left)
- Insert Tape to be converted into Deck 1 (Press Eject button to open deck)
- Make sure tape has been rewound fully (After inserting tape, press Rew)
- Open Audacity on the computer. (It has been pinned to the taskbar/pair of headphones)
- When ready to begin, press Record (Red Dot) on the top bar of Audacity
- Press Play on the Tape Deck 1 as fast as you can (This ensures less “dead space” on the track)
- Wait. Conversion is real-time. For a cassette that is 1 hr long, it will take an hour to convert.
- When tape is done, press Stop on Tape Deck 1 and Stop (Black Square) in Audacity

Saving File (After stopping playback)

- Click File
- Hover on Export
- Choose a format (Tech suggests WAV)
- Choose a location to save the file. (Tech suggests the Music folder/ Click Libraries, Music)
- Name the file and click Save

Burning to CD (After saving file)

- Open Windows Media Player (Pinned to Taskbar/Yellow Play button)
- Click Burn to the right of the screen
- If you added the converted file to the Music folder, drag the file to the Burn list
 - If you did not, do so now.
- Insert Blank CD in to CD Drive
- Click Burn
- You are done

Save to Flash Drive/Hard Drive

- Insert Flash Drive
- Drag file to Flash Drive