

Home Audio Duplication



Cassette Tape to CD or USB

The ION TAPE 2 PC device can be used to copy home audio recordings from cassette tape to CD or a USB memory stick. Allow yourself enough time to transfer your home recordings.

***** WARNING*****

Media is susceptible to damage. The Coquitlam Public Library is not responsible for any damage that may occur to your media by using this equipment. Do not use any tapes that are damaged (broken, ruptured, misaligned, overlapped, bent, etc.). Doing so may damage the equipment or further damage the tape.

By using the duplication equipment you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that the Coquitlam Public Library will take no responsibility for any copyright violations you may incur as a result of using the room, its' equipment and/or software.

What you will need

1



A cassette tape with your home recording

+

2



A blank CD-R or CD-R/W

OR

3



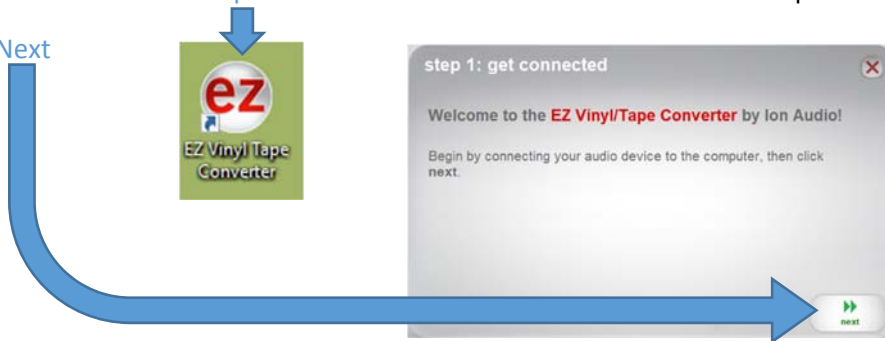
A USB Memory Stick

**Blank CDs and USB Memory sticks
are available for purchase at the front counter of the library**

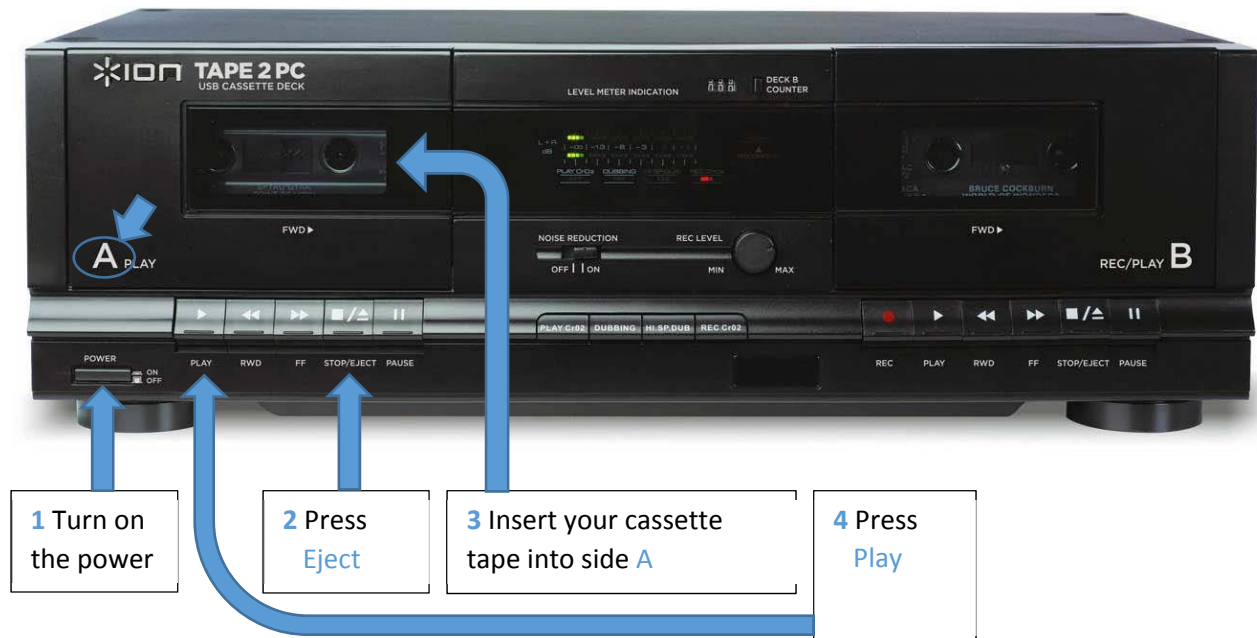
Prepare the software

1 Double-click on the EZ Tape Converter software icon located on the computer desktop

2 Click Next



Prepare the cassette tape



5 Let your tape play and check the volume using the volume bars in the software

