



## How to Prepare Your Memories for Your Affordable Archives Project.

### Audio Tapes

- 1. CALL, text or email Affordable Archives** to get your free preparation kit sent out to you. Our kit includes round temporary adhesive labels, mailing labels as well as instructions on how best to organize the tapes in your project.
- 2. GATHER all of your tapes together.** Keep the tapes in their case or cover. Avoid touching the magnetic tape itself or exposing it to sunlight, moisture or excessive heat.
- 3. SORT your tapes in the order you would like them to be converted.** Most people use alphabetical arrangement by title or chronological arrangement by date. If your tapes are not titled you can arrange in any order you wish.
- 4. LABEL your tapes in the order you wish to have them converted.** Beginning with the first tape in your project, write the tape designation on one of the provided temporary labels and attach it to the tape box, cover or to the tape itself.
  - If your tape is a cassette, please label as follows: "C001" for the first tape in your project. If your tape is an 8 Track please label as follows: "8T001". Assign each successive tape in your project with a sequential number "...002", "...003", etc.
  - **This tape number will be combined with any title text and will become the CD or file name of the conversion.** For example, if the first tape is a cassette tape and is titled "New Songs May, 1995" the resulting CD or file name will be: "C001\_New Songs May 1995".
  - Please use the following tape designations when labeling your tapes: "C" for cassette tapes or "8T" for 8 Track tapes.
- 5. FIND a sturdy box or other suitable container** and place your audio tapes into ziplock bags and make sure to pad the bottom of the container and pack the empty space in the box so that your film reels do not get jostled around.
- 6. CALL text or email Affordable Archives.** Contact us to arrange to drop off your project or have us pick it up. If you plan to ship your project to us, please read the shipping instructions provided.