





GarageBand: Transferring Audio Cassettes to CD



- ☑ At the Media Services desk in Jones Media Center, request a station with a cassette deck.

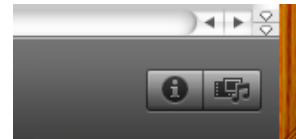
Steps to transfer audio from cassette tape to CD:

- 1) Setting up the DENON tape deck:
 - Plug the headphones into the **Rolls** amplifier.
 - Select **#1 CD/CASS** on the **Sony AV Selector**.
 - Turn on the **DENON CD/Cassette** deck and insert tape. On the deck, choose the following settings:
 - i. **Phones Select - Tape/Mix.**
 - ii. **Dolby NR** - Select the type that matches your tape.
 - iii. **Rev. Mode (Reverse Mode Switch)** - Select between **One Side** and **Continuous Playback** .
 - iv. **Tape Speed** - Set to **Normal** (vertical position) or adjust as needed.
 - v. **Output - Sep.**
 - vi. **Relay Mode - Off.**
- 2) Cue the tape - you can search for audio manually (fast-forwarding/rewinding) or use the **Music Search System**. To use the search system, press **Play** and **Fast Forward** simultaneously - the deck will skip to the beginning of the next track (blank sections need to be at least 4 seconds!)

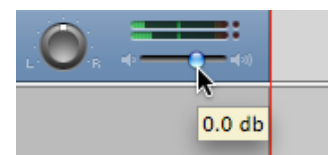
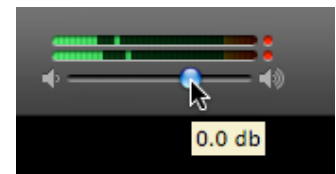
- 3) Launch **GarageBand**  from the dock, and select **New Music Project**.

To set up for recording:

- From the **Track** menu, select **Delete Track** to delete the default Grand Piano Track.
- From the **Track** menu, select **New Basic Track**.
- Press the **i** button in the lower-right corner to open **Track Info Pane**.
 - i. Set **Input** to **Channel 1 & 2 (Stereo)**
 - ii. Set **Monitor** to **On**.
- From the **GarageBand** menu, select **Preferences**. Under the **Audio/Midi** tab, set both **Audio Input** and **Audio Output** to **Built-In Audio**.



- 4) To test and set the volume of the recording:
 - Set the **Phones Level** on the tape deck to neutral (vertical position).
 - In **GarageBand**, make sure that the **Master Volume** and the **Track Volume** are both at **0.0 db**.
 - Open Apple System Preferences and select the **Sound** tab.
 - Select the **Input** tab, then select **Line In**.
 - While the tape is playing, adjust the **Input Volume** slider so that at its loudest, the music reaches approx. **80-90%** of the maximum (to avoid clipping).



- If you adjust the System Preferences **Input Volume** slider to its maximum and your recording is still too quiet, you can adjust the **Phones Level** knob on the tape deck to increase the input volume.
Note: If the GarageBand audio level meter peaks repeatedly in the red zone, decrease your input volume to avoid distortion.

5) To record:

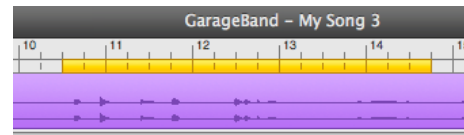
- Press the red **Record** button in GarageBand.
- Press **Play** on the tape deck to begin recording.
- When your selection has finished, press **Stop** on the tape deck, then press the **Record** button again in GarageBand to **end recording**.

6) To send your recording to iTunes:

- To pre-set the title and other information for your recording in iTunes, select **Preferences** from the **Garageband** menu.
- Under the **General** tab, enter the name of the playlist, composer and album that you want your recording to be filed under in iTunes.
- In **GarageBand**, select **Send Song to iTunes** from the **Share** menu.
- **iTunes** will automatically launch and begin playing your track.

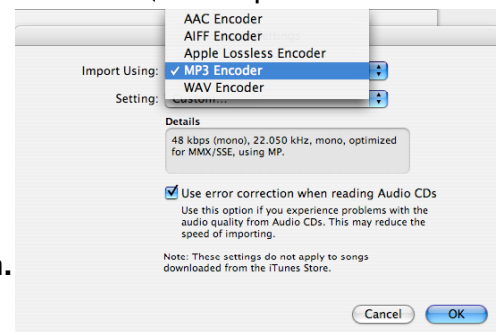
7) If you wish to separate your recording into different iTunes tracks:

- Click on the **Cycle Region** button—it should light up blue.
- A yellow bar will appear above the track. Move and resize (by dragging the ends) the yellow bar until it marks the segment you would like to export.
- Select **Send Song to iTunes** from the **Share** menu. Now, only the segment marked by the yellow bar will be sent as a track to iTunes.
- **Repeat** step 7 for each track you wish to send to iTunes.



8) Burning your iTunes tracks to a CD

- All tracks exported from GarageBand to iTunes are in AIFF (uncompressed CD Audio) format.
- To convert/compress to other audio formats, select **iTunes > Preferences** from the iTunes menu. Click on the **General** tab, select **Import Settings**, and choose an encoder (to reduce file size, convert to MP3 or AAC).
- Select the track you want to convert and from the menu, choose **Advanced > Create...Version**. The converted track is automatically filed in the iTunes **Music Library**.



*Note: You can also use **AudialHub** (available on all Jones editing computers) for audio file conversions.*

- To burn your playlist to a CD, simply click the **Burn Disc** button in the bottom right corner and insert disc.

Note: CDs can be purchased at the Jones Media Circulation desk.