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**.

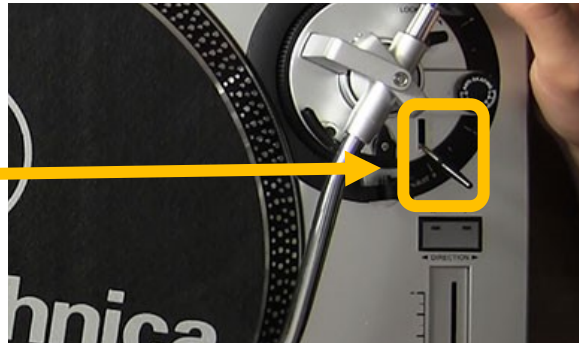Press **'33'** on the Speed Selector for 33 1/3 RPM (12" records).

2 Place record on *Turntable Platter* and START

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

3   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.
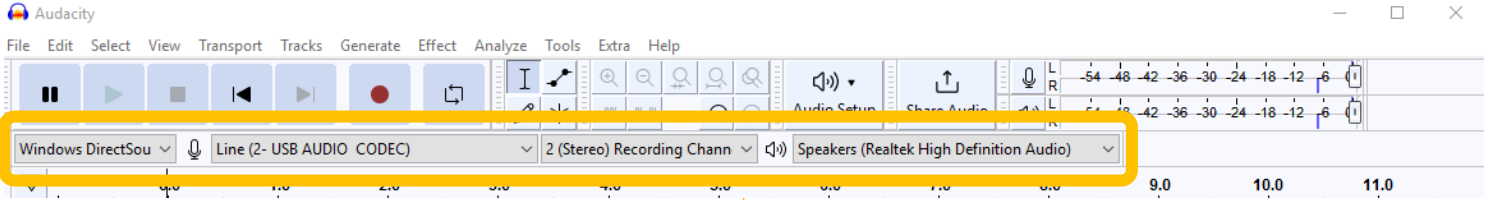
- Lower the Cuing Lever, placing the Needle.

4   Launch App - *'Audacity'*

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

5 Check Your Settings in *Audacity*
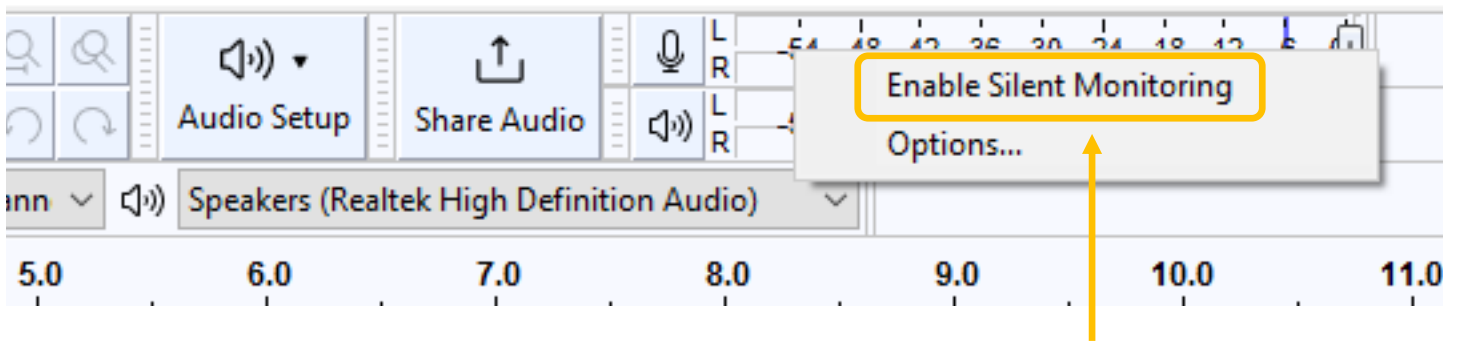
Audacity will open up a new file.

The settings should be as follows for a Vinyl Record:

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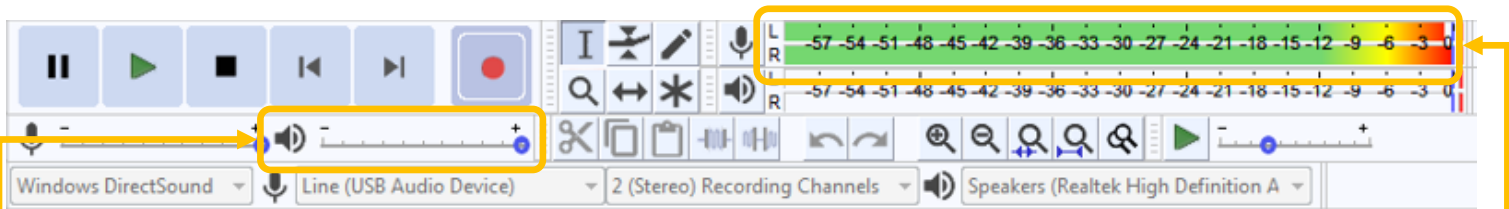- **Recording Channels:** 2 (Stereo)
- **Playback Device:** Speakers

6 **Check Your Recording Levels in** *Audacity*

Place the Needle on the vinyl record.

- Right Click the top audio monitoring bar and click **'Enable Silent Monitoring'** at 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:
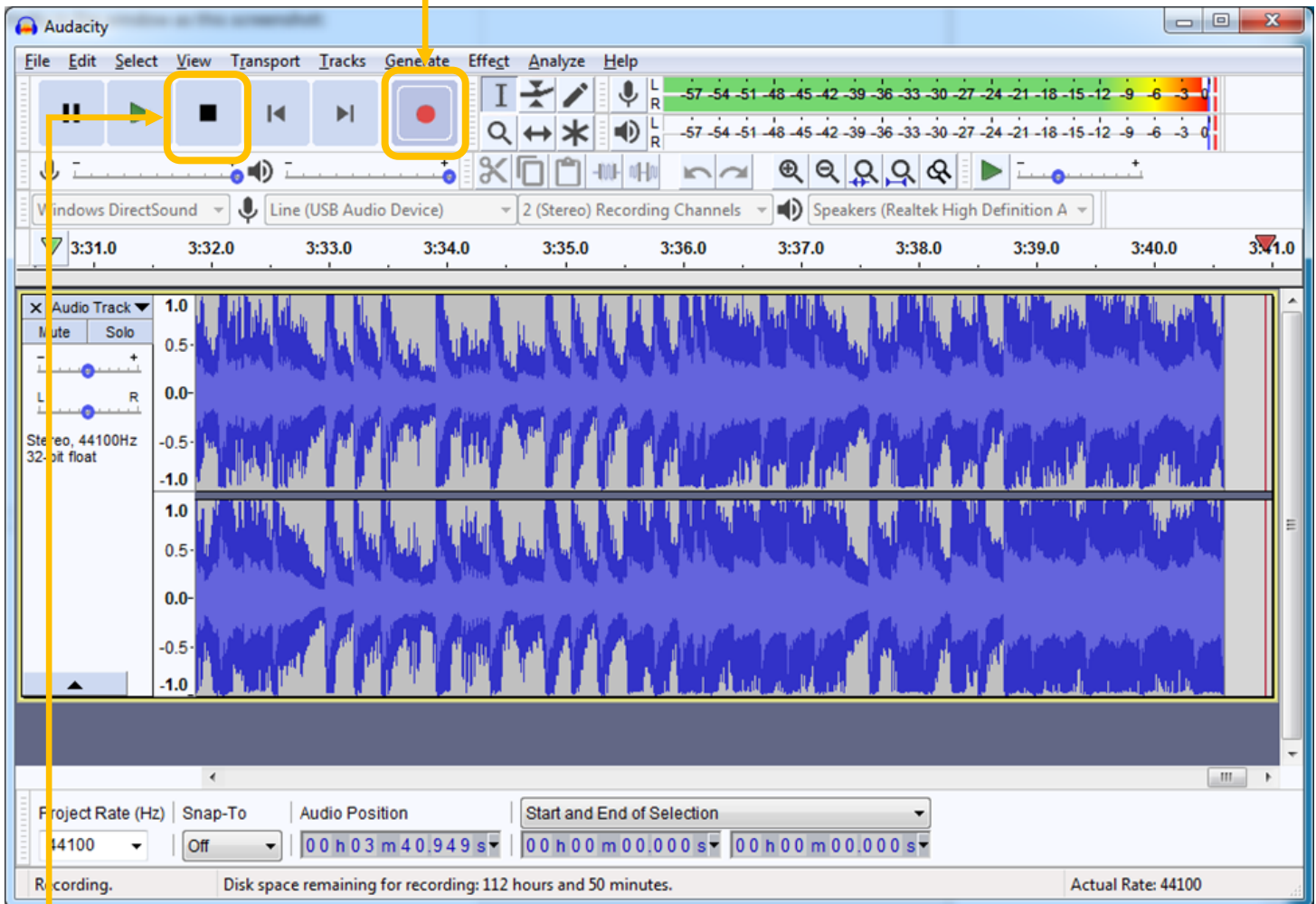
⑦ Capturing Your Audio (Record)