If the volume bars are peaking very low (low green), move the GAIN slider upwards (note that this will also increase the volume of any background static).

6 When you are happy with the volume level, press Stop on the machine and press Rewind to prepare to record

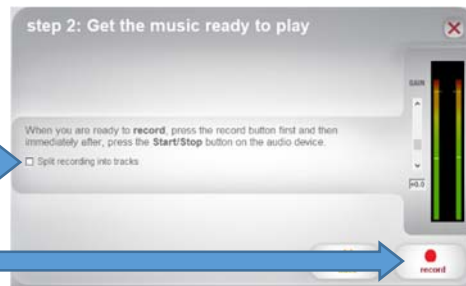


You will always hear some static or background noise from cassette tapes. This will be worse depending on the tape age and whether it was exposed to a magnet in storage.

Start Recording

1 Uncheck the **Split recording into tracks** option
(it is not dependable)

2 Click the **Record** button

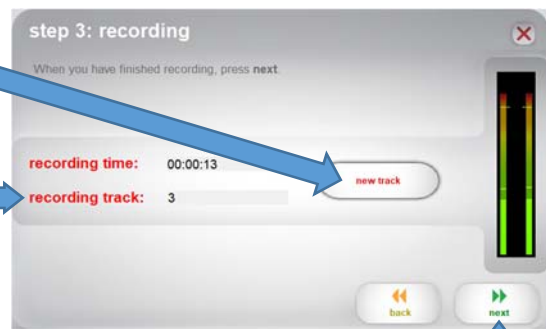


3 Press **Play** on the Tape 2 PC machine to start recording



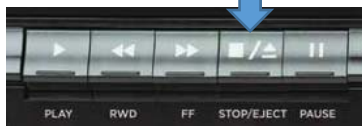
Split tracks while Recording

1 Whenever a song or segment ends, click on **new track**.
This will split the recording into multiple tracks
(the **recording track** counter will increase)



Finish Recording

1 Press **Stop** on the Tape 2 PC machine to stop recording



2 Click **next** in the recording software

Tag your Tracks

1 Type in the **Album** name
(if you are recording both sides of a tape,
type in Side 1 or Side 2 as part
of the Album name)

2 Type in the **Artist** name

3 Type in the **Track title(s)**

4 Choose the **Save Location**

(the default is the Music folder)

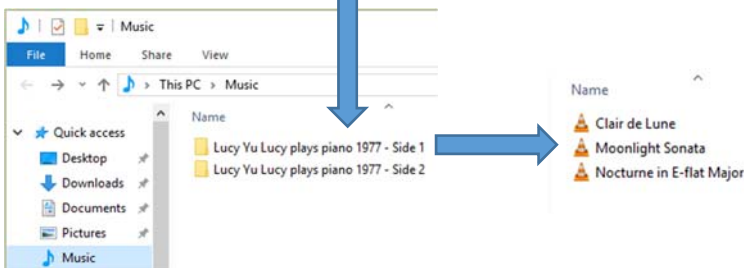
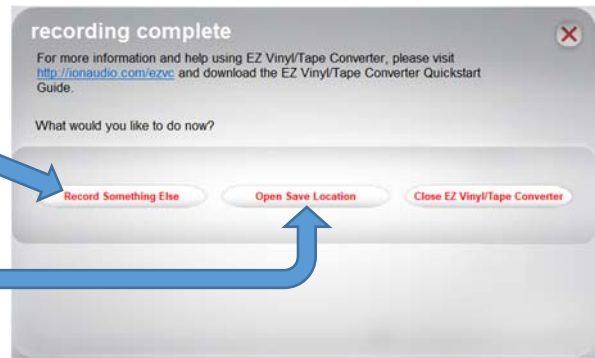


