

DIGITIZATION STATION: VINYL

How to Digitize Vinyl:

1. First, ensure that all of the cords are properly connected.
 - a. A USB cord connects to the USB port on the back of the Audio Technica record player. This is shown in the first square in *Image 1.1*
 - b. The other end of the USB cord connects to the USB port on the computer, as seen in the second square in *Image 1.2*.
 - c. The power cord connects to the DC IN V 12 port on the back of the record player, as shown in the second square in *Image 1.1*. The other end of the cord connects to an outlet.
 - d. Headphones connect to the Aux port on the computer, as seen in *Image 1.2*

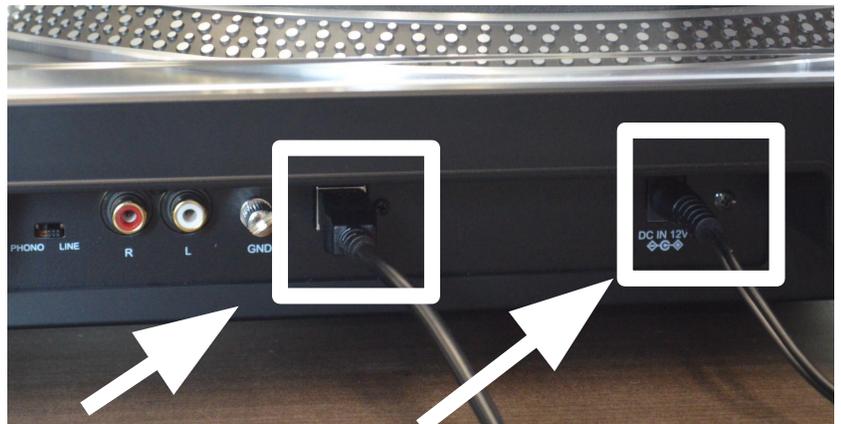


Image 1.1

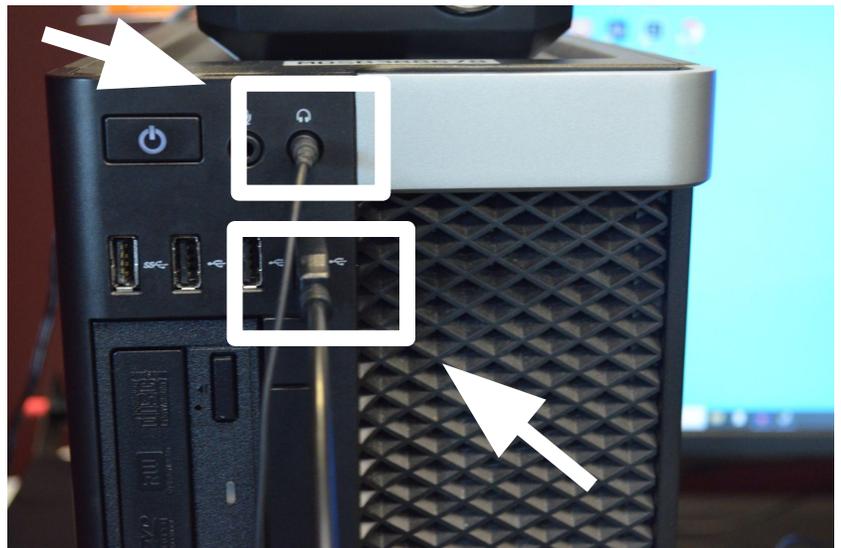


Image 1.2

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How to Digitize Vinyl Con't:

2. Once all of the cords are properly connected, place your vinyl on the record player as shown in *Image 2.1*
3. Find the power switch on the lower left hand corner of the record player. Move the switch clockwise to turn on the record player
 - a. You will know the record player is on when the light is red, as shown in *Image 2.2*