- 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:
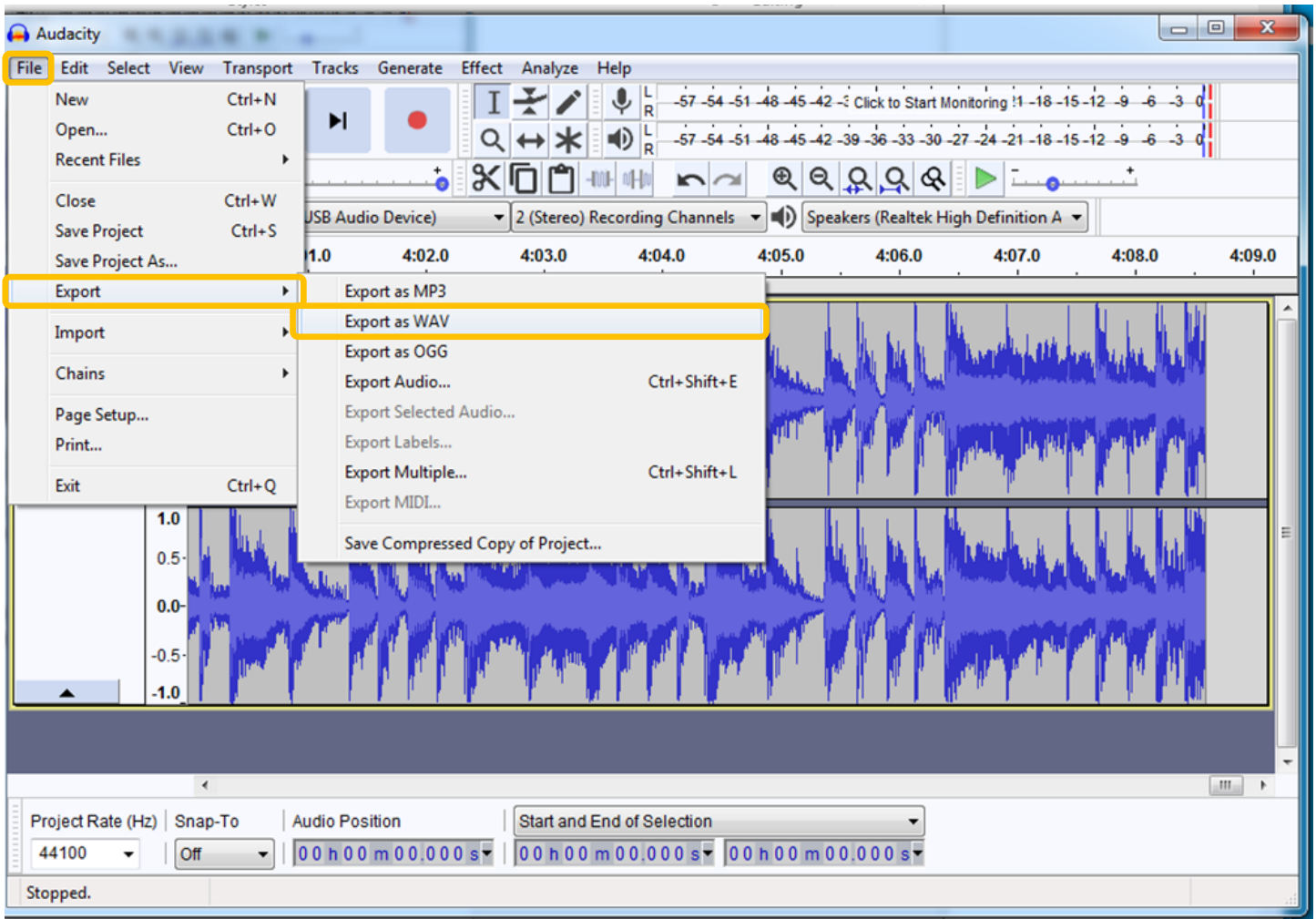

