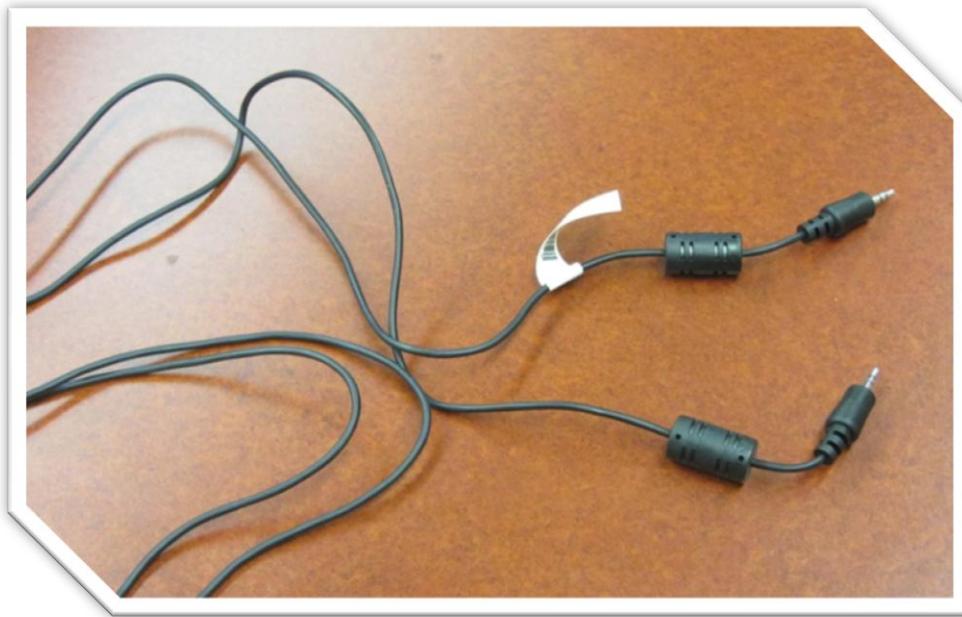


How to Transfer Sound Files From Cassette to Computer



By
Mari
Chong

(1) Gather together

- A computer with the Windows Movie Maker program installed on it

- A cassette stereo



- An audio cable



(2) Prepare stereo and cassette

- Turn stereo on.
- Place cassette in stereo.
- Play cassette finding a softer volume. You must be able to hear it because if you can't, it will not record. If volume is loud, the recording may come out with static noises.
- Rewind cassette back to start.



(3) Connect audio cable to stereo and computer

Audio cables can be purchased at Radio Shack.



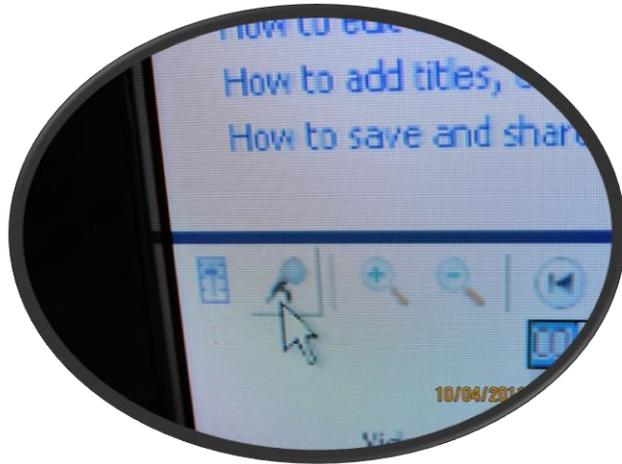
Stereo headphone jack



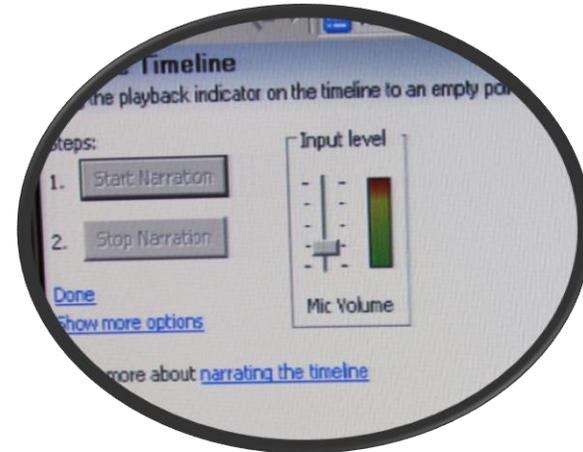
Computer microphone jack

You can plug your headphones into the computer headphone jack to listen along.