Image 2.1

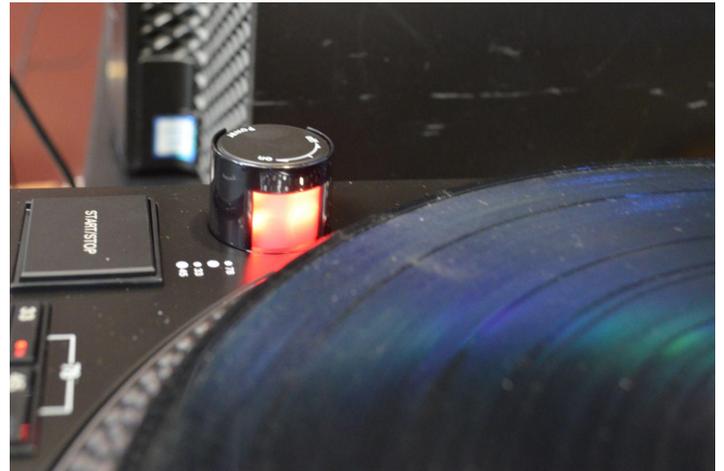


Image 2.2

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How to Digitize Vinyl Con't:

5. To place the needle onto the record, start by pushing the clamp towards the right to release the tonearm as shown in *Image 3.1*
6. Then, push the lever next to the tone arm up, as depicted in *Image 3.2* before placing the tone arm above the vinyl. Lower the tone arm onto the vinyl by pushing the lever down as shown in *Image 3.3*
7. The needle will now be placed on the vinyl as shown in *Image 3.4*

