



# digitization station

## CASSETTE TAPE DIGITIZATION



# DIGITIZING CASSETTE TAPES

## With EZ Tape Converter

The Ion Tape 2 PC Cassette Player works with the EZ Tape Converter software, which records the album as it plays, automatically separating each track into its individual .wav file that you can then name, save, and transfer to your storage device.



**Important Copyright Note:** by using the Digitization Station you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that North Vancouver City Library will take no responsibility for any copyright violations you may incur as a result of using the station, its equipment and/or software.

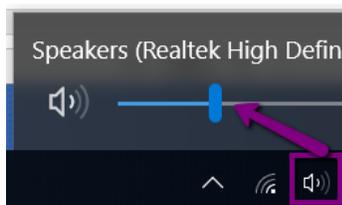
### PART I: SET-UP

1. **Open the EZ Tape Converter** app; you can find it on the Desktop or on the Start Menu in the "Audio" Section.
2. Double-check to make sure that the Ion Tape 2 PC machine is plugged into a USB port at the back of the computer (check the label on the USB cords)
3. When you're ready, click **Next**.



### PART II: RECORDING

#### 1. Get the Album Ready & Test the Volume



Insert your cassette tape into Side A of the Ion Tape 2 PC Machine. Press Play and let the tape play for a bit. If the volume is too low, check the volume level for the headphones on the computer first.

Then, if the volume bars are peaking very low (all in green) **adjust the Gain level** by using the slider on the right – keep in mind this will also bring up the volume of any background static.



Note that you are *always* going to hear some static / background noise with older cassette tapes, and it may be more pronounced depending on how old or used the tape is, or if it was exposed to any magnetism while in storage.

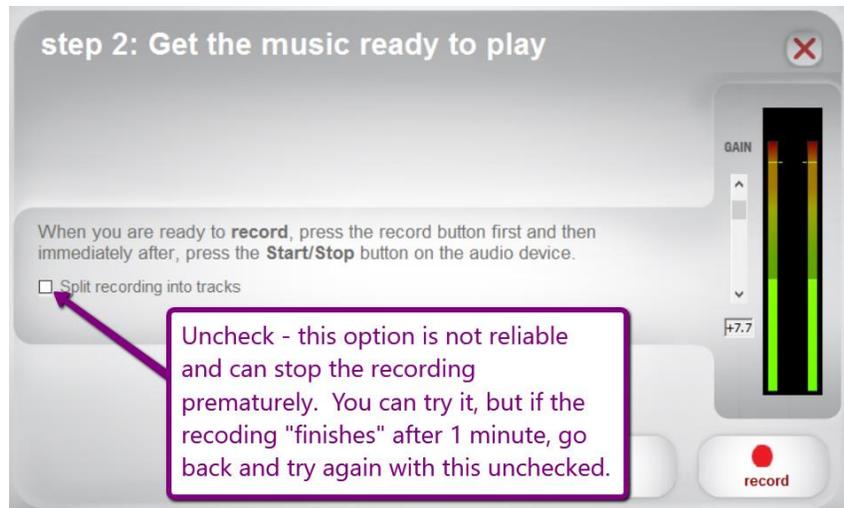
When you're happy with the volume, **stop and rewind the tape** to prepare for recording.

## 2. Start Recording

**Uncheck** the "split recording into tracks" option; it's not reliable and will often stop the recording prematurely – usually after 1 minute.

Click the "Record" button on the EZ Converter App.

