

A Guide for Digital Conversion **Vinyl Records**



1 Power On *Turntable* and Select Speed

On **Turntable Player**, turn the **POWER** button, located on the left hand side of the Platter, to **ON**.

Press '**33**' on the Speed Selector for 33 1/3 RPM (12" records).



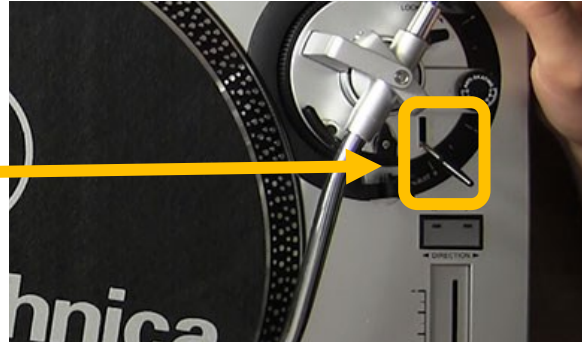
2 Place record on *Turntable Platter* and **START**

Press the **START/STOP** button, located on the lower left hand side of the deck.

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Place the Needle using the Cuing Lever

- Raise the Cuing Lever (located at the right side of the Tone-arm).



- Move the Tone-arm to the start of the vinyl disc, or to the track that you want to record.



- Lower the Cuing Lever, placing the Needle.



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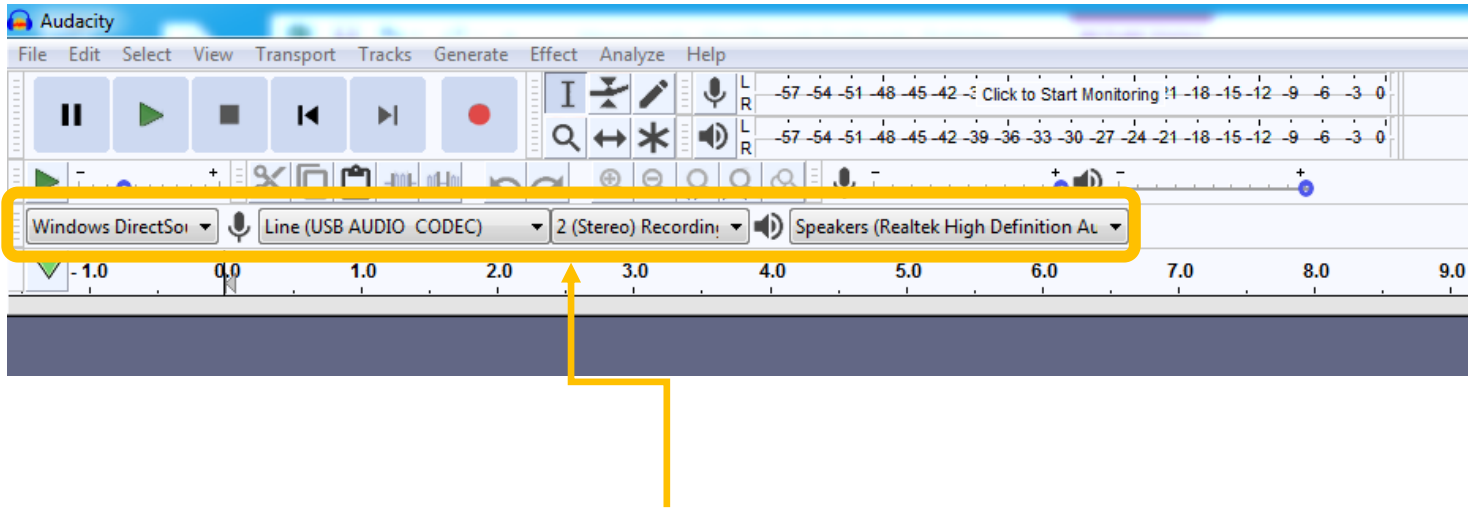
Launch App - '*Audacity*'

On Windows computer desktop, double-click the *Audacity* icon to launch the app.