(4) Open Windows Movie Maker



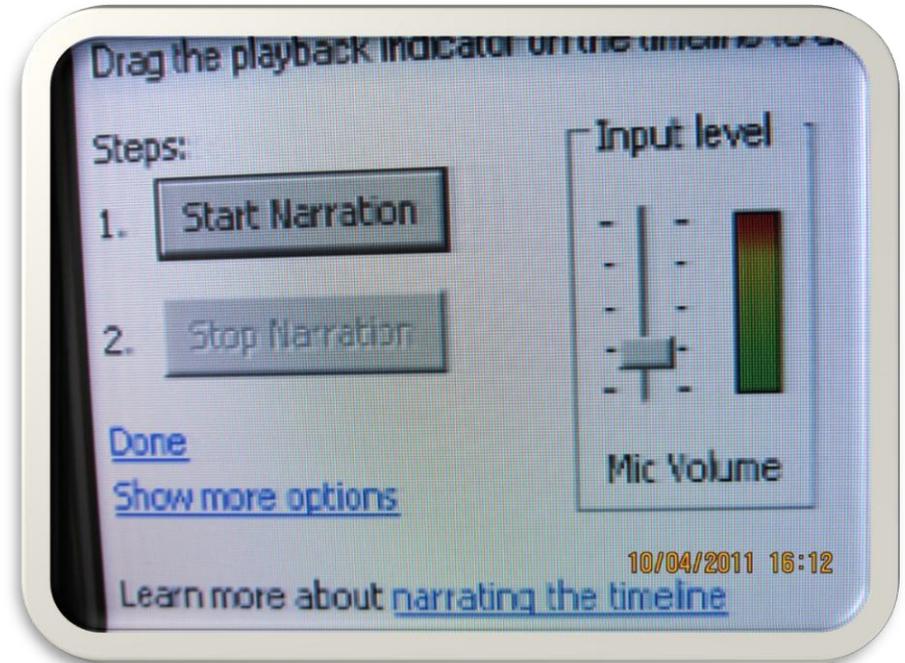
Click on
microphone icon
to get into audio
recording screen.



Set input level to the
level shown above
(too high a level could
produce a low quality
recorded sound file).
Use Mic Volume

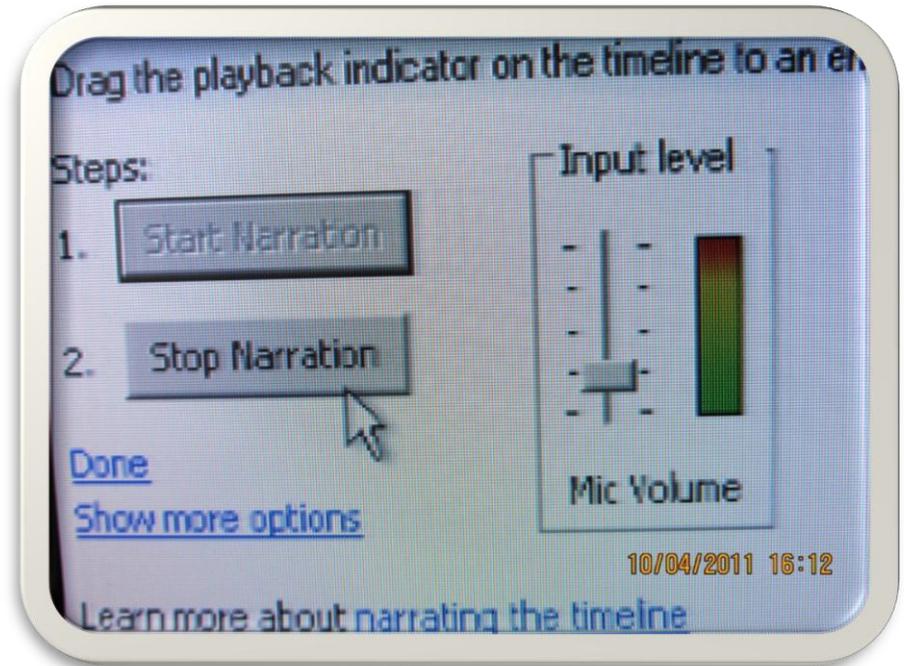
(5) It's Time to Record!

