Digitizing Audio Cassettes & Vinyl

1. Log onto the PC using your GC network username and password.

2. Connect the tape deck OR turntable to the PC using the appropriate USB cable. (The tape deck and turntable use the same software driver, so only one can be connected at a time. If you are digitizing vinyl, make sure the tape deck’s USB cable is not connected to the PC, and vice versa. The software will not recognize either device if both are connected at the same time.)

3. Plug the headphones into the headphone jack on the front of the PC.

4. Launch iTunes (music note icon on the desktop) and click through all prompts.

5. Launch EZ Audio Converter (“ez” icon on the desktop) and click Next.

6. To Digitize Cassette Tapes: Turn on the tape deck and insert a cassette. Cue up the cassette to the beginning of the segment you wish to digitize by using the Play, Fast Forward, and Rewind buttons. When you are at the right spot, press the Pause button on the tape desk. Click the red Record button in EZ Audio Converter and then press the Pause button on the tape deck again to start digitizing.

   To Digitize Vinyl: Lift the cover of the turntable and place an LP or 45 on the platter. (For a 45, you’ll need the spindle adapter, the black plastic doughnut stored near the back of the turntable.) Select the size of the record (either 12” or 7”) on the right side of the turntable. Select the RPM speed (33 RPM for LPs, 45 RPM for 45s) on the front of the turntable. Press the button farthest to the right on the front of the turntable to raise the tone arm. Position the needle above the record at the start of the track you wish to digitize. Click the red Record button in EZ Audio Converter, and then press the tone arm button to lower the needle onto the record to start digitizing.

7. When you have finished recording, click the Next button in EZ Audio Converter, and then press the Stop button on the tape deck or turntable.

8. Enter the Artist, Album, and Track in the Tag Your Tracks window of EZ Audio Converter. Click Next when you are finished. EZ Audio Converter will export your recording to iTunes.

9. Repeat for each segment you wish to digitize.

10. You can use iTunes to save recordings to a flash drive. USB ports are on the left side of the monitor.

11. Turn off the tape deck or turntable, log out of the PC, and return any borrowed equipment to the Circulation Desk.

Materials Needed:

- Headphones (can be checked out at the Circulation Desk)
- Cassette or vinyl to digitize
- Flash drive (optional)