

Micro Audio Cassette Recorder

1. In the drawer of the printer room retrieve the **Olympus “DigitNow Audio Capture”** (It is in a green plastic bag).
2. Plug the **“Digit Now Audio Capture”** into the USB port of the computer on the left side of the screen.
Doing Steps 1&2 first before moving to the next steps will make it easier going forward.
3. Click on the **Audacity** icon on the left side of the computer screen to **open**.
 - a. Click **Audio Set up** then the following 2 steps: (This is at the top of the Audacity window in the center of the tool box).
 - i. **Recording device**
 - ii. **Microphone** (●USB Microphone) when you click on the words correctly a dot will appear (The dot means you have selected it). It disappears quickly so if you don't think you did it right repeat 3a, i, and ii steps.
 - iii. You should see it this way: ● Microphone (USB Microphone)
 1. **If the (USB Microphone) does not show up** in step ii then click:
 - a. Audio set up
 - b. Rescan audio devices
 - c. Then try setting recording device again. **Starting with step 3a.**
4. **Cassette player:** Press the **Stop/Eject** button on the side of the Olympus cassette player, to **Open**.
5. **Place the cassette in the player and close the door.** (Full end of cassette facing out and on the left side).
 - a. **Rewind cassette** if needed. (To rewind push the slider next to the play button up. if you need to go fast forward push the slider down.)
6. **Computer screen in Audacity:** Press **Record** (it is the grey square with the red Dot at the top of the screen in the tool box).
7. **Cassette Player:** Press the **Play** button.
Do not press the red record button on the cassette player. You will record over your cassette. Ask me how I Know this!!
8. **Finished recording:** on the
 - a. **Mini recorder**, press the **Stop/Eject** button.
 - b. **Computer**, press the **Black Square** in the tool box at the top of Audacity to Stop the recording.
9. At this point you can edit what you have recorded and save it to your USB stick.
 - a. **Edit in Audacity:** Left click marks the start of where you want to delete or separate. Clicking and drag over an area to be deleted, release the mouse, area is highlighted. Right click opens a new window with edit options: Cut, Copy, Paste, Split Clip, Join Clips, etc.
 - i. To cut out a section you need to highlight it then click **Cut** and that section is deleted.
 - ii. To split into sections, left click where you want the split/separate. Right click, **Split Clip** there will now be 2 sections. To **Join Clips**, left click hold-highlight both, Right click **Join Clips**. When done editing move to step b.
 - b. **Save to USB stick:** Remove the **Olympus “Digit Now Audio Capture”** plug from the computer by pulling it out of the port.
 - i. **Insert the USB stick** into the computer.
 - ii. Click **File** (top left corner of the Audacity Tool Bar)
 1. Click **Export Audio** (a new screen will appear – How would you like to export?)
 - a. On your computer→ Click the box in the lower right side **“Export to Computer”**
 - b. **File Name:** type in the name of the file
 - c. **Folder:** in the left side tool bar scan down to find your USB stick
 - d. **Format:** **MP3 (preferable)** or WAV Files
 - e. **Export Range:** click ● **Entire Project**
 - f. **Export:** Click the **EXPORT** Box in the lower right side of the displayed screen