- Push "Play" on the stereo and then immediately
- Click on the [Start Narration](#) button in Windows Movie Maker



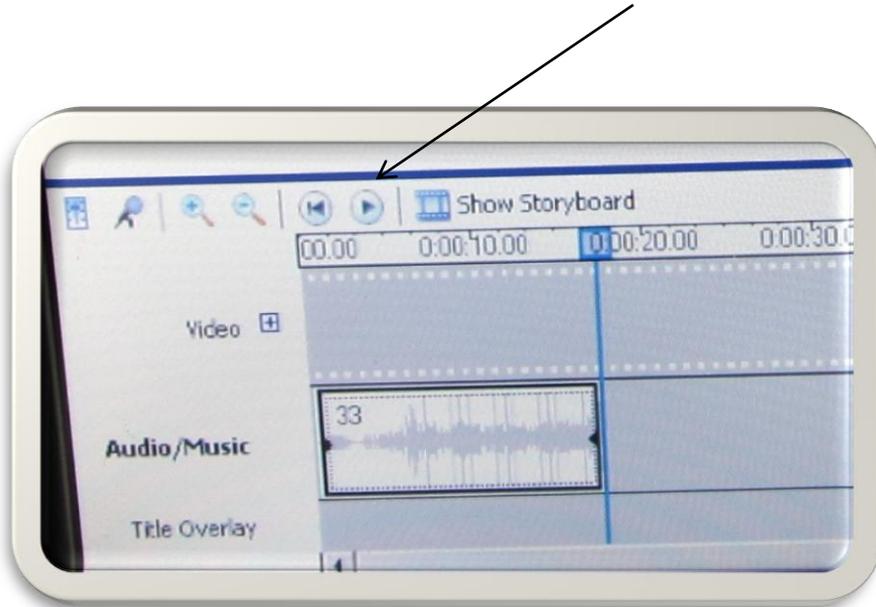
(6) When cassette has ended...

- Immediately, click on the **Stop Narration** button in Windows Movie Maker.
- WMM will ask you to **save** your sound file. Name your file the same name as your cassette and save it where you want it.



If you save it in the wrong place, simply find your file, right-click on it, click on COPY, go to the folder you want to paste it into, right-click in that folder, and click on PASTE.

(7) Check your recording



This is similar to what your recording will look like.

The sound file that you have saved in your chosen folder is in **wma** format.

- Click on the Play button in Windows Movie Maker to hear your recording.
- If you are satisfied with it, great! You have already saved it where you want it.
- If you have more sound files to record, go to the next step which will be deleting the recording to make room for the next.

If you are unhappy with the sound file that you have just recorded and want to re-record it, go to the next step for instructions on how to delete what you have just recorded in Windows Movie Maker. Then start all over again at Step 5.

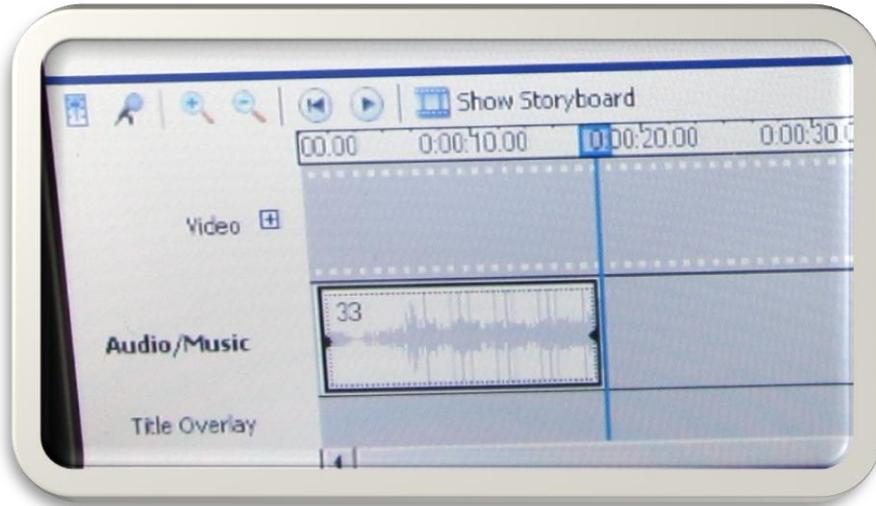
When it is time to save your newer recording, be sure to save it using the same name, but add a number to it.