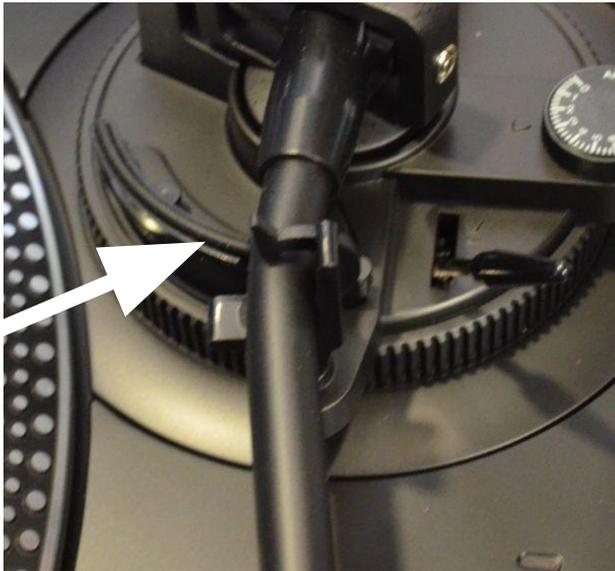


Image 3.1

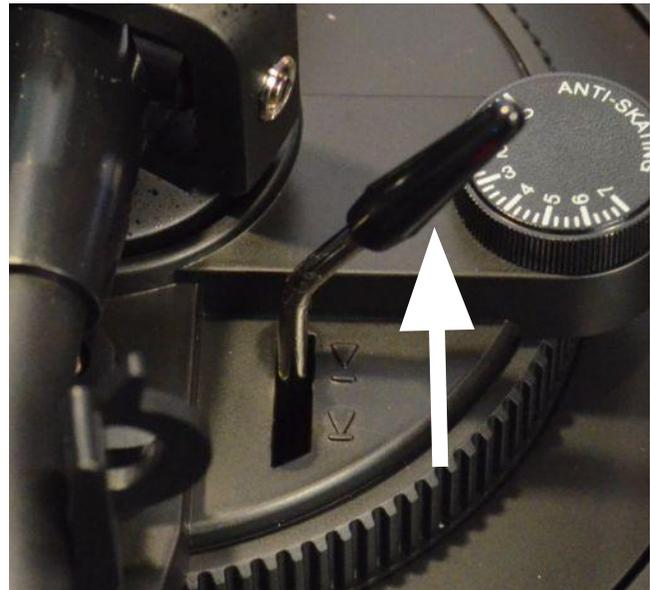


Image 3.2

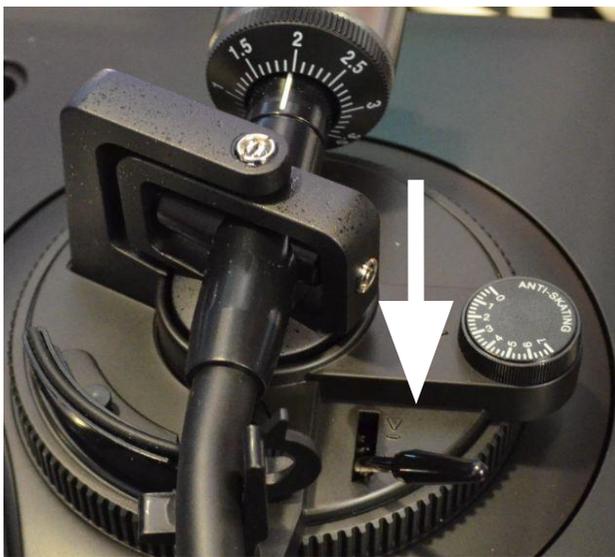


Image 3.3



Image 3.4

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How to Digitize Vinyl Con't:

8. Next, open Audacity on the desktop as seen in *Image 4.1*
9. Adjust settings as depicted in *Image 4.2*
 - a. Select MME from the drop down list under the pause button
 - b. Select Line (USB AUDIO CODEC) from the drop down list next to the microphone icon
 - c. Select either (Stereo) Recording Channel or (Mono) Recording Channel from the third drop down list
 - d. Select Microsoft Sound Mapper - Output from the fourth drop down list. This sets the audio to play through headphones
10. Once the settings have been set, hit the "Record" button on Audacity as shown in *Image 4.3*



