

Digitizing a r2r tape using the Kaipuleohone digitization suite

In general:

- cell phone off. Don't put tapes etc. near magnetic things (computers!). Recording should be at 96kHz, 24 bit
- Tapes should be stored on end, not flat
- Assess the tape – any sign of mold? Does it smell of vinegar (could be a sign that it needs special treatment)

Starting the equipment

- Turn on computer and monitor
- Choose "Minimal Recording Mode" when given the option
- Turn on main power switch at top of recording tower
- Turn on power switch for the reel to reel (Studer A810) (at the top of the unit)
- Heads on tape deck should be cleaned before each session with isopropyl alcohol and a cotton swab

Digitizing a tape

- Put in the patch cables, they should be in sockets 11 and 12 on the top row and 5 and 6 on the bottom row.
- Open Sony Sound Forge
- Check for 96kHz/24 bit setting
- Be sure to have a proper name worked out for the digitized file (see the 'Naming files' section below)
- Thread the tape and fast forward all the way onto the spool. This packs the tape ready for playback, but if there is any sign of flaking DO NOT go any further!
- Swap the spool over and thread it. Set the counter to zero.
- Begin playing tape. Check that the speed setting is correct (the little dial switch in the bottom right of the tapedeck, set to 3.75, 7.5, 15).
- Click record (circle) button in Sound Forge - a window will appear showing sounds levels
- Check levels
- When ready to record, rewind tape, using the zero function on the Studer, click record (circle) button from the monitoring window, press play on tape deck after a few seconds
- When recording is done, click stop (square) button - Sony Sound Forge will open the waveform from the recording
- Delete any excessive silence at start and beginning, but leave a few seconds at each end (don't make any changes to the sound file beyond this)
- On a mono recording you will have just captured both sides of the tape.
- If there are two tracks then one will be running backwards.
- Duplicate the file you have just created and save one as the A side and one as the B side. Delete track B on the A side, and delete track A on the B side (do this by using 'Channel converter' to save as a mono file).
- Select all of whichever track is running backwards and apply the 'reverse' process.
- Select "save as" from file menu, name file and save as .wav in proper folder
- Fill out a paper slip with the date, your name and the id number of the file. Insert the slip into the cassette box.

Monitoring with headphones

- Plug headphones into the Orpheus part of the recording tower to monitor what's playing off the computer ("phones 1" plug; adjust volume with small dial)
- Plug headphones into whichever section you're recording off (ie cassette deck) to monitor sound as it records ("phones" plug; adjust volume with small dial, not output dial)

Naming files

- example: JB1- 001- A.wav (this is the A side of tape 001 from the Joel Bradshaw collection)
- JB1- 001- B.wav (B side of above tape)
- save to folder C: - Documents and Settings - Administrator - My Documents [foldername]

Entering metadata

- Metadata MUST be entered at the same time as the tape is digitized
- for now, use the spreadsheet - make a separate copy for each collection
- If a tape has a big section of silence in the middle, this should be noted in the item description
- If B side of a cassette is blank, this should be noted in the item description
- If only the first 10 minutes of a 60 minute side have been recorded, this should be noted in the item description