- When you are done recording (follow order):

  1) Lift the Needle. Press **STOP** on the ***Turntable Power button***

  2) Press **STOP** on ***Audacity***

Digital Memory Lab | A Guide for Digital Conversion, Vinyl Records

(8) Exporting Your Audio File

Save Your File onto your USB (External Drive) – When you are done recording, connect your USB drive to the computer.
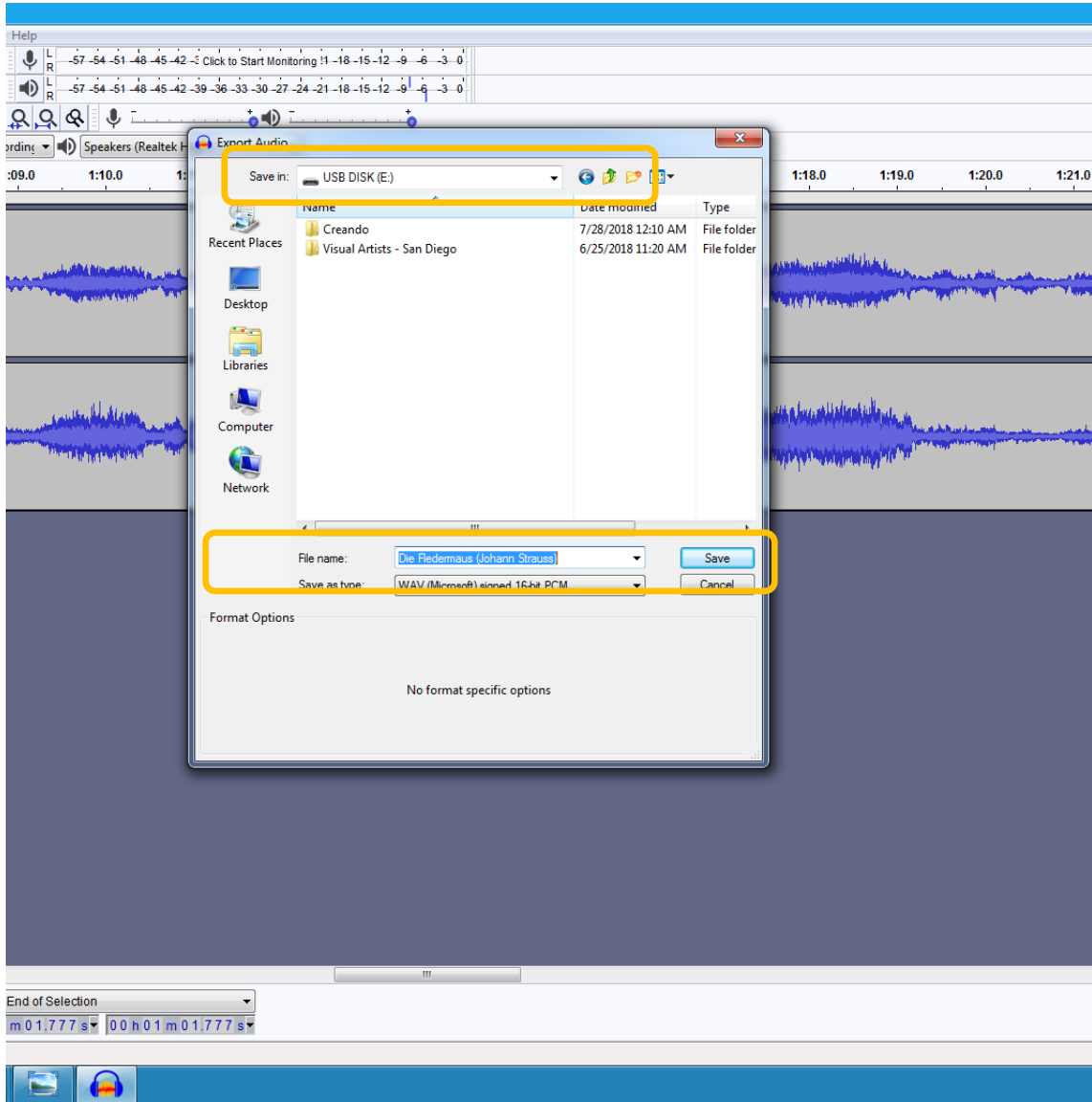
Go to **File > Export > Export as WAV** in the *Audacity* menu.
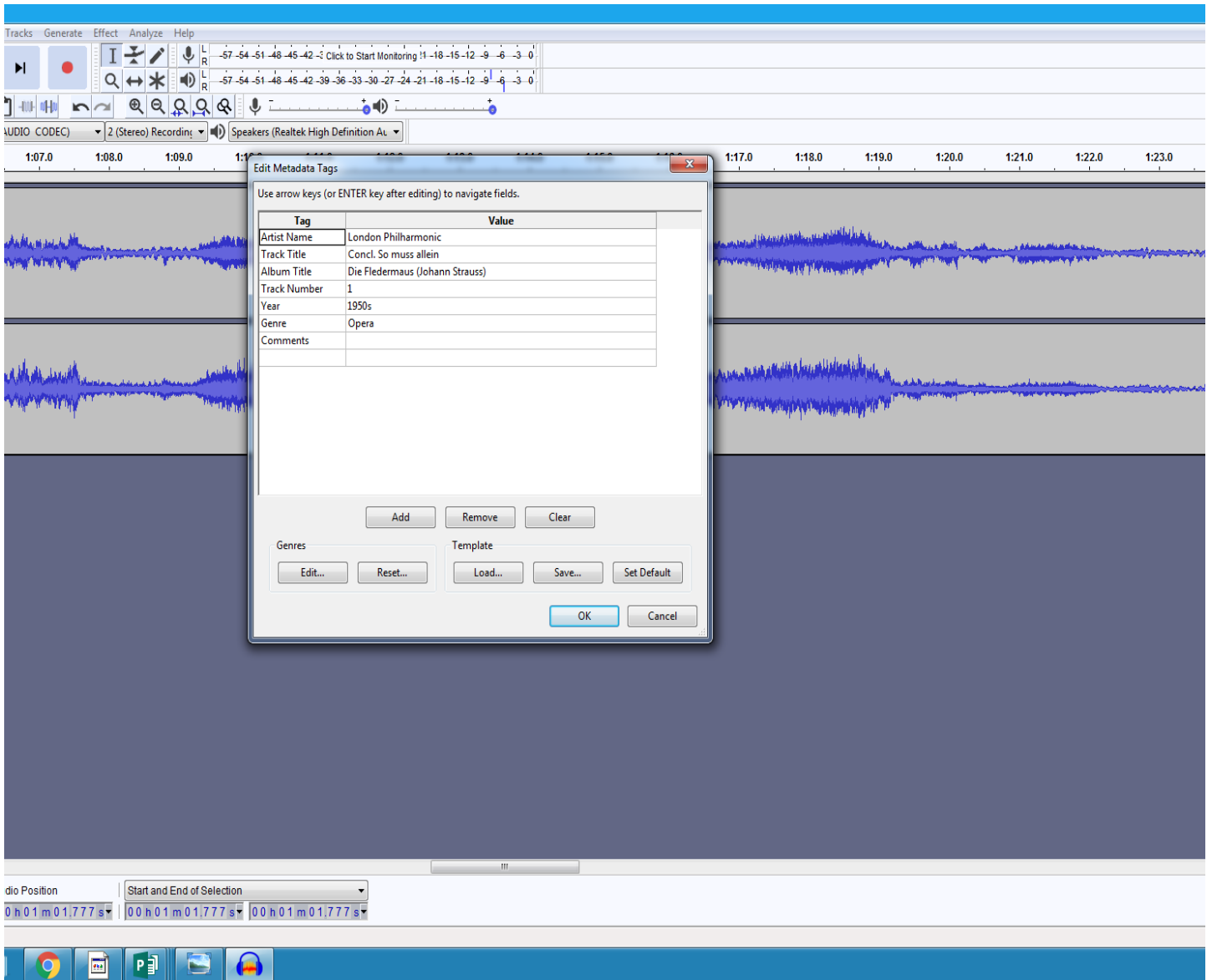
9 Name and Save Your Audio File

