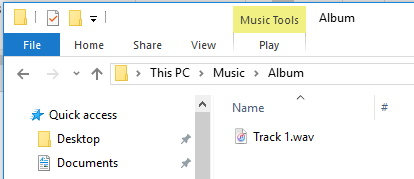
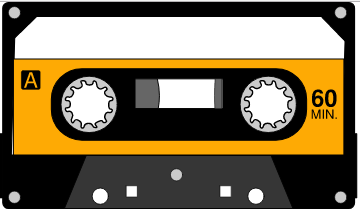
**Convert cassette tapes to .WAV files**

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| --- |
| Equipment:  Tape2PC Converter  USB cord  Laptop and power cord  “Y” headphone cable  Mouse |
| The quality of the recording is not guaranteed. Please remember that cassette tapes degrade over time, and the quality of the original cassette tape was not the quality that we expect today.  Copying is done in real time – a one hour cassette tape will take one hour to copy. Make sure you will finish before the library closes! |
| Plug in the **Laptop**  Plug in the **Tape2PC** converter |
| Plug **USB cable** into laptop and  the back of the **Tape2PC** converter  (the connector will look like it isn’t plugged in  all the way at the Tape2PC converter) |
| You can listen while you copy by plugging in  the red and black ends of the “Y” cable into  the Play Output connectors on the back of  the **Tape2PC** converter. Plug your headphones  into the other end of the “Y” cable. We have  earbuds for sale at the circulation desk if you  need them.  Headphones |
| Turn on the **laptop**  Click on the **patron** user’s icon and the type the password **patron** |
| Turn on **Tape2PC** converter  Power button |
| Open the **A deck** of the **Tape2PC** converter  Open (Stop) |
| **Load your casset**te tape into the A deck.  The tape should be on the bottom of the cassette.  The side that you will record will be facing you, and  the tape should be on the left reel when the cassette  is cued at the beginning.  If the door doesn’t close, take the tape out and put  it back in. Don’t push the tape in too far. |
| Double Click **EZ Vinyl-Tape Converter icon** on the laptop |
| Click **Next** |
| Click **Record** on the laptop and firmly press the **play** button on the A deck **at the same time.**  The red dot in the record button will turn into green arrows.  The **play** button will click and stay pushed in.   |  |  | | --- | --- | |  | Play | |
| When you have finished recording:  Click **Next** on the laptop to stop the recording, push  the stop button on the tape player, too.  If you record the entire side of a cassette,  it will record each track in an individual file.  when the cassette ends, the recording will end  by itself. |
| **Name** the Artist, Album, and Track title  You can change the save location by clicking on the folder icon.  If you do not enter this information, the files will be saved with generic names (i.e. Track 1.wav).  Click **Next** to save the files   |  |  | | --- | --- | | Folder icon |  | |
| Continue recording,  OR  See what you have saved by Opening  the Save Location,  OR  or exit the software by Closing the  EZ Vinyl/Tape Converter |
| **If you saved your files on the laptop**, please transfer them to a USB drive (you can purchase one at the library), or to cloud storage.  The default location for the files on the computer is the Music folder  Please delete any files from our laptop.  Make sure to take your cassette.  Turn the laptop off.  Turn the Tape2PC converter off. |
| If you want to convert your .wav tapes to .mp3s, you can use Audio Converter by MediaHuman at <http://www.mediahuman.com/audio-converter/>  .mp3 files are much smaller than .wav files, but have less fidelity. |