Record Side 2 or Finish Up

1 If you want to record the other side of the cassette tape, press **Eject** on the Tape 2 PC machine, turn the tape around and click on **Record Something Else**. Repeat the previous steps to record Side 2

2 If you are finished recording, click on **Open Save Location**

3 You will see a folder with the Album names you specified. **Double-click on the folder** to open it and see the individual tracks



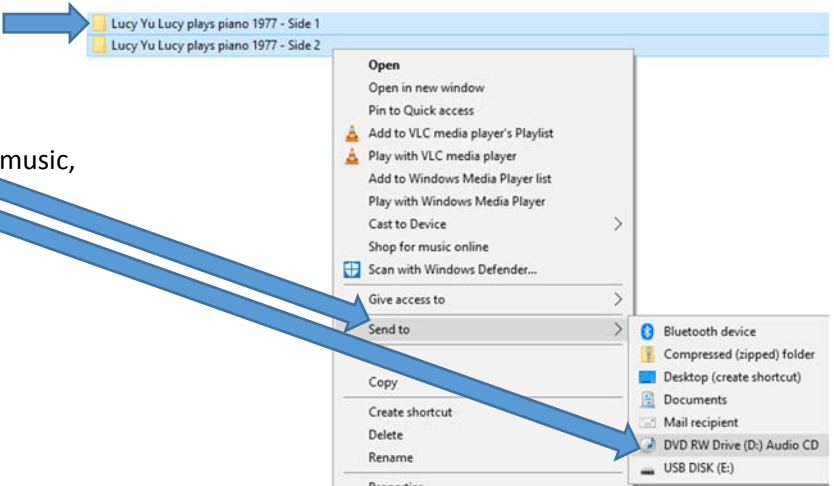
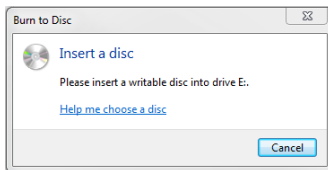
Burn your Music files to CD

*These steps will create an audio CD that can be played in your home or car CD player.

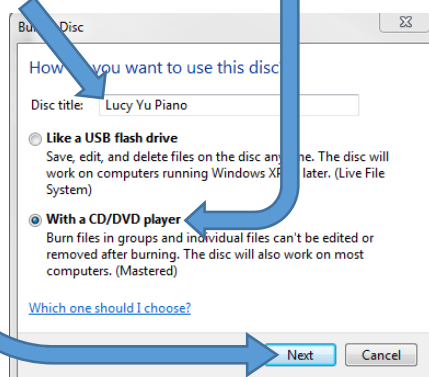
1 Hold the **Ctrl** key and **click on the folders** you want to copy so that they are highlighted. Release the **Ctrl** key.

2 **Right-click** on the folder containing your music, and select **Send to** and select **DVD**

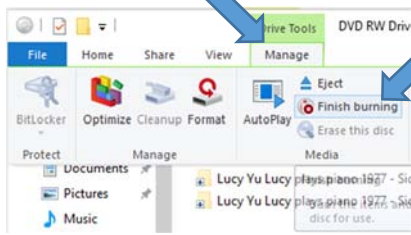
3 Insert a CD into the computer drive



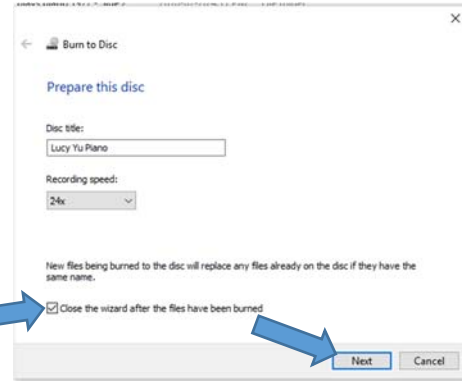
4 Type in a **Disc title**, select **With a CD/DVD player**, click **Next**