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Check Your Settings in *Audacity*

Audacity will open up a new file.



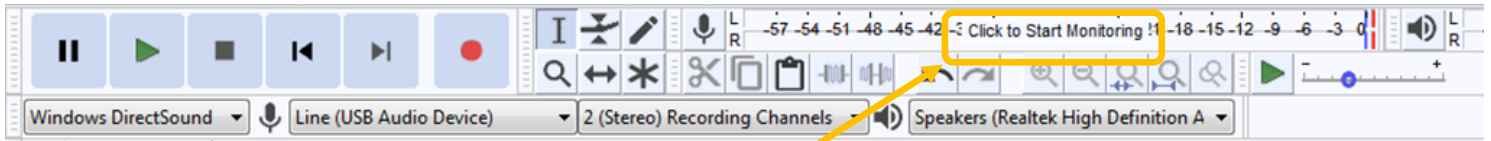
The default settings should be as follows:

- **Audio Host:** Windows DirectSound
- **Recording Device:** Line (USB AUDIO CODEC)
- **Recording Channels:** 2 (Stereo)
- **Playback Device:** Speakers

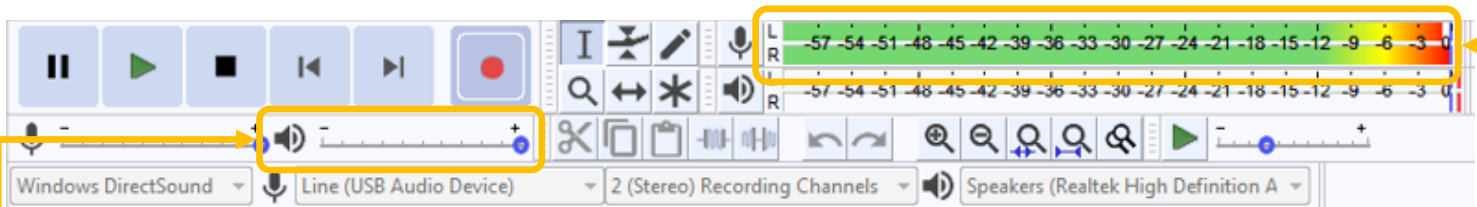
6

Check Your Recording Levels in *Audacity*

Place the Needle on the vinyl record.



- Click on the words '**Click to Start Monitoring**' displayed over the numbers at the top of the *Audacity* window.



- In *Audacity*, you should see green bars moving across the numbers as your record is playing.
- The green bars should be in the range between "-15" and "-3". Adjust the recording volume, if necessary.
- To adjust recording volume, move the slider next to the microphone icon toward the minus sign (softer) or the plus sign (louder), as shown below:

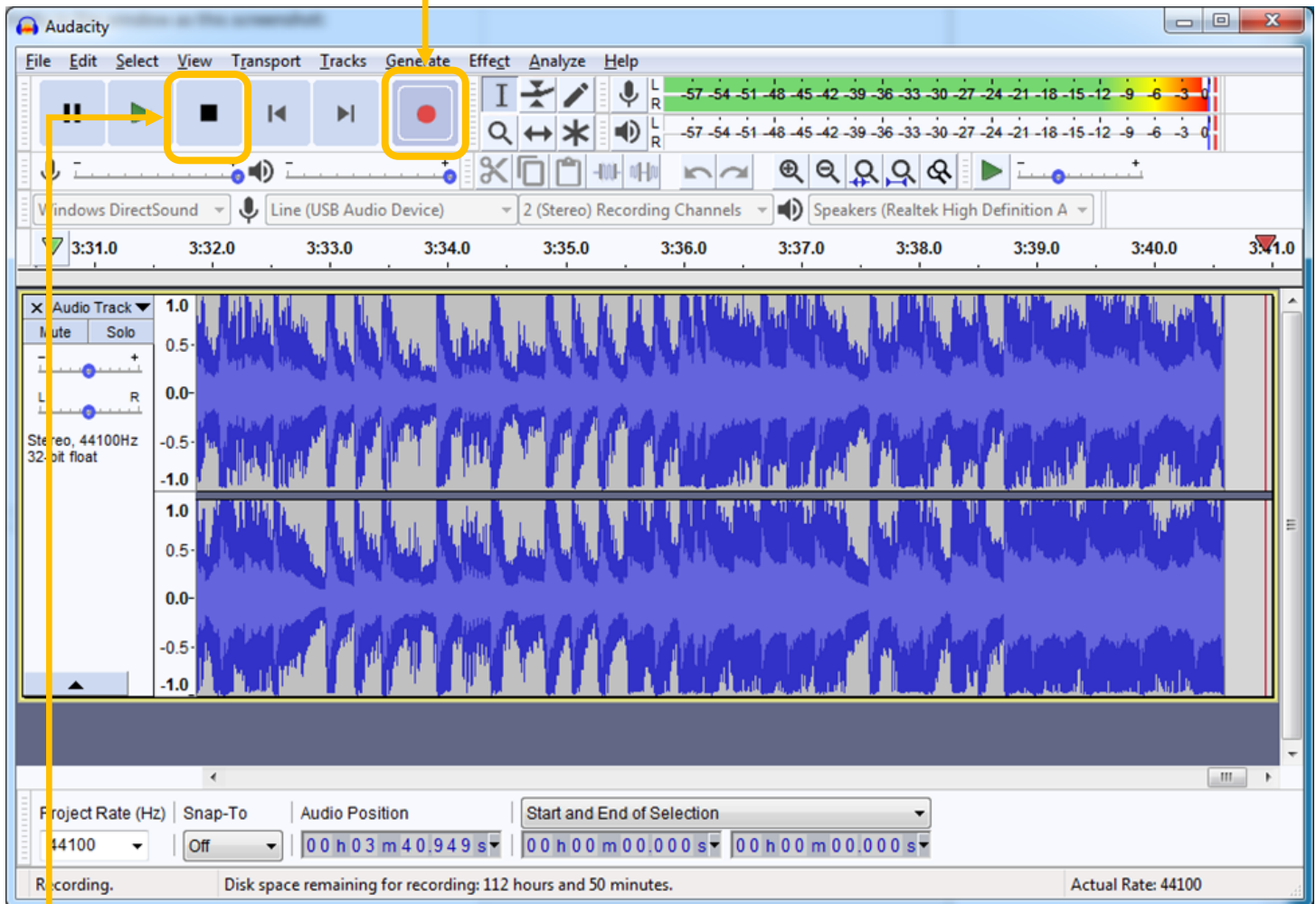


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Capturing Your Audio (Record)

- Once you are happy with your levels, lift the Needle and return to the beginning of the track. Press **RECORD** on *Audacity* first, then lower the Needle using the Cuing Lever on the Turntable.

As the audio records, you should see similar activity in the window as this screenshot:



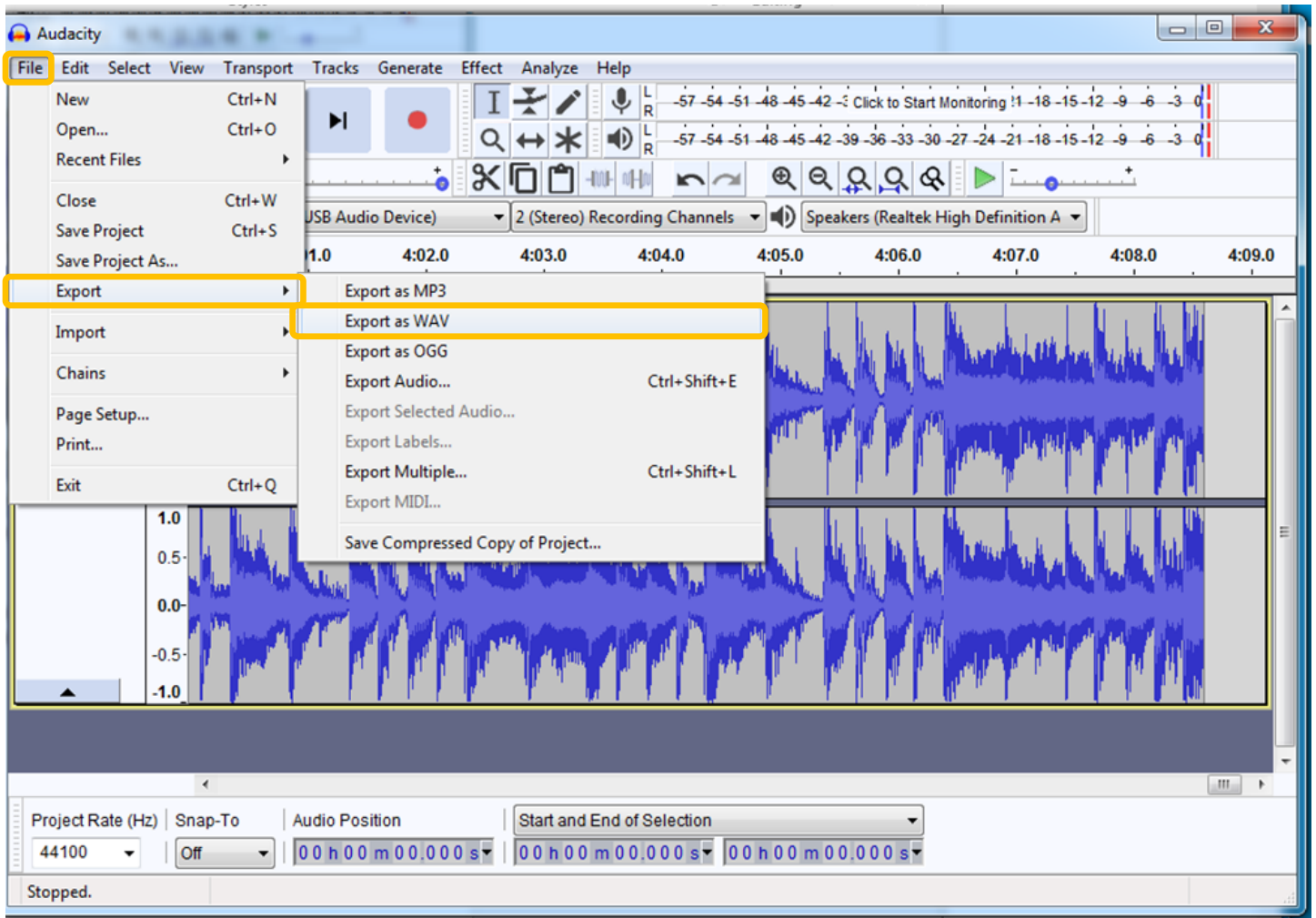
- When you are done recording (follow order):
 - 1) Lift the Needle. Press **STOP** on the *Turntable Power button*
 - 2) Press **STOP** on *Audacity*

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Exporting Your Audio File

Save Your File onto your USB (External Drive) – When you are done recording, connect your USB drive to the computer.

