

Digitizing Cassette Tapes using Ion Tape Express and EZ Vinyl/Tape Converter

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I. Material

For your digitization project, you will need to borrow:

- ION Tape Express

II. Set Up

1. Plug the USB end of the Tape Express device into the laptop's USB port.
2. Plug the other end into the Tape Express.



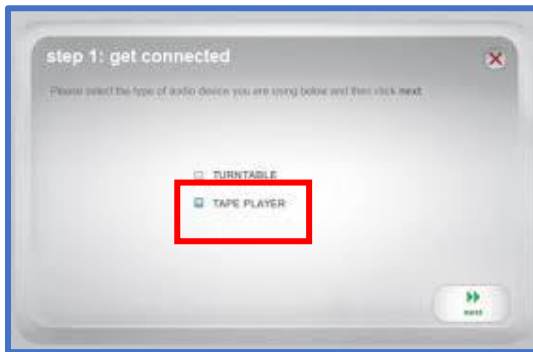
III. Audio Capture



1. Open the **EZ Vinyl Tape Converter** application on your device.
2. Follow the prompts on the screen.
3. The first screen will ask you to connect your device if you haven't already done so. Click **Next** when you are ready.



4. Select **Tape Player** and click **Next**.
5. Select your tape format. Normal tapes are the most common.

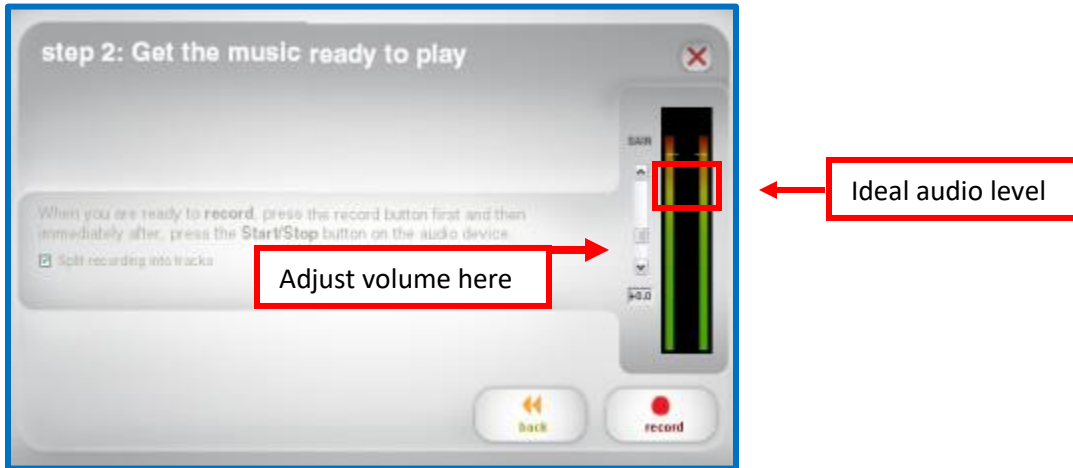


Record

1. Insert your cassette into the player.
2. Press **Play** on the player to check the volume level using the volume bar on the application.



3. If the volume is too low (all in green), adjust the volume level on your device first.
4. If the volume is still too low, adjust the **Gain Level** using the **slider** on the right. Note, increasing the gain will increase background noise and static.



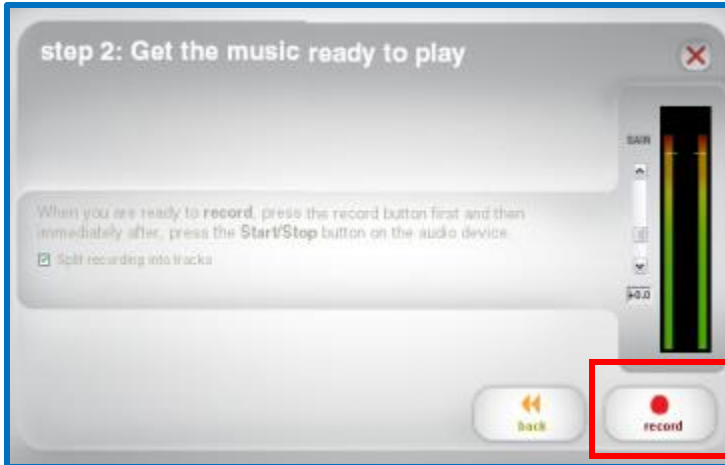
5. When you are happy with the sound, **stop** the player and **rewind** the tape.