5 Click on the **Manage** tab and select **Finish Burning**

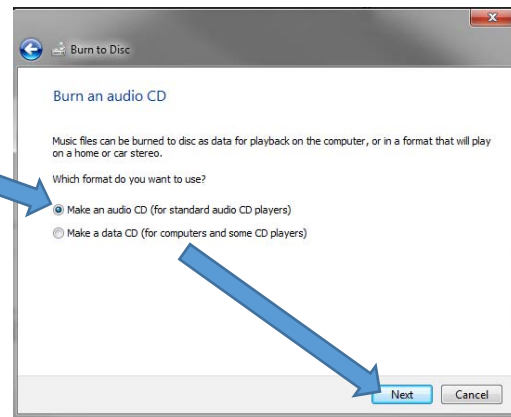
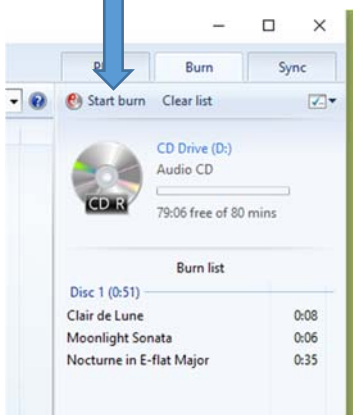


6 Select **Close the wizard after the files have been burned**, and then click **Next**

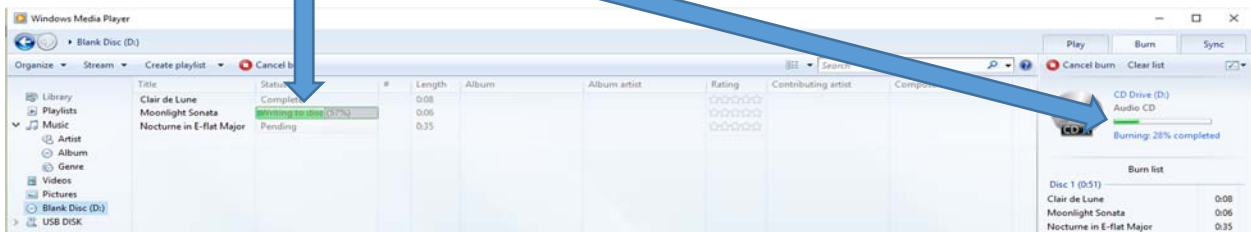


7 Select **Make an audio CD**, and then click **Next**

8 Select **Start burn**

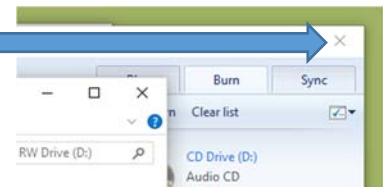


9 You can monitor the CD burning progress

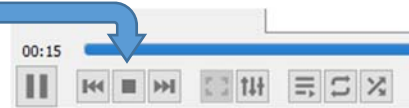


10 The CD will eject from the computer when burning is complete.

Exit the software by clicking the X




11 If you want to test the CD, push the CD door closed. The VLC software will start playing the CD automatically. Use the controls to **Stop** and **Skip to other tracks**