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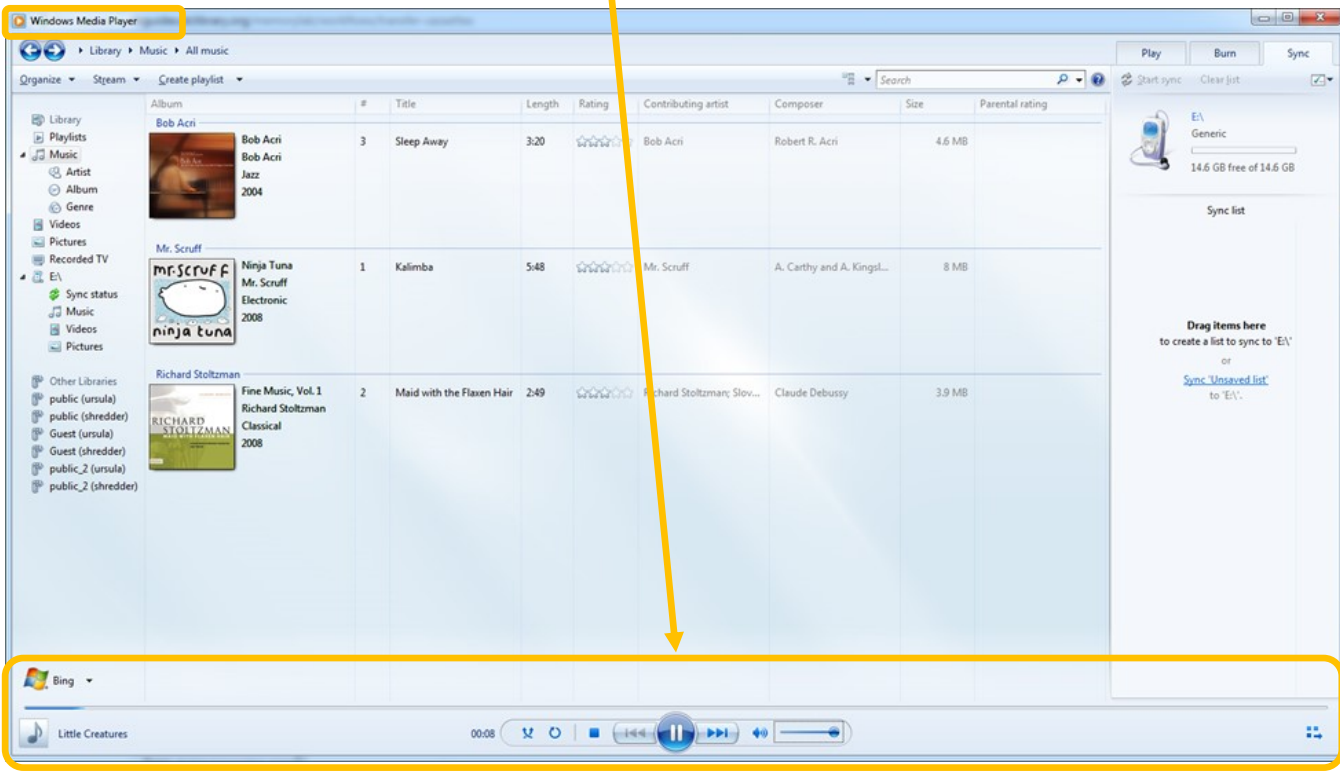