Image 4.1

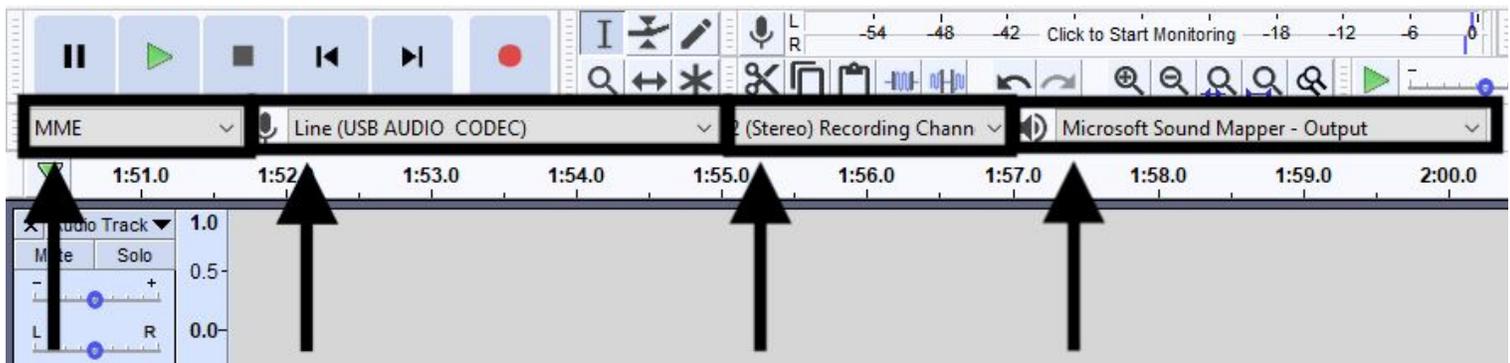


Image 4.2

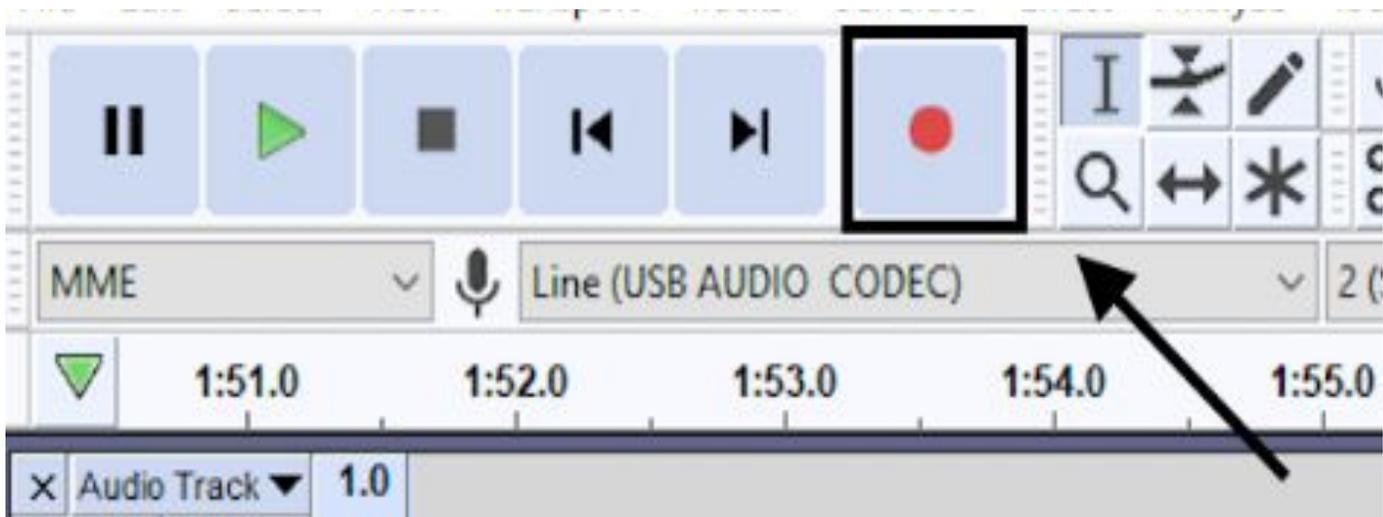


Image 4.3

DIGITIZATION STATION: VINYL

How to Digitize Vinyl Con't:

11. Ensure that Audacity is recording by taking note of the blue waves as depicted in *Image 5.1*
12. Once Audacity is recording, press the START/STOP button on the record player to start playing the record, as shown in *Image 5.2*
 - a. This button is located beneath the ON/OFF switch
13. Then, close the clear case on the record player
14. Once the vinyl has finished playing, press the Stop button on Audacity then the START/STOP button on the record player as shown in *Image 5.2* and *Image 5.3*
15. If you'd like to record both sides of the vinyl, repeat steps 2 through 14

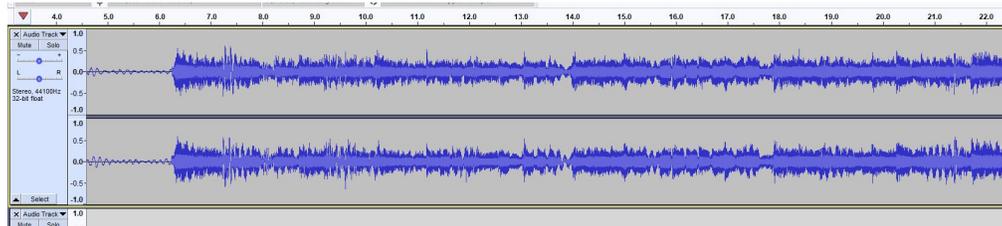


Image 5.1

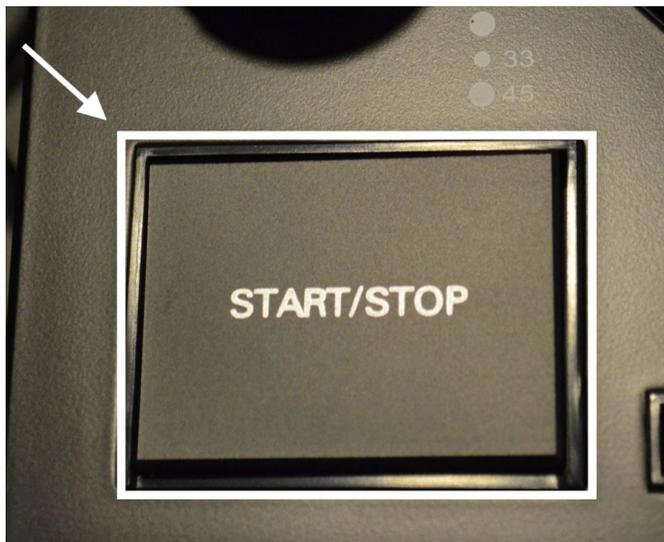


Image 5.2