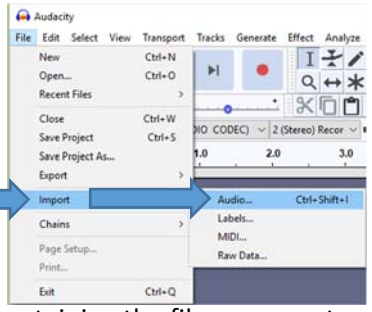


12 Push the button on the CD door to eject the CD

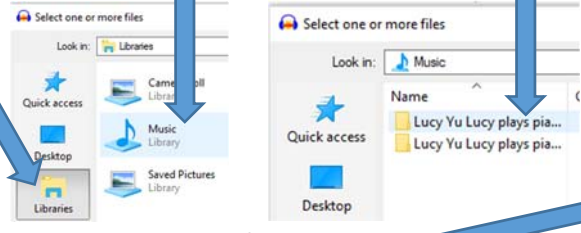
Convert files to mp3 Format

*The software has created wav files which are large. You may want to convert them to smaller mp3 files before copying them to a USB Stick.

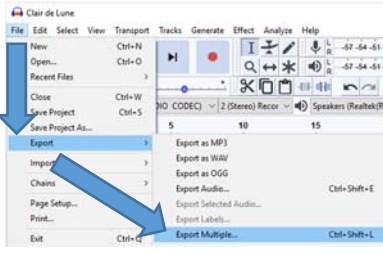
1 Open the Audacity program 

2 Select File, Import, Audio 

3 Click on Libraries, double-click on Music, double-click on the sub-folder containing the files you want to convert



4 Hold the Ctrl key to select multiple audio files, click Open 

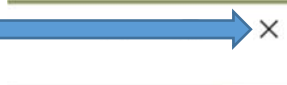
5 Select File, Export, Export Multiple 


6 Select 'Split files based on:' Tracks, click Export



7 You will be asked to edit track information. Make any edits (optional) and click OK for each file.

8 When the conversion completes, click OK 

9 Click the X to close Audacity, say No to save project 

10 Double-click on the Audacity folder to view your exported files 

Copy your Music files to USB Memory Stick

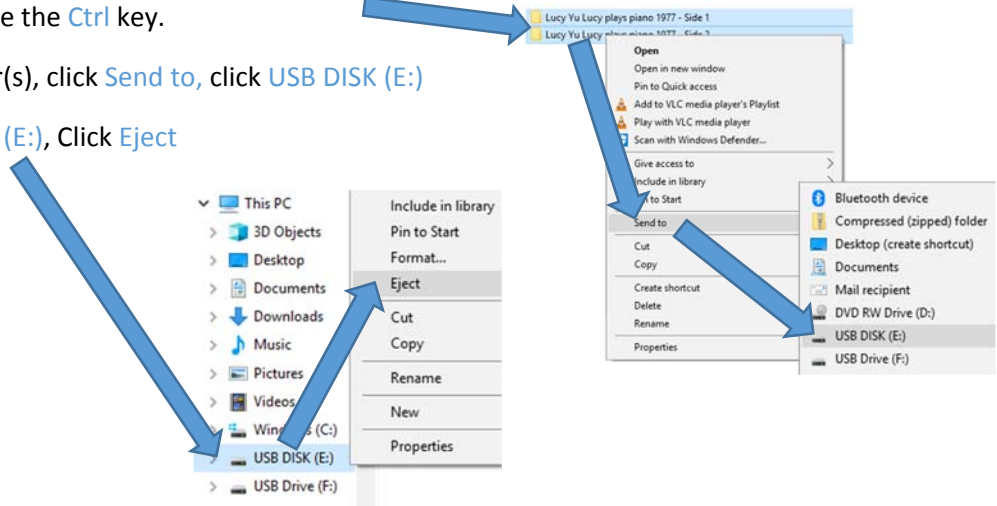
1 Insert your USB Memory stick into the computer

2 Hold the **Ctrl** key and click on the folders you want to copy so that they are highlighted. Release the **Ctrl** key.

3 Right click on the folder(s), click **Send to**, click **USB DISK (E:)**

4 Right-click on **USB DISK (E:)**, Click **Eject**

5 Remove your USB stick



Shutdown the Equipment

Remove your cassette tape from the Tape 2 PC Machine and turn it off



4 Remove any USB memory sticks or CDs from the computer

5 All your files that were saved on the computer will be automatically deleted when your sessions ends and the computer restarts.