**Then** press the **Play** button on the Ion Tape 2 PC player.

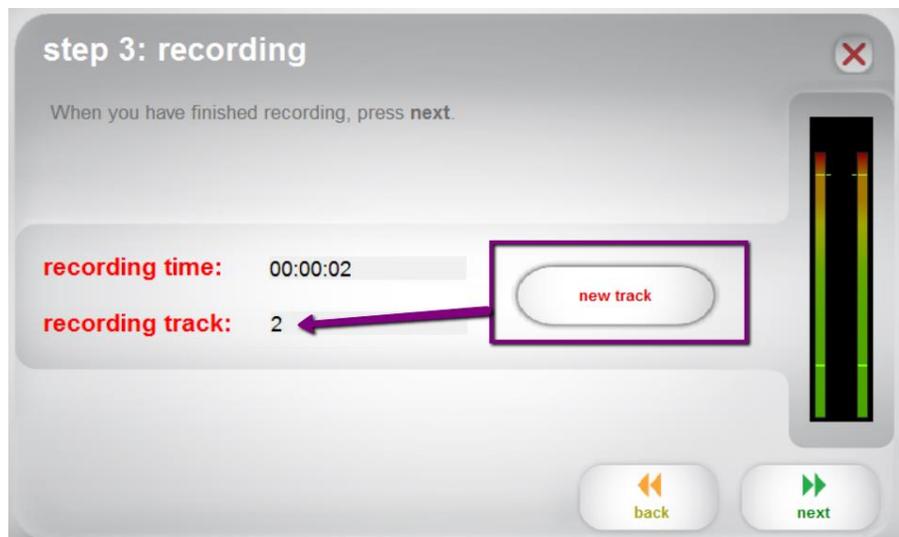


## 3. Split Tracks while Recording

EZ Tape Converter will start the recording process.

As it plays through, whenever a song ends, **click the New Track** button; this will split the recording into multiple tracks (and you'll see the "Recording Track" counter move up).

You'll have to listen to the album all the way through and split each track while it plays.

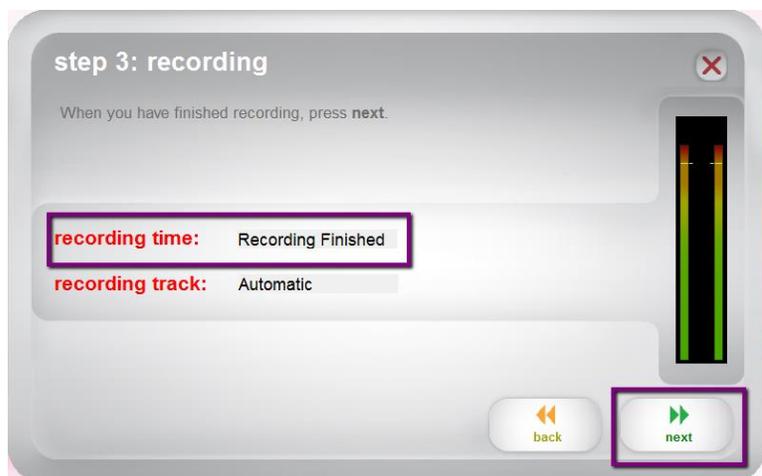


## 4. Finish Recording

When you press **Stop** on the Ion Tape 2 PC Player, the recording will automatically stop. EZ Converter should also stop automatically once the tape ends.

When it finishes, you'll see the "**Recording Finished**" message appear on the recording screen:

Even if you still need to record Side 2 of your cassette, click **Next**.



## PART III: SAVING YOUR FILES

### 1. Add Artist, Album, and Track Info

Next, you can type in all the Artist, Album, and Track information from your original.

- **Album Info:** If you are recording both sides of your album, add "**Side 1**" or "**Side 2**" next to the album title as you'll have to record the second side separately.
- **Track Title Info:** EZ Converter will attempt to automatically detect the number of tracks and provide that number of tracks for you to name.



If the number of tracks is incorrect, just name them anyway; you'll need to listen to them after to determine where the breaks between tracks went wrong. Depending on how far out the track breaks are, you may need to edit some of the tracks or re-do the recording entirely using more advanced software (see the "**Digitizing Vinyl Records with Audacity**" tutorial).