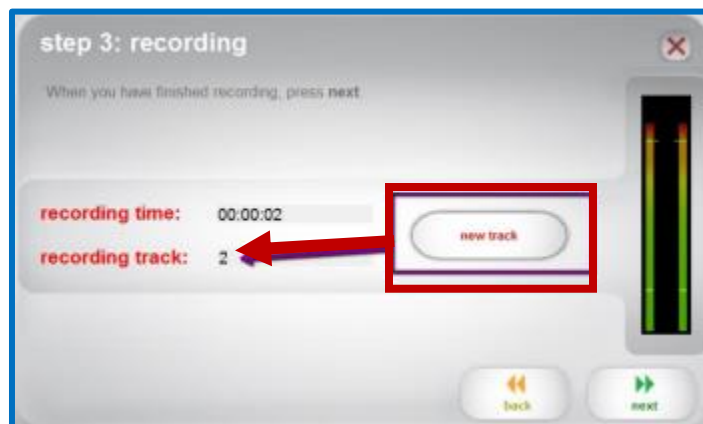
6. Uncheck the **Split recording into tracks** option. This option is not always consistent and can cut off early.



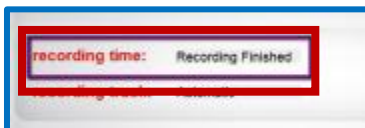
7. Press **Record** on the application first and then press **Play** on the player.



8. To record new tracks, click the **New Track** button when a song ends.



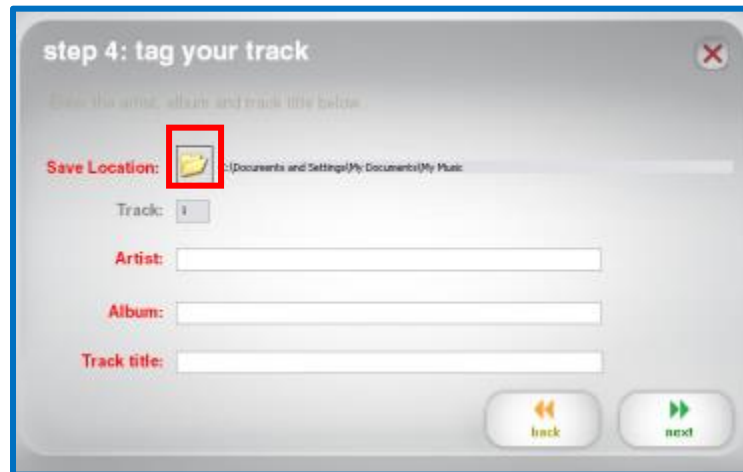
9. The application should automatically stop recording once the tape ends. A **Recording Finished** message will appear in the **Recording Time** field.



