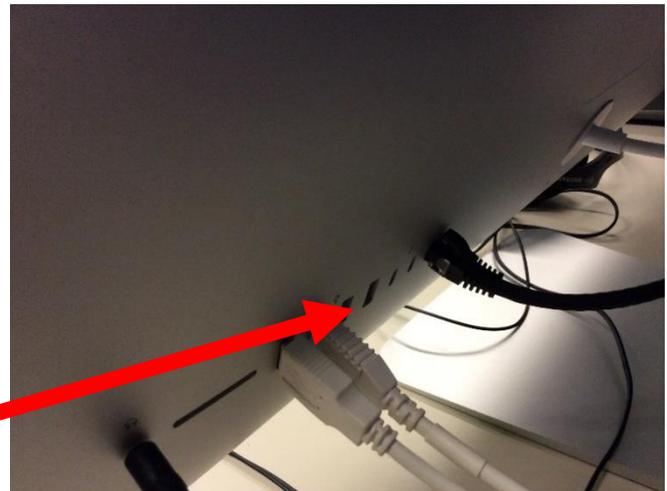


How to Copy an Audio Tape with the EZCap USB Cassette Converter

1. Ask for the Ezcap USB Cassette Converter at the New Media Assistant desk. Make sure you are using the Mac.



2. Plug the USB cable into the converter and then the Mac. The USB ports are located on the back of the Mac.



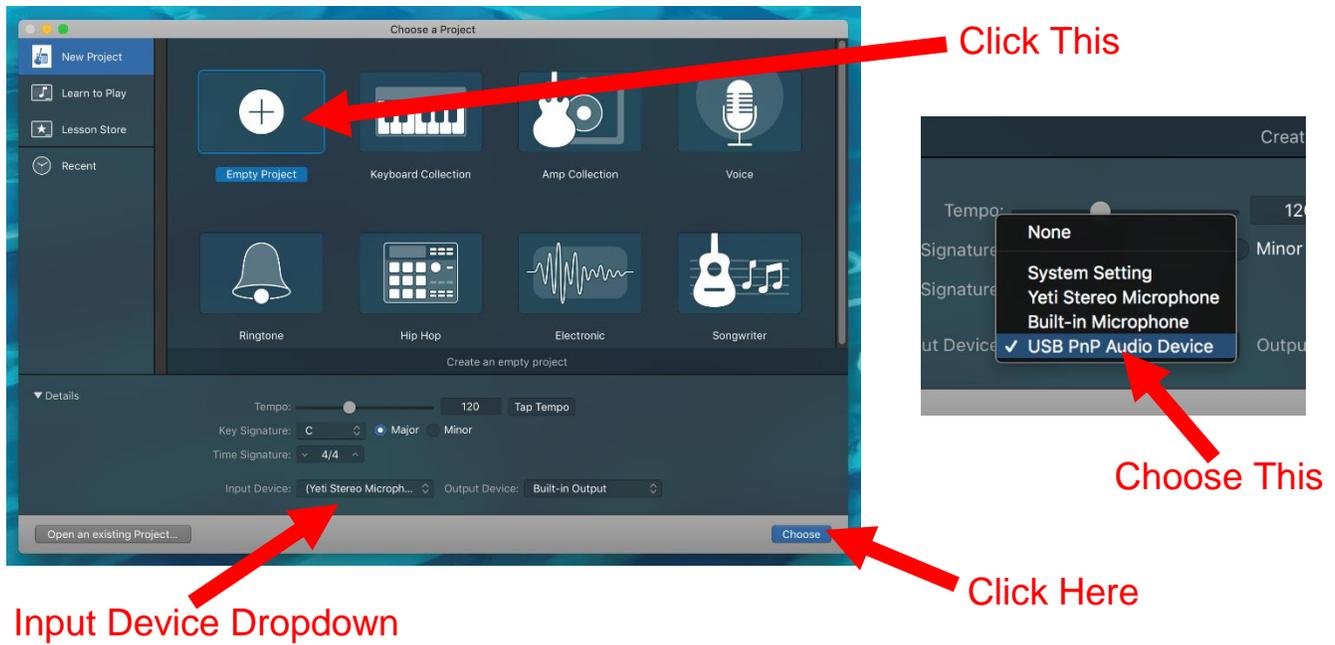
USB Ports

3. Open GarageBand

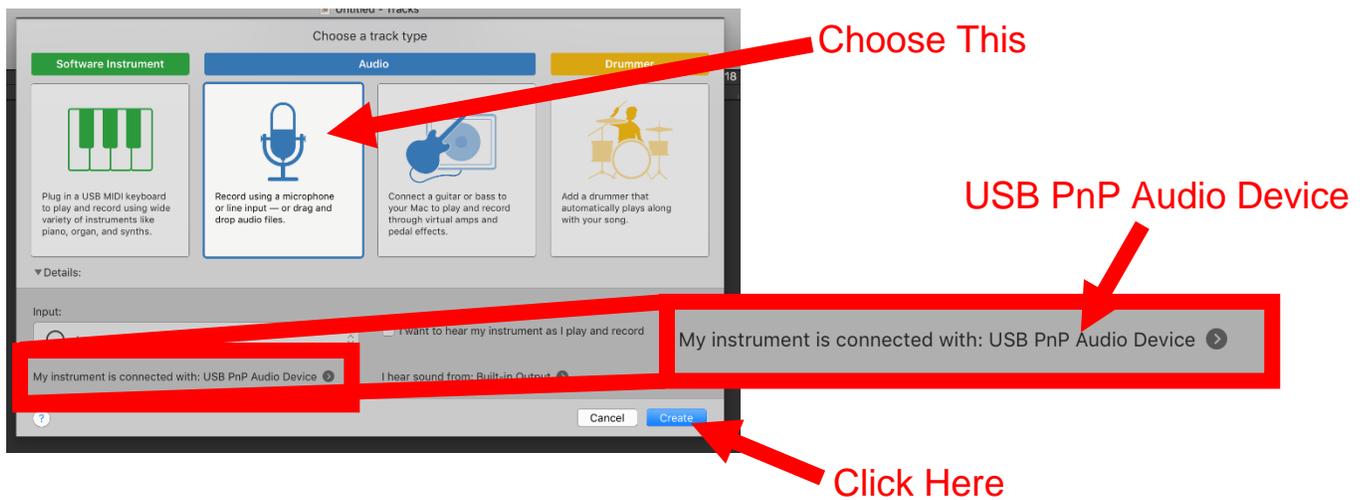


Click This

4. Select "Empty Project", choose "USB PnP Audio Device" from the Input Device dropdown and click the "Choose" button



5. Choose Record using a microphone or line input as your track type. Confirm that your "instrument" is connected with USB PnP Audio Device.



6. GarageBand will open a new workspace.



7. Slide the Open bar to open the cassette player, insert your tape and close the player.



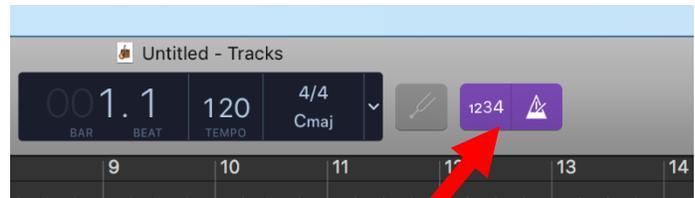
Slide This



8. Click on the monitoring button in the track header to hear your music. Click on the countdown and metronome buttons to turn them off.