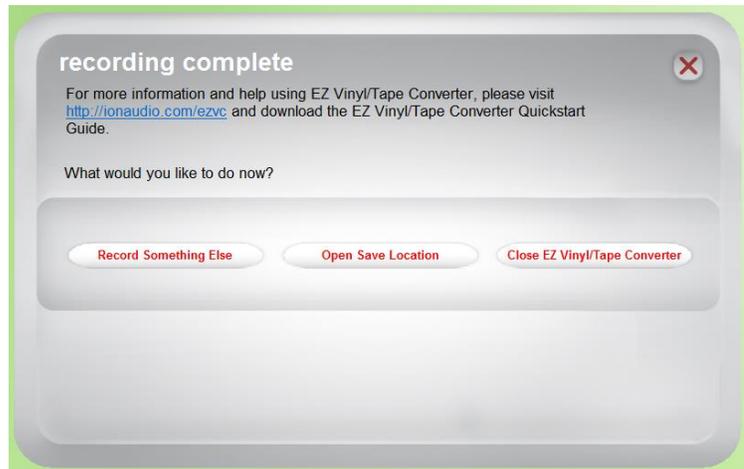
- **Save Location:** Click the Folder icon to change where to save your album to. EZ Converter will default to the Music folder, but if you already have your storage device plugged in then you can change the save location here.

Click **Next** when you're finished.

## 2. Check & Save Your Files

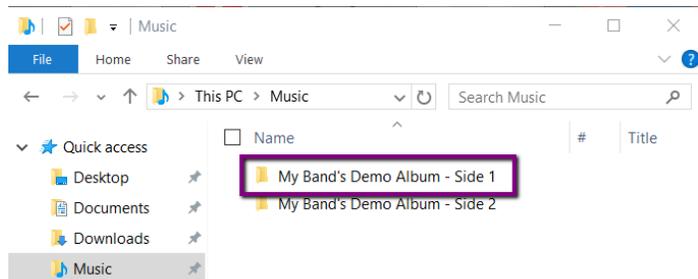
If you need to continue recording side 2 of your cassette, click **Record Something Else**.

If you're finished recording, click **Open Save Location**.



You'll see the **album name** you made in the folder. **Double-click to open it:**

The folder will contain all of the tracks that EZ Converter separated, with the names you entered in the last step of recording.



If there were any issues recording, you can try again, or re-record using **Audacity**. Audacity is more advanced software, and therefore a little harder to use. See the **Digitizing Vinyl with Audacity** tutorial for help – the instructions in that tutorial work almost exactly the same for cassette tapes as they do for vinyl records.

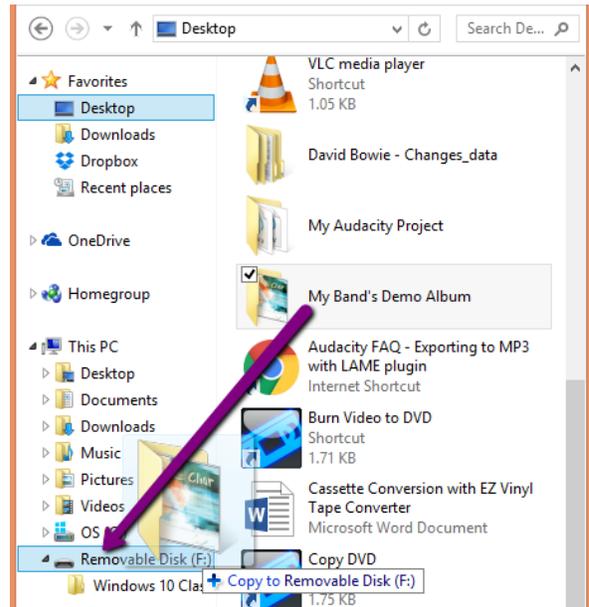
## PART IV: TRANSFER YOUR FILES TO PERSONAL STORAGE

The Digitization Station will not store your files once you've logged off, so you'll need to **make sure you've saved them your own storage device** (let us know if you need to buy one!) or uploaded them to your cloud storage.

To transfer your files, plug in your storage drive to the USB port on the left side of the PC.

With the **File Explorer** still open and viewing your new audio files, you should see your storage device listed under **This PC** on the left menu - it may just say "**Removable Disk**".

Once you've located your storage device, click on the music **folder** you want to transfer, and hold down the button on the mouse. Then **drag and drop the album onto your Removable Disk**. Windows will begin copying the files to your disk.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the **Safely Remove Hardware...** icon and choose **Eject Mass Storage**.

Then remove your storage device and enjoy!