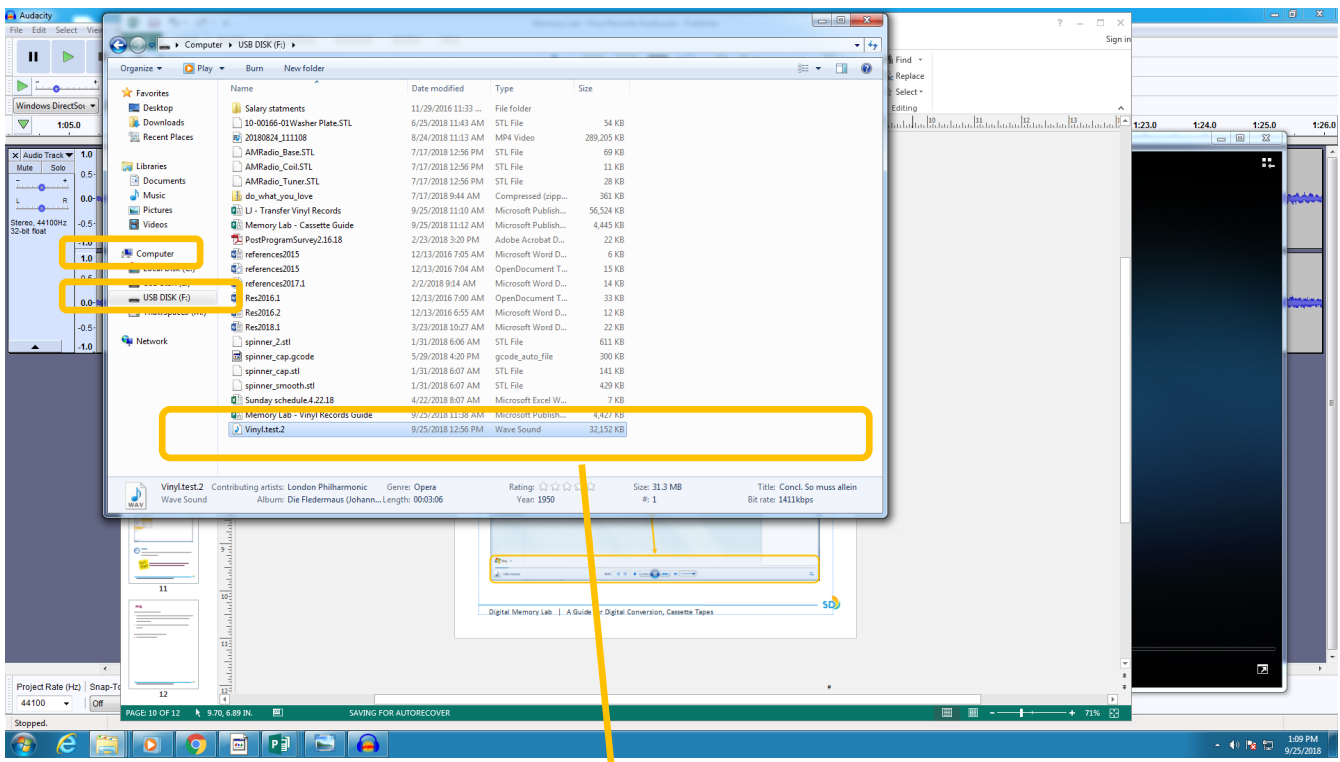
10 Describe Your File

