

Editing Room 1 & 2

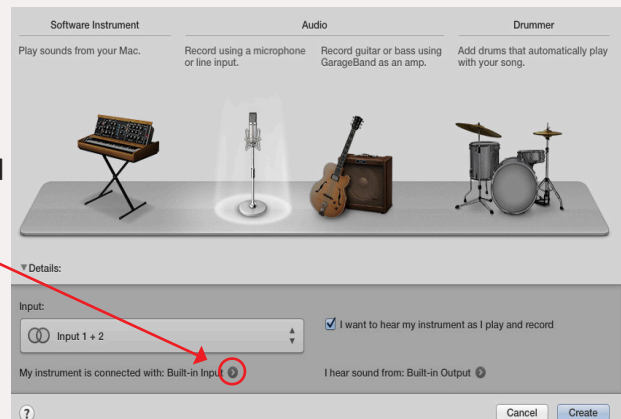
Transferring Audio Cassettes to CD



IMPORTANT: All media projects must be compliant with current Dartmouth College Policy and Federal Copyright laws. For more information, please refer to <http://www.dartmouth.edu/copyright/> Audio cassette players are located in the Edit Rooms on the west side of Jones Media Center.

1. Setting up the tape deck:
 - Turn on the **MASTER POWER** switch for the equipment rack (red light).
 - Turn on the **Cassette** deck and insert the tape. On the deck, choose the following settings:
Dolby - Select the type that matches your tape.
Tape - Select the type, usually "Normal"
2. Cue the tape - you can search for audio manually by fast-forwarding/rewinding and pressing Play on the tape deck. Plug headphones in to the tapedeck outlet to listen and find the starting point.

3. Launch GarageBand (GB) from the dock, then set up for recording:
 - In the GB menu, select **File > New**. In the pop-up window select **Empty Project** and click the **Choose** button in the lower right.
 - In the input window select the microphone icon to create an Audio project recorded using the computer's Line In connection.
 - To select Input/Output, click on the arrow and in the **Preferences** window, set **Output Device** to **Built-in Output**, and **Input Device** to **USB Audio Codec**. Click **Create**.
 - Turn off the count-in and metronome by clicking the icons at the top of the screen.



4. To test and set the input volume, plug headphones in to the Rolls amplifier:
 - Set the **Input and Output levels** on the tape deck to 5 or 6, so that the VU meter on the tape deck is peaking at about -2 dB.
 - While the tape is playing, adjust the **Recording Level** slider on the track so that at its loudest, the audio peaks at the top of the green and into the yellow zone of the meter, without going into the red. If you adjust the Recording Level slider to its maximum and your recording is still too quiet, you can adjust the **Output level** knob on the tape deck to increase the input volume.



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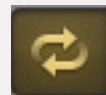
5. Press the red **Record** button at the top of the screen.




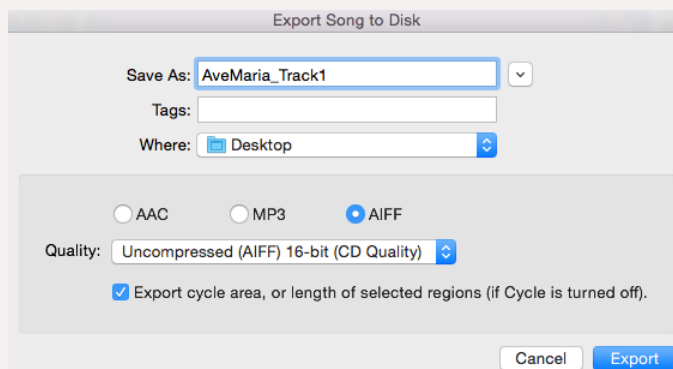
- Press **Play** on the tape deck. In GarageBand, the track will show the audio waveform as it is recorded. When your selection has finished, press **Stop** on the tape deck, then press the **Record** button in GB again to **end recording**.

6. To save your file:

- Click on the **Cycle** button—it will light up yellow.
- A yellow bar will appear above the track.



- The yellow bar above your track indicates the region that will export. To move and resize this yellow bar drag the edit points at each end until it corresponds with the segment you would like to export.
- Select **Export Song to Disk** from the **Share** menu. We recommend AIFF as the file type. Check **Export cycle area** and click **Export**.
- For additional tracks, either create a new audio track (**Track > New Track**) and solo the new track by selecting the  button, or continue recording on the same track and adjust the yellow cycle range to contain only the new recording when you export.



7. Burn tracks to a CD with iTunes.

- In iTunes, add the tracks you saved to the Library (**File > Add to Library...**).
- Create a playlist (**File > New > Playlist**) and click **Edit Playlist**. Add tracks in the order you want them to appear on the CD.
- To burn your playlist to a CD, insert disc (*CDs can be purchased at the Media Services desk*). Click the cog wheel in the bottom left corner and select **Burn Playlist to CD**. Click **Burn**.