If you try to re-save it under the original name, your new recording will not show up. You will still get the first recording. So keep the original name, but add a number to the original name so that your next recording is saved. For example:

Original recording saved: Stanley Goes to Town
Next recording: Stanley Goes to Town2
Next recording: Stanley Goes to Town3

IMPORTANT: You will then need to go to your folder and delete the **wma** sound files you do not want to keep, such as the first 2 above. Afterwards, you can rename the 3rd "good" recording by deleting the number 3 (or whatever it is).

(8) Delete recording

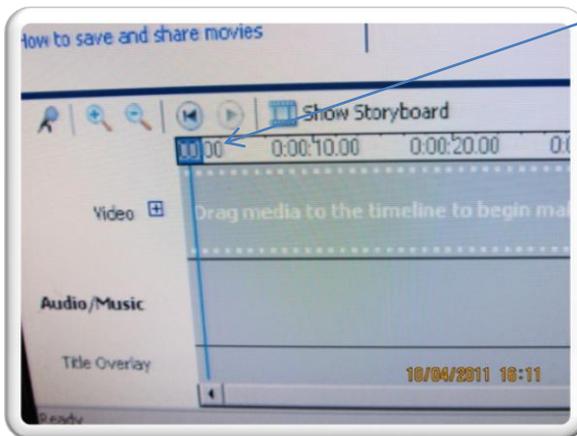


- Click on the white audio rectangle shown at left.

- Click on the delete key on your keyboard.

- Move the blue time keeper to the beginning or 00:00.

- Now you are ready to record the next one.



If you are done, x-out!

Windows Movie Maker will ask you to save your project. **Do not save your project. If you want to record in the future, simply open Windows Movie Maker and follow the steps above.**

**Be sure to delete all wma
sound files in your folder that
you do not want to keep!**

To play your saved sound files later on, go to your folder, double-click on any sound file, and Windows Media Player will open and play it.

**Great News! The mp3
players that 1st grade has
chosen uses wma files!
So we will not need iTunes
to convert.**

If you need sound files for an iPod,
you will need to go through the
following instructions.

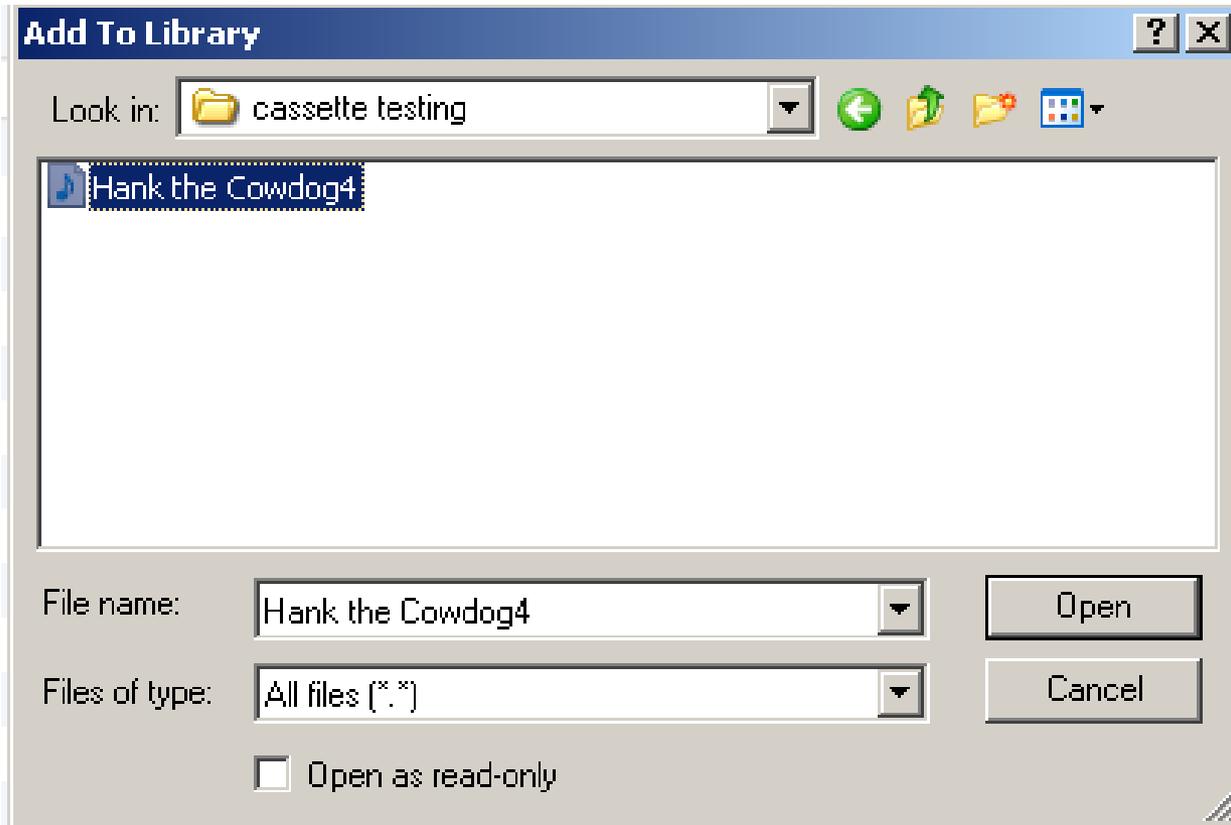
What You Will Need To Convert Your Sound File(s) to a format for iPod players

