

WHAT IS DIGITIZING AN AUDIO TAPE?

Digitizing an audio tape is the process of placing the contents of an audio cassette tape onto the computer so it can be edited.

Center for Teaching, Learning, and Technology

1021 Dulaney Valley Road
Baltimore, Maryland 21204

Phone: 410-337-6066

E-mail: ctl@goucher.edu

Center for Teaching, Learning, and Technology
CTLT@goucher.edu
x6066

Digitizing an Audio Tape



SET-UP

1. Log into the computer using your Goucher username and password.
2. Make sure the correct output is selected on the amplifier.

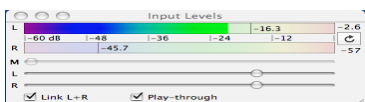


3. Open the *Sound Studio* program from the dock.

4. Place tape in audiocassette recorder.



5. Once the program opens, press play on the audiocassette recorder. Watch the input levels dialogue box as the tape plays. When the bar is between the -24 and -12, your levels are good. If you have trouble getting your levels to stay in that area, you can adjust the volume on the amplifier by turning the dial up or down. Don't worry if your levels go slightly above or below some of the time. That's normal.



DIGITIZING YOUR TAPE

1. Click the record button in the main window.



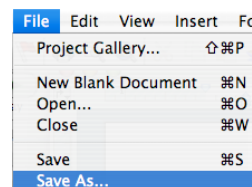
2. Press the Play Button on the audiocassette recorder.



3. When you are finished recording, hit the stop button in the record window and on the audiocassette recorder.



4. To save your file, choose File -> Save As



ATTENTION!

Before saving your file, please make note of the following:

- MP3 files cannot be saved to Darwin or Magellan
- WAV files are excessively large and the CTLT recommends that you do not save these files to Darwin or Magellan
- You cannot "save your file to CD." You must save your file somewhere else temporarily before you can transfer the file to a CD-R
- If you do not have your own, you can borrow a flash drive from the library circulation desk which you can use to save your file on before transferring the file to a CD or any other location.