

GarageBand: Transferring Audio Cassettes to CD



Important: All media projects must be compliant with current **Dartmouth College Policy** and **Federal Copyright laws**. For more information please refer to <http://www.dartmouth.edu/copyright/>

At the Media Services desk in Jones Media Center, request an editing station with a cassette deck.

Steps to transfer audio from cassette tape to CD

1. Setting up the DENON tape deck:
 - Plug the headphones into the Rolls amplifier.
 - Select #1 **CD/CASS** on the **Sony AV** Selector in the equipment rack.
 - Turn on the **Cassette** deck and insert the tape. On the deck, choose the following settings:

• Phones Select - Tape/Mix.
• Dolby NR – Select the type that matches your tape.
• Rev. Mode (Reverse Mode Switch) – Select between One Side and Continuous Playback.
• Tape Speed – Set to Normal (vertical position) or adjust as needed.
• Output – Sep.
• Relay Mode - Off.

2. Cue the tape - you can search for audio manually (by fast-forwarding/rewinding) or use the **Music Search System**. To use the search system, press **Play** and **Fast Forward** simultaneously - the deck will skip to the beginning of the next track.
3. Launch GarageBand from the dock, then set up for recording:
 - In the File menu select New and choose New Project -> Acoustic Instrument. Name your project and click **Create**.
 - Turn off the metronome by clicking the icon at the bottom of the screen.
 - In the Track Info Pane: Set Input Source to **Stereo 1/2**.

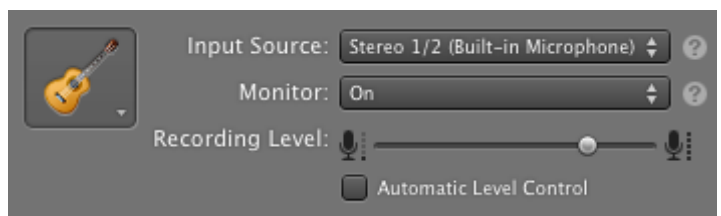


Set **Monitor** to On to listen to the audio as it is recorded.

4. Test and set the input volume before you record:

- Set the **Phones Level** on the tape deck to neutral (vertical position).

- While the tape is playing, adjust the **Recording Level** slider so that at its loudest, the audio peaks



at the top of the green and into the yellow zone of the meter, without going into the red. If you adjust the Recording Level slider to its maximum and your recording is still too quiet, you can adjust the **Phones Level** knob on the tape deck to increase the input volume.

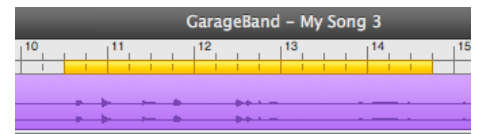
- To record:
 - Press the red **Record** button at the bottom of the screen.
 - Press **Play** on the tape deck to begin recording. The GarageBand track will show the audio waveform as it is recorded.



- When your selection has finished, press **Stop** on the tape deck, then press the **Record** button again in GarageBand to **end recording**.
- To send your recording to iTunes as a single track:
 - To pre-set the title and other information for your recording in iTunes, select **Preferences** from the Garageband menu.
 - Under the **MyInfo** tab, enter the name of the playlist, composer and album that you want your recording to be filed under in iTunes.
 - In GarageBand, select **Send Song to iTunes** from the **Share** menu.
 - iTunes will automatically launch and begin playing your track.

- If you wish to separate your recording into different iTunes tracks:

- Click on the **Cycle Region** button—it will light up blue.
- A secondary bar will appear above the track, under the timeline. Click and drag in this space to select a region, highlighted by a yellow bar. Move and resize (by dragging the ends) the yellow bar until it marks the segment you would like to export.
- Select Send Song to iTunes from the **Share** menu. Now, only the segment marked by the yellow bar will be sent as a track to iTunes.
- Repeat** Step 7 for each track you wish to send to iTunes.



- Burn iTunes tracks to a CD
 - All tracks exported from GarageBand to iTunes are in AIFF (uncompressed CD Audio) format.
 - To burn your playlist to a CD, click the button in the bottom right corner and insert disc. *CDs can be purchased at the Media Services desk.*

- Convert iTunes tracks to other audio formats:

- To convert/compress to other audio formats, select **iTunes > Preferences** from the iTunes menu.
- Click on the **General** tab, select **Import Settings**, and choose an encoder (to reduce file size, convert to MP3 or AAC).
- Select the track you want to convert and from the menu, choose **Advanced > Create...Version**. The converted track is automatically filed in the iTunes Music Library.

