

Digitization Procedure (Reel-to-Reel)

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

1. Connect the reel-to-reel player to the back of MAC with heavy-duty cord.
2. Put the reel on the left hand spindle, pull out the end of the spindle and turn it in order to lock it.
3. Pull out the tape, feed it under the pin over the wheel, then pull it over through the pin and wheel on the other side; wind it up around the take-up reel.
4. Turn on the power and press PLAY. At the same time, open CASSETTE DECK TEST on desktop to launch GarageBand. Hit the red record button to start recording. (Note: you can press this button to record before playing the tape so that no content will be left out.)
5. When it is over, click the blue PLAY button and it will stop recording. Then click FILE – SAVE AS to save the file. Don't use SAVE because you don't want to mess up with the original file.
6. Click FILE – EXPORT TO iTunes to export the file to iTunes where it will be converted to MP3. If the export process has stalled you need to force quit GarageBand and start the process again.
7. Open iTune and find the file in AIFF format. By default the box before the file is checked, which means the file is selected. Click on the file and right click to pop up the quick menu. Click on the one that says, "convert the selection to MP3".
8. Burn MP3 to a CD. Create a playlist first and drag all files you want on the CD to the list. Burn the playlist to CD by clicking the "+" on bottom left or going to FILE – BURN PLAYLIST TO DISC. Follow the instructions.

NOTE:

1. You can tell from the hands in two windows between reels whether there are contents on the tape: they move up and down if it has contents.

2. The reels are of different sizes. Select the speed accordingly. (Speed selection button is next to the power button. If it's a big reel, press the button down; otherwise, do nothing.)
3. The procedure is more or less the same as the one for cassette tapes, especially from recording with GarageBand onward. Check "Digitization Procedure - Cassettes" if you have questions about converting and burning CDs because it's more detailed than this one.