# A Guide for Digital Conversion **Vinyl Records**







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.





#### Place the Needle using the Cuing Lever

- Raise the Cuing Lever (located at the right side of the Tone-arm).
- Move the Tonearm to the start of the vinyl disc, or to the track that you want to record.
- Lower the Cuing Lever, placing the Needle.









#### Launch App - 'Audacity'

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





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

#### Check Your Recording Levels in Audacity

Place the Needle on the vinyl record.

6



 Right Click the top audio monitoring bar and click 'Enable Silent Monitoring' at top of the *Audacity* window.

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- 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:



#### **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*

#### **Exporting Your Audio File**

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

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





#### Name and Save Your Audio File

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







#### **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.







#### **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.



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.

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