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.
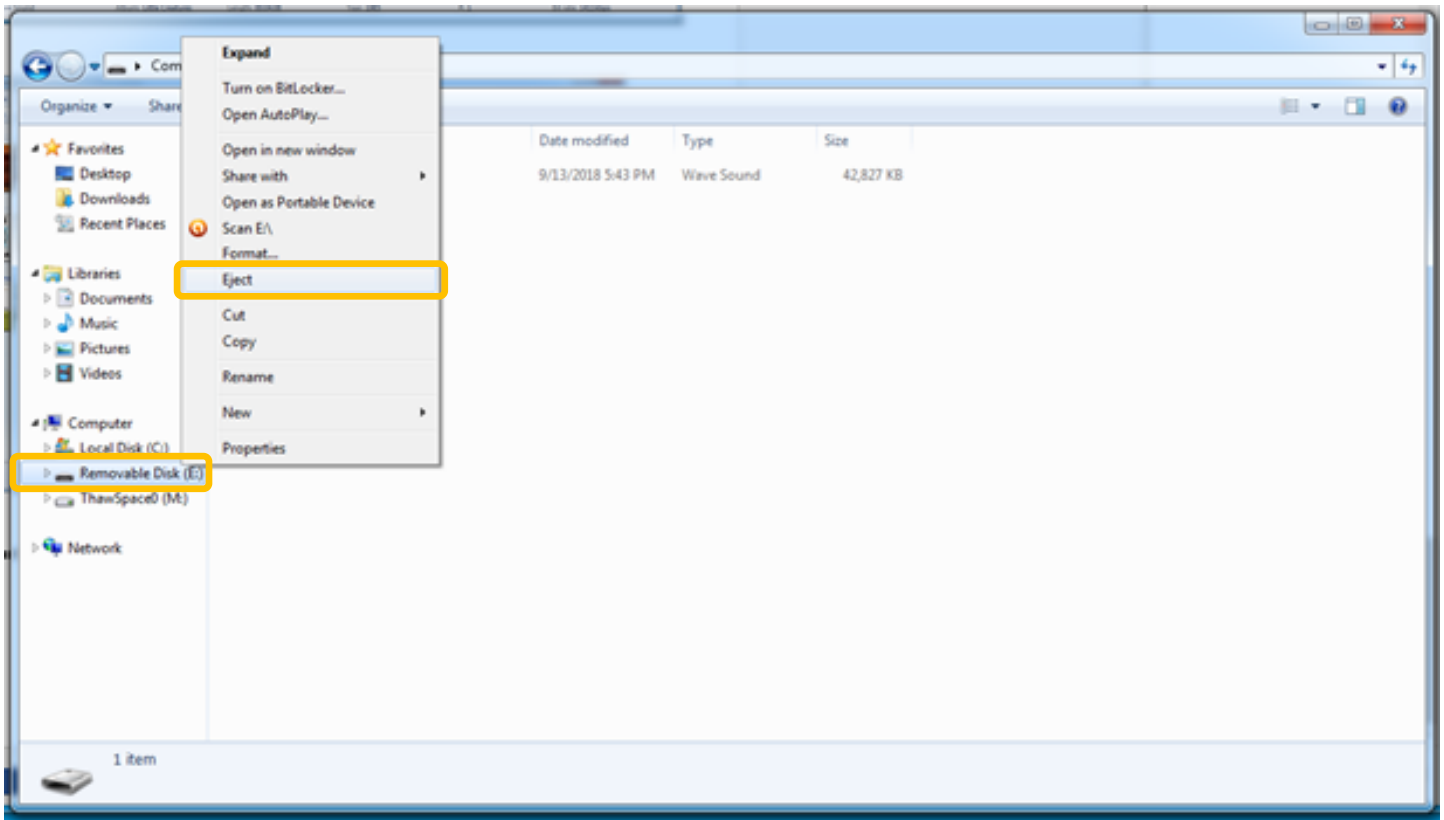
11   Check Your File

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

12. Eject Your USB

12

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

Done!

13

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.