

DIGITIZING Audio Cassettes page 1

Get started:

- Make sure you have time: recording/digitizing happens in real time, which means if your tape is 90 minutes long, that's how long it will take. You will also need time for setup and saving your files.
- Make sure you have enough storage space on your USB drive or in cloud storage. Your file will be transferred to your storage at the end of the process.
- Equipment to use: ION Tape 2 PC



Start the VIDBOX program

- Click on the Icon on the computer desktop



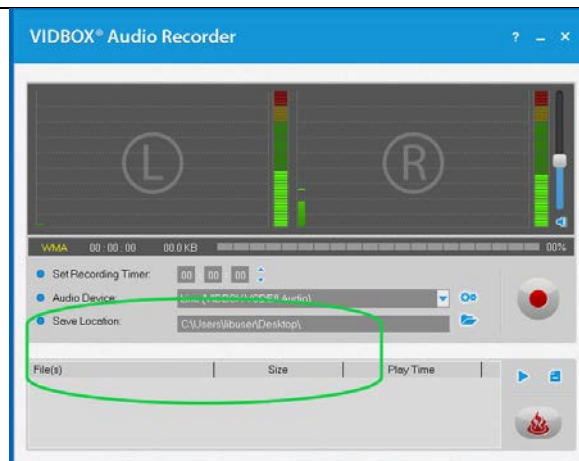
Select Audio Mode

- from the main menu screen.



Set your Save Location

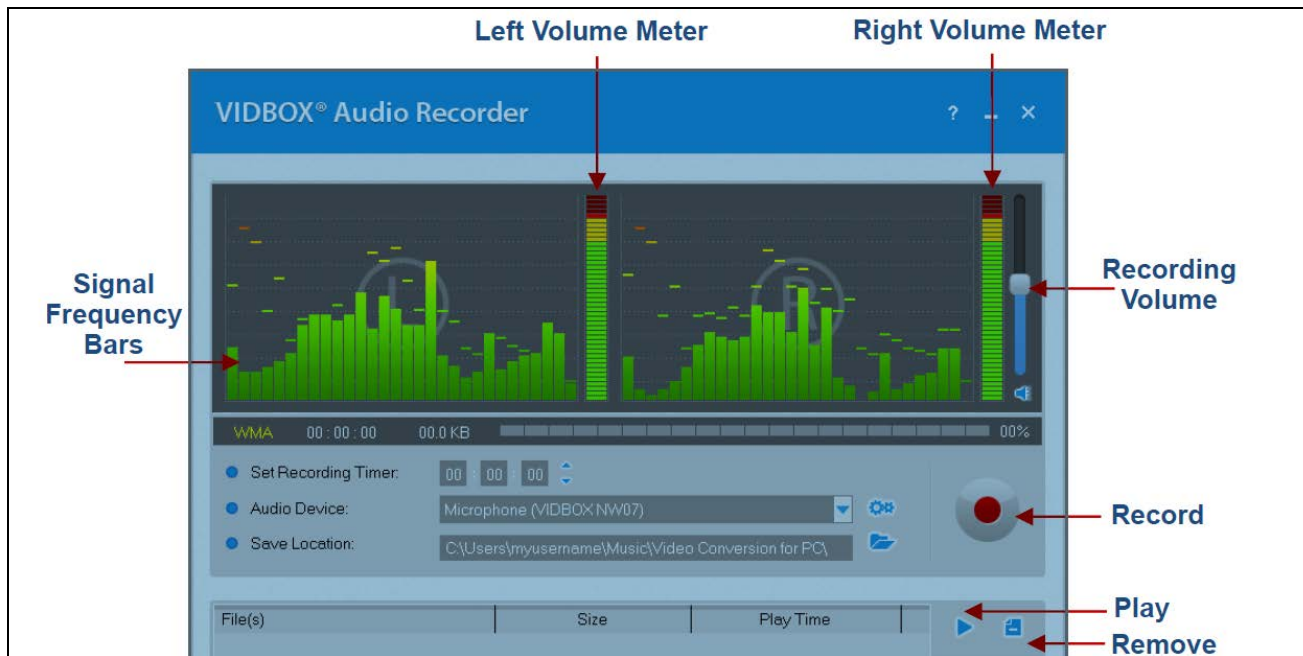
- Use Desktop as default to then drag to your mobile storage later, or...
- Choose to change this by clicking on the file icon to the right and save directly to your mobile storage



Set up the AV Switcher:

- Push the Power button
- Click on Manual and then Tape.





Signal Frequency Bars

- Displays the volume of your audio signal detected by the program. The meters will rise as the signal volume increases. Yellow warning bars = becomes dangerously close to distorting (too loud), and Red bars = audio distortion is occurring.
- For best recording volume, set the volume slider so that the meters spike in the yellow but not in the red.
- **Tip:** Preview the loudest sections of your audio source while adjusting your recording volume. This will help you to avoid distortion if the signal peaks in the red during actual recording.

Recording Volume

- Displays the volume of the audio signal detected by the program. The meters will rise as the signal volume increases. They will display yellow warning bars if the volume becomes dangerously close to distorting (too loud), and Red bars when audio distortion is eminent.

Save Location

- Location on the computer's hard drive where all audio recordings will be saved permanently. Click the Folder icon on the right to change the output folder location.

Record

- Click the **Record** button when you are ready to capture the audio recording – note that this button will change to a Stop button when clicked.

Play

- Click the **Play** button to playback any recorded audio file from the Track List.
- Click and highlight a specific audio file in the track list to play it.

Final step: Transfer your file to your USB drive or Cloud Storage.

Note that all data will be deleted after your session!