- An iTunes account (which can be downloaded for free! Windows Movie Maker saves your sound file in wma format. Your mp3 player will not be able to read a wma file. But iTunes will convert it for free! You may also need iTunes to load your sound files onto a mp3 player.) Install iTunes at: www.apple.com
- An mp3 player with cable

In iTunes, click on File, Add File to Library

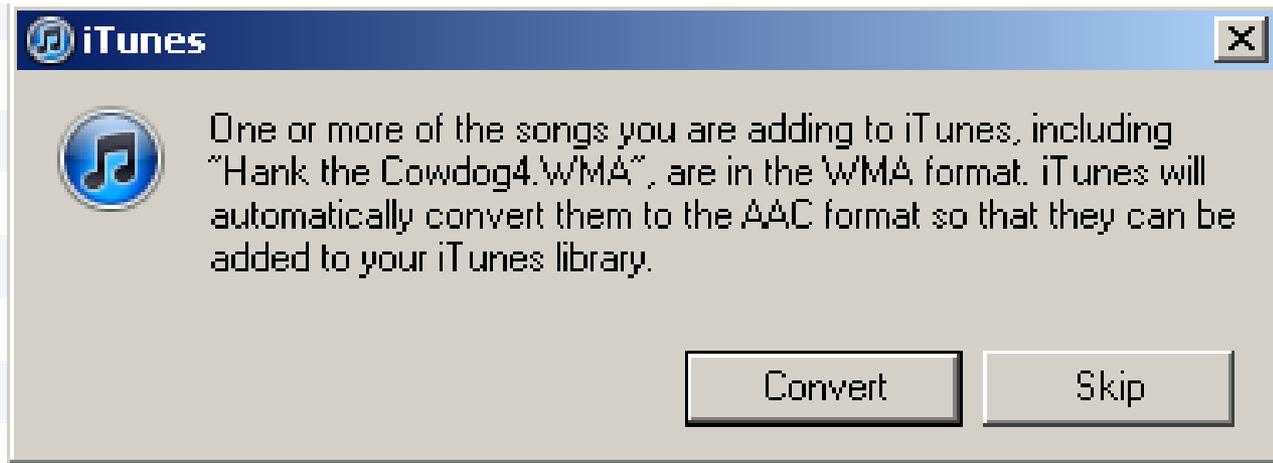


Click on a sound file, Open button



You'll Get This Message (below)

Click on Convert Button



Your converted sound file is added to your iTunes Library and is ready for your mp3 player. If you want to share your new file, find it in your iTunes folder in your "My Music" folder.