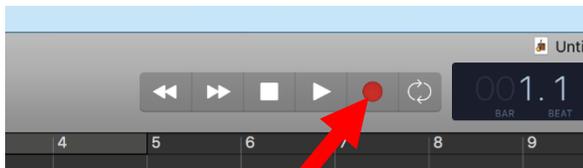


Turn This On



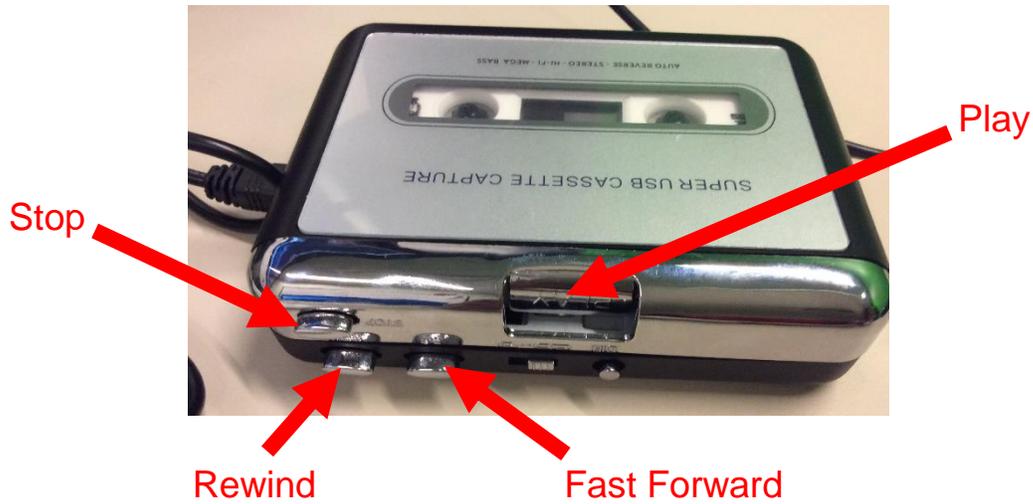
Turn These Off

9. Click on the record button to start digitizing

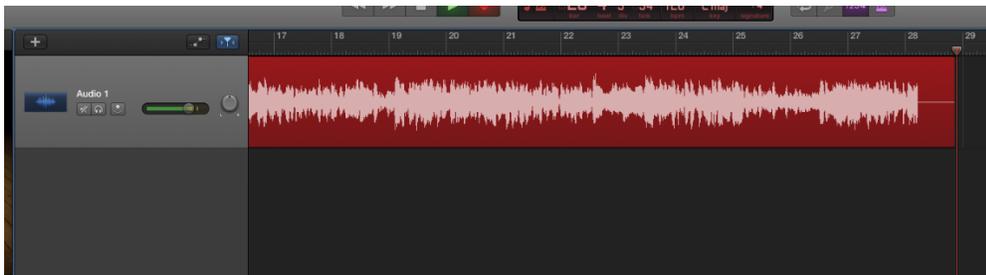


Click Here

10. Gently press in the Play button on the cassette player.



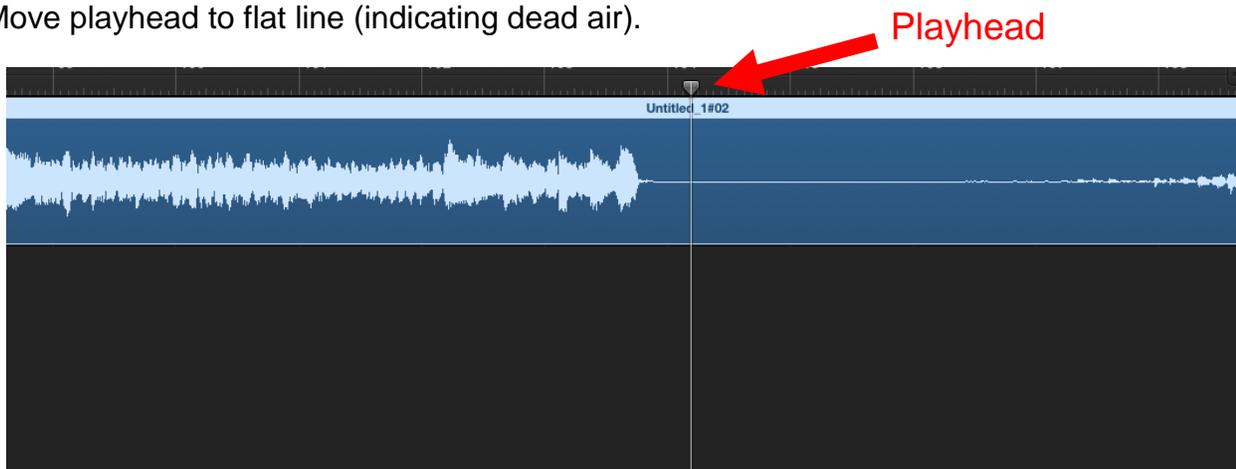
11. Let tape play and GarageBand record. You will see a red waveform grow.