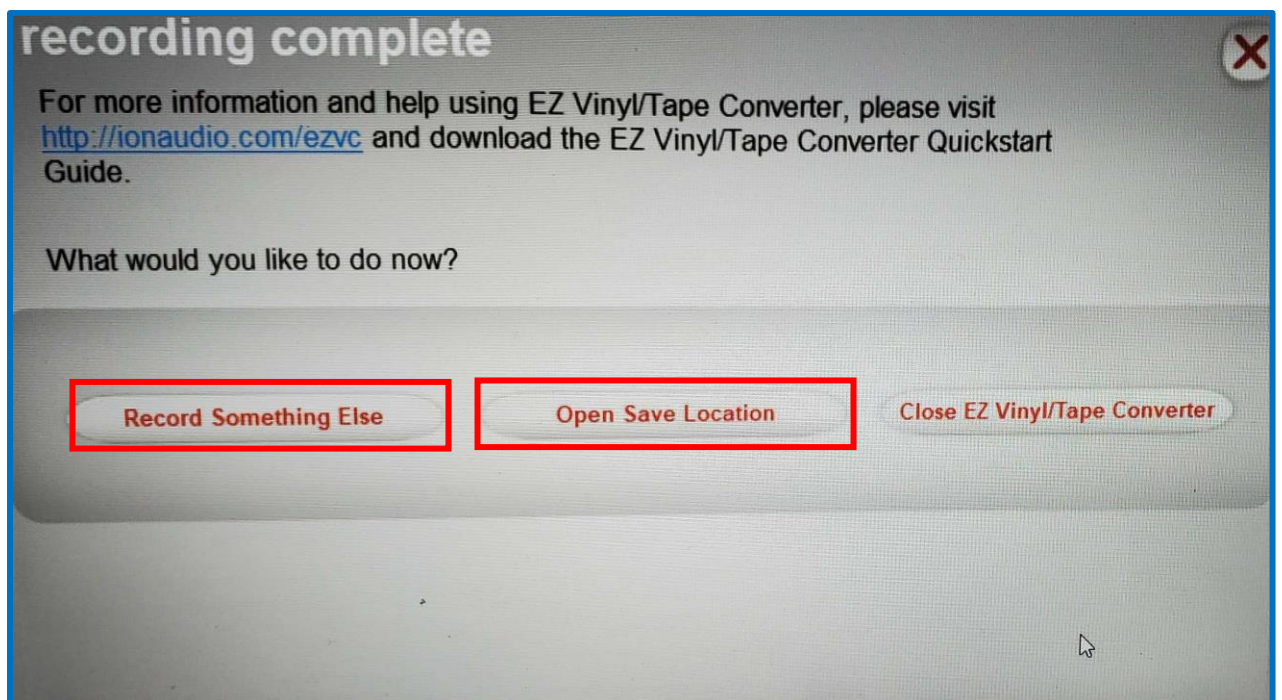
10. Click **Next**.

Save your File

1. You can change the file save location and add in track information (Artist, Album, Track Title).
2. To change the **Save Location**, click the **File Folder Icon** next to the Save Location field.



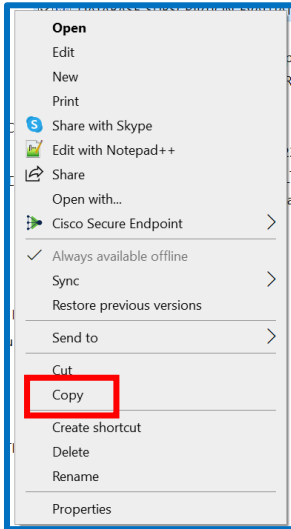
3. Click **Next** when you are ready.
4. If you need to record something else, click **Record Something Else**. Otherwise, click **Open Saved Location**.



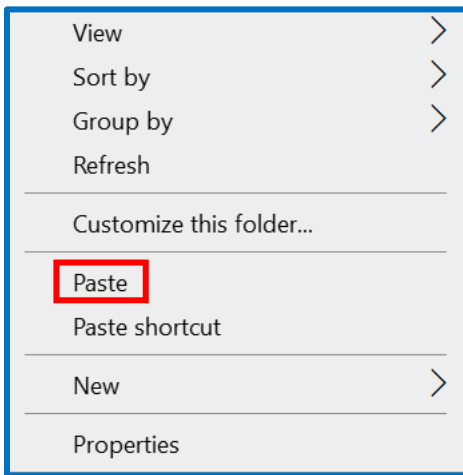
IV: Play Back, Share, Export

1. The File Explorer will open to the location where your audio files are saved. You should see the album name you created in the file.
2. Click on the album name to view the tracks you recorded.
3. To transfer your files to your storage device, insert your storage device into the USB port of the computer.
4. Your storage device should appear on the left-hand menu in File Explorer.

5. Once you've found your device in the left-hand menu, **right click** on the album you want to save and click **Copy**.



6. Click on your storage device in the left-hand menu. Once it opens in File Explorer, **right click**, and click **Paste**.



7. You can also left click on the folder you want to transfer, hold the button on the mouse, and drag the file to your storage device in the left-hand menu.