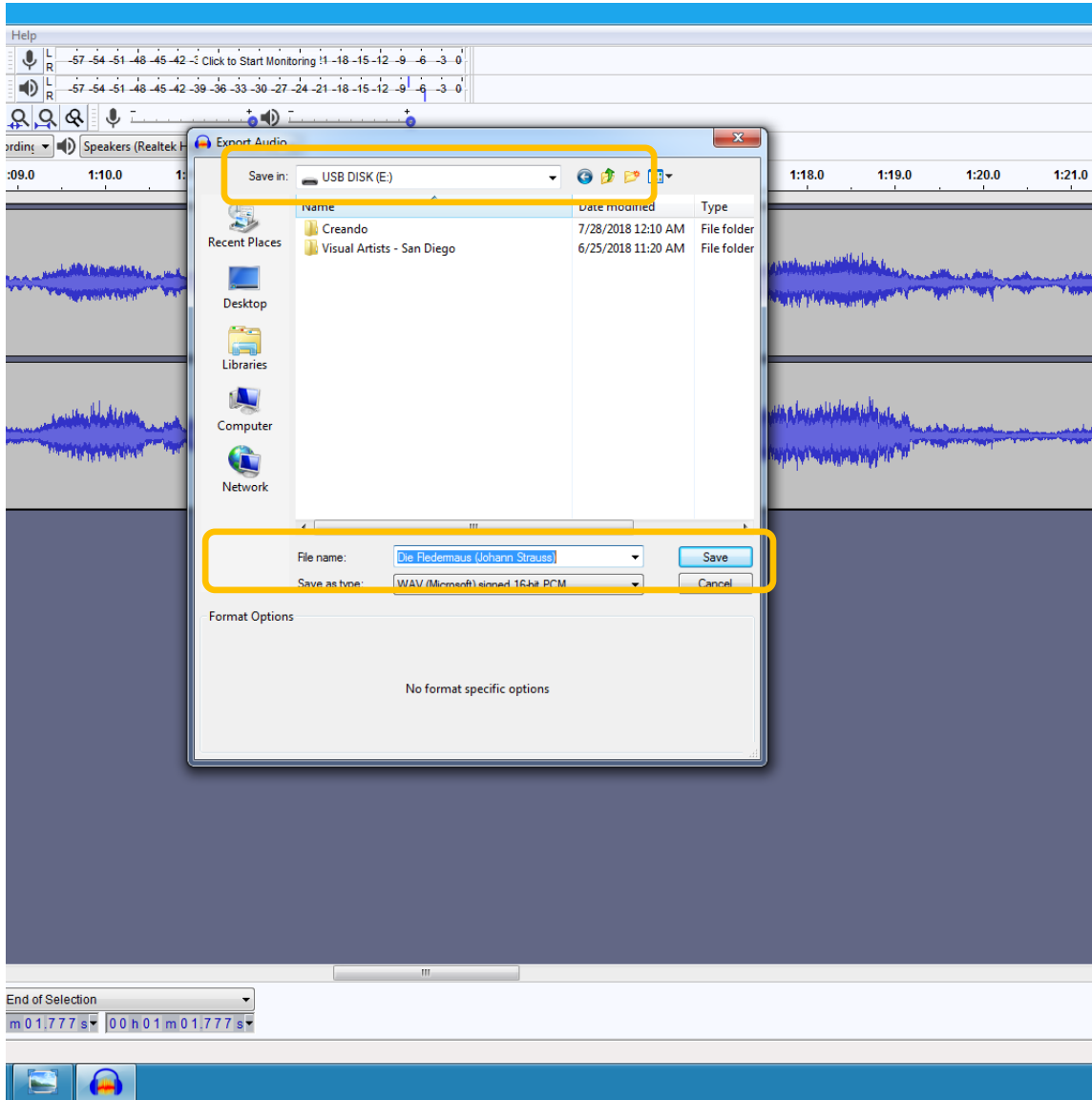
Go to **File > Export > Export as WAV** in the *Audacity* menu.



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Name and Save Your Audio File

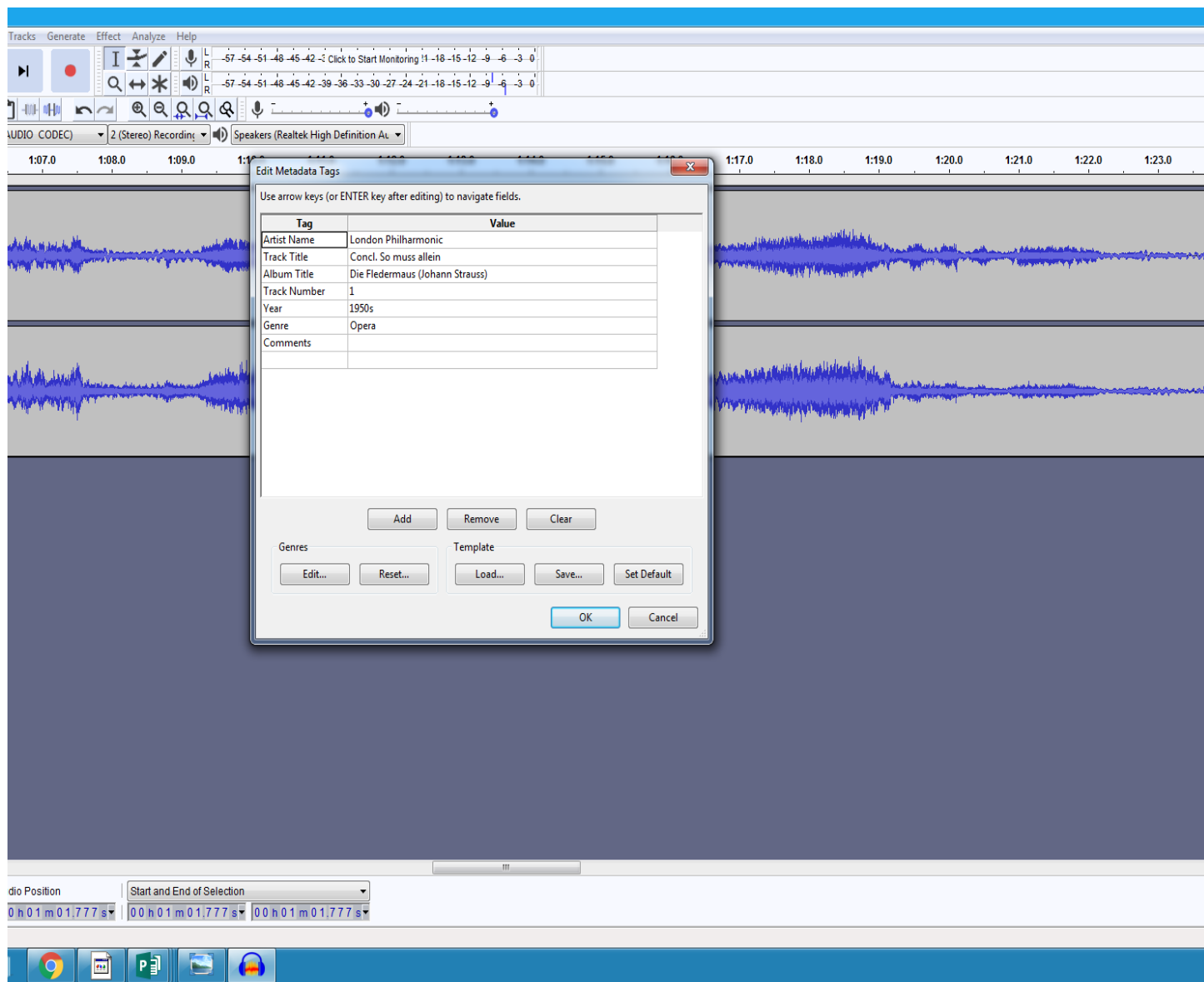
Give the file a name that is consistent and obvious and save it to your USB device.



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Describe Your File

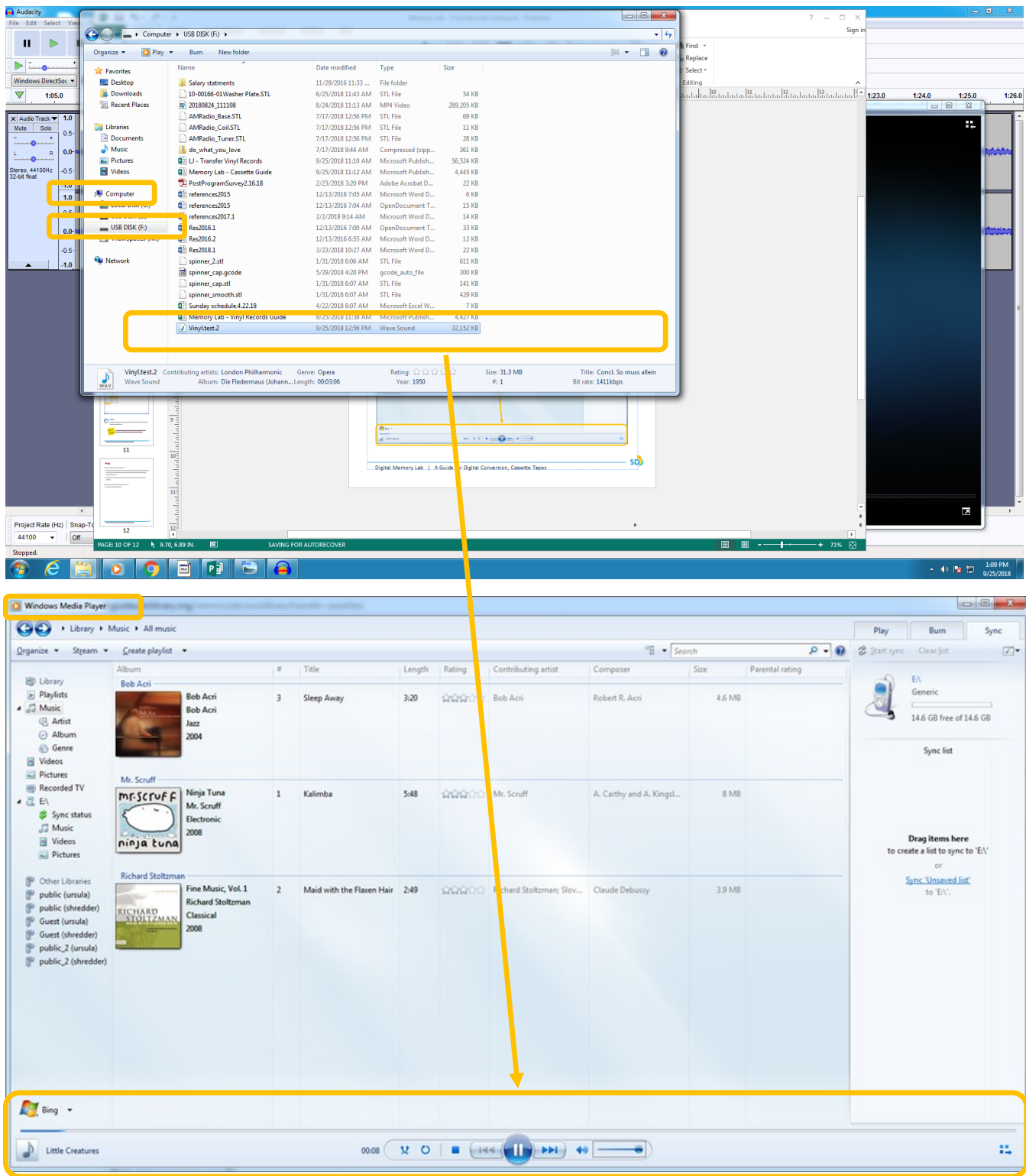
When you save the file, a window will appear for you to enter metadata (description info) about the file. Enter any and all applicable information.



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Check Your File

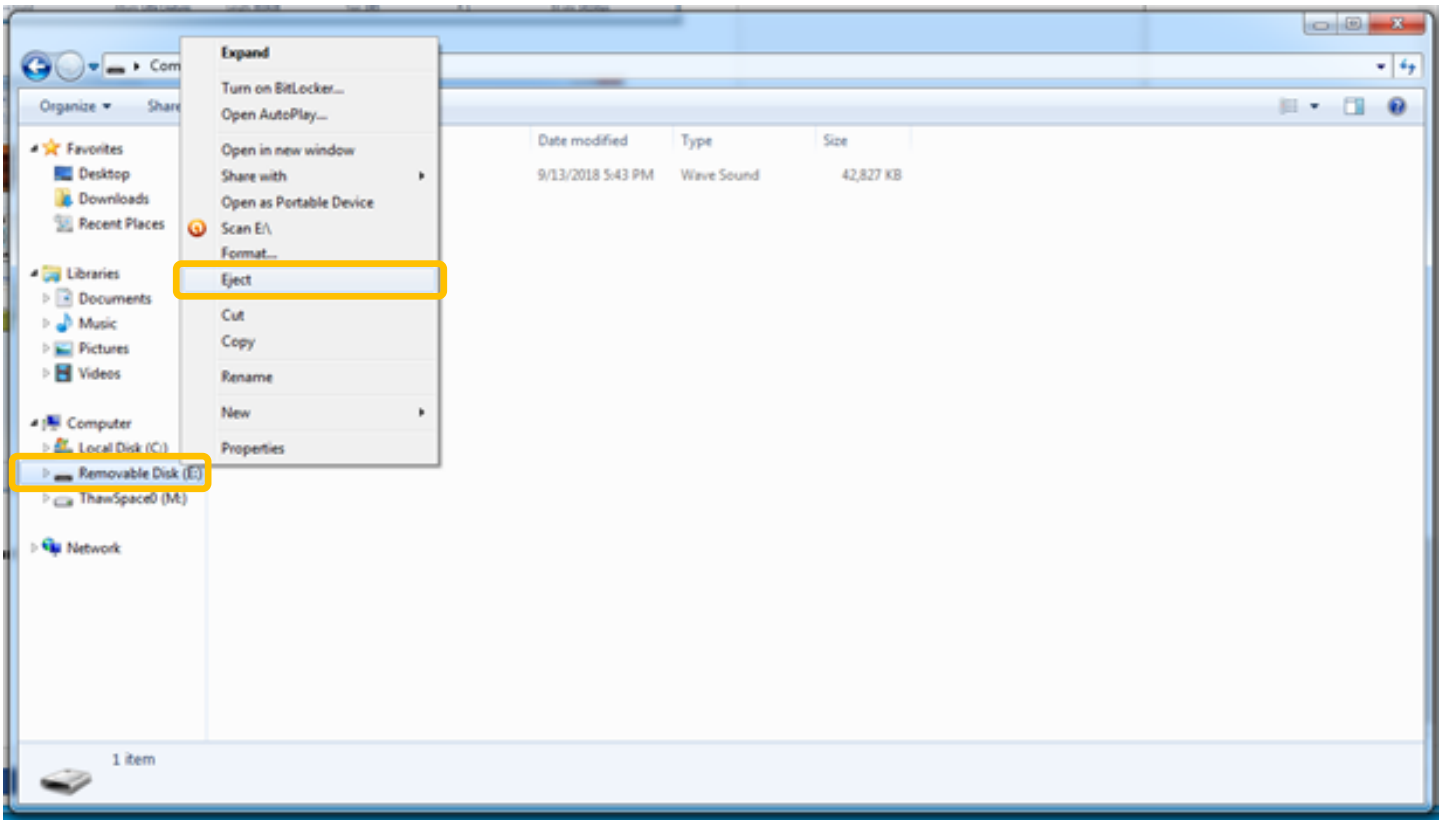
In order to test your audio file, open your USB device and double click the file to launch Windows Media Player.



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Eject Your USB

Once you are finished, right-click your USB device and select “**EJECT**” in order to safely remove the device.



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Done!

You are done! Exit *Audacity*, remove your record from the Turntable, and turn off the power.

Don't forget!

Remember to take your external device, as well, as any personal belongings with you. (e.g. Tapes).

FAQ:

How much time will this take?

- 1 hour of audio = 1.25 hours to fully digitize. Capture happens in real time, and then the file must be encoded, described, and saved to ensure it will last.
- We recommend digitizing no more than 1 hour of audio in a lab session.

How much storage space will I need?

- 1 hour of audio = 620 MB.

How can I save specific tracks?

- Use 'Ctrl B' to identify specific tracks.
- Use 'File > Export > Export Multiple' to save to your USB device.