12. When the tape finishes playing, click on the stop recording button in GarageBand. The waveform box will turn blue to indicate that GarageBand is no longer recording. Gently press the Stop button on the player to turn it off.



13. Move playhead to flat line (indicating dead air).

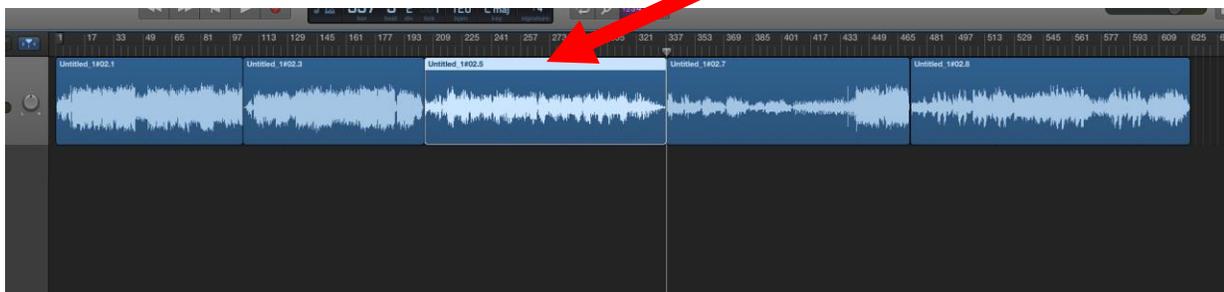


14. Click Edit>Split Regions at Playhead. The blue waveform box will divide into two.



15. Repeat until all your tracks are split as you like. Press the delete key to remove any clips that you do not want.

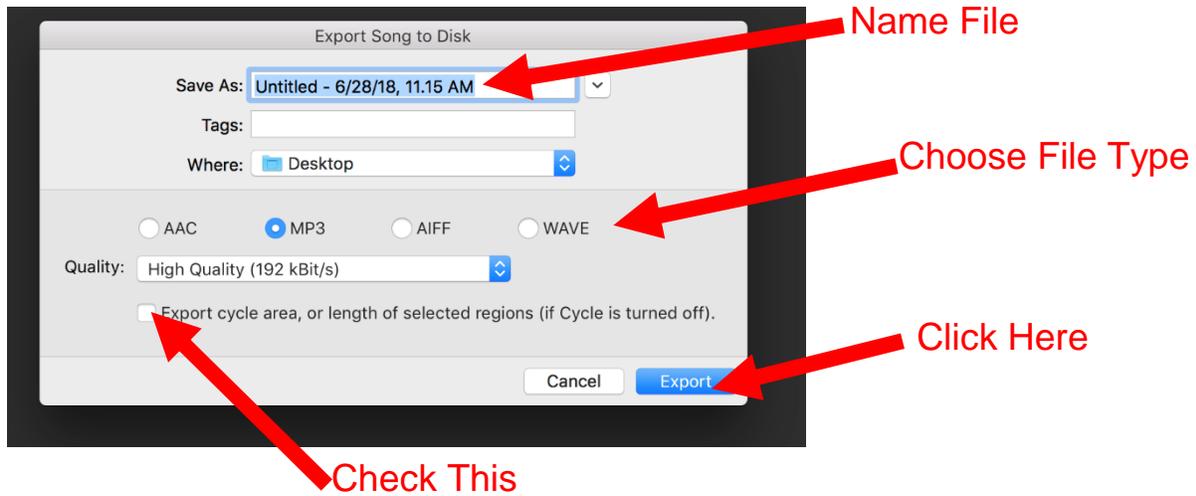
16. To save your songs select one clip



17. Click on Share>Export Song to Disk to save your song as an MP3, AAC, AIFF or WAVE file. Alternately you can upload your song directly to your iTunes or SoundCloud account.



18. Choose your file type (MP3 plays on most devices but is compressed. AIFF and WAVE files are not compressed but may not play on some devices), "Export cycle area only, or length of selected regions" is checked. Name your clip and click Export



19. Repeat steps 1 - 4 until all your tracks are exported

20. Save your tracks to the storage device of your choice.