

Digitization Procedure (Cassettes)

Programs used: Garage Band (converting audio cassettes to AIFF file) and iTunes (converting AIFF file to MP3 format and burning them to CDs)

Step 1: Open the “cassette-deck-test.band” on desktop

Step 2: Play cassette in ONKYO cassette player; either deck will do. Note: if GarageBand is not open, there will be no sound. Thus, it is important to have GarageBand open before playing the cassette.

Step 3: Once the sound starts, press the red record button on the bottom panel of GarageBand.

Note: you can press this button to record before playing the cassette so that no content will be left out.

Step 4: Press the blue play button to stop recording. Save the file.

Note: Do not use the “Save” command in the menu but “Save As”. Otherwise you will change the original file, which you do not want to because if you do change it, you will have many years of regret.

Step 5: Export the file to iTunes. (File – Export to iTunes)

Note: if the mixing down process seems to stall, it probably has. Quit Garage Band and then re-open it. Open the file you want to export and run the command again.

Step 6: Convert AIFF to MP3: select the file in iTunes and right click for the quick menu. Click “convert selection to MP3”.

Note: the file begins to play but it is no indication about the conversion process. Scroll down the screen and you can find the MPEG file, equivalent to MP3. Whether the conversion is complete or not shows in the time column. Once it is complete, you will hear a ding unless you disable this function. Then, congratulations, you are almost done.

*If you want to change the name of the file, right click and select “Get Info”.

Step 7: Burn MP3 to CD. Create a playlist first by either clicking the “+” on bottom left of the screen or going to FILE – NEW PLAYLIST. Name the playlist. Then drag all the files you want on the CD to the playlist. Check the box in front of each file; click FILE – BURN PLAYLIST TO DISC. Insert a blank CD and follow the instructions.

Note: Playlist helps you keep track of what is on a CD and tells you the size and total time of it. You need to print out all the information of the CD for Mr. Ben so that he can archive it.