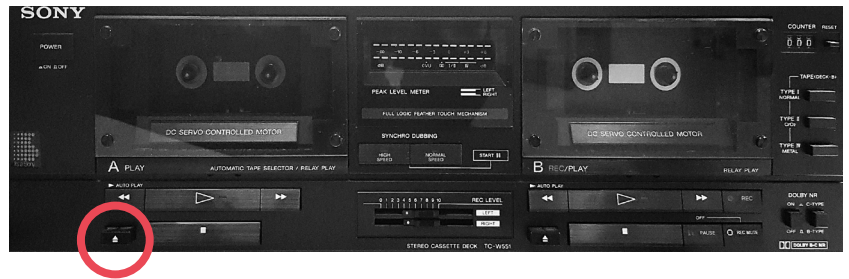# Preserving Audio Cassette Recordings with Audacity

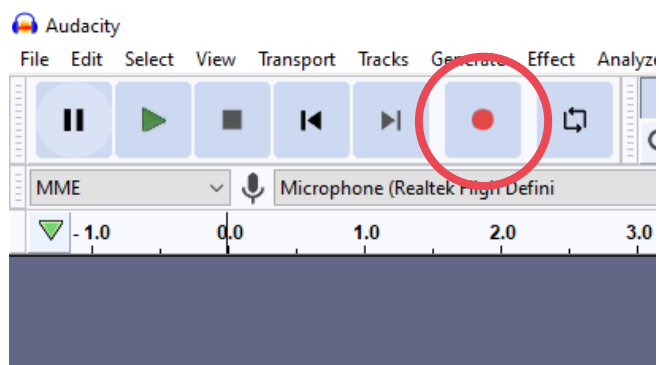1. Open the program from the desktop.



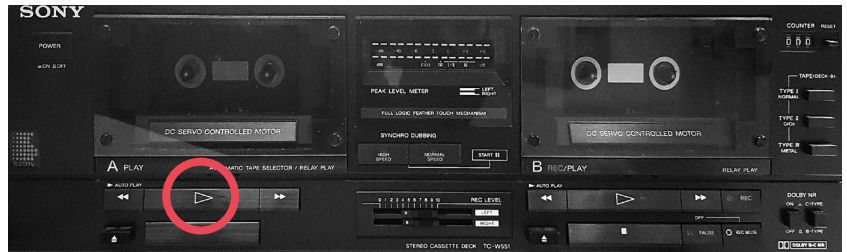2. After the program is open, insert the cassette into the player.



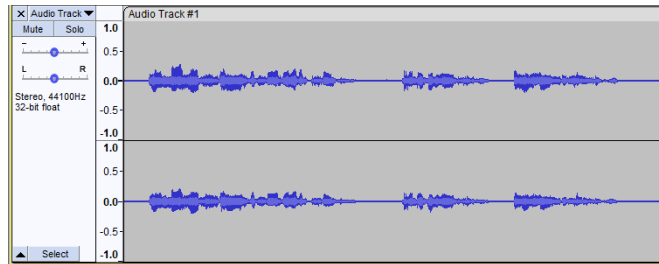3. To do this, hit the eject button then slide the tape into the slot.



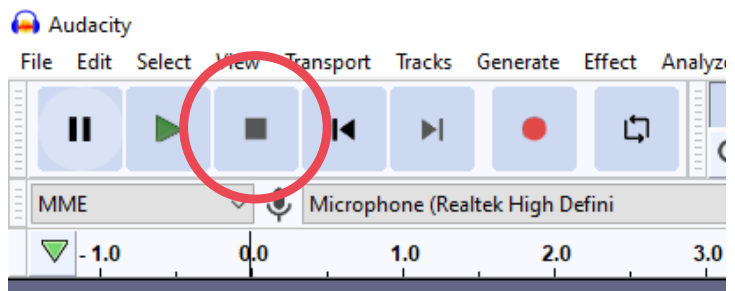4. Return to Audacity and hit the record button.

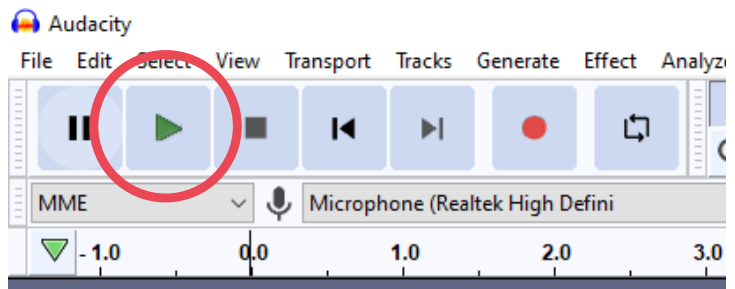5. On the cassette player, hit the play ▷ button.



6. Confirm that you can hear the audio and see the waveform on the timeline.
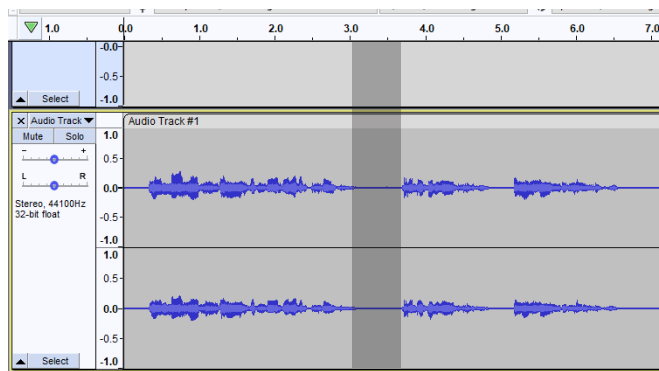


7. Allow the cassette to play to the desired end, then stop the recording when you are finished. You can click the stop ■ button or press the spacebar.



8. You can review the recording by clicking the play ▷ button.



9. You can remove sections of audio (such as silence) by clicking and holding on the waveform to select a region, then press delete. (See the highlighted section on the timeline from 3.0–3.5.)



10. Once you are ready to finalize your recording, go to File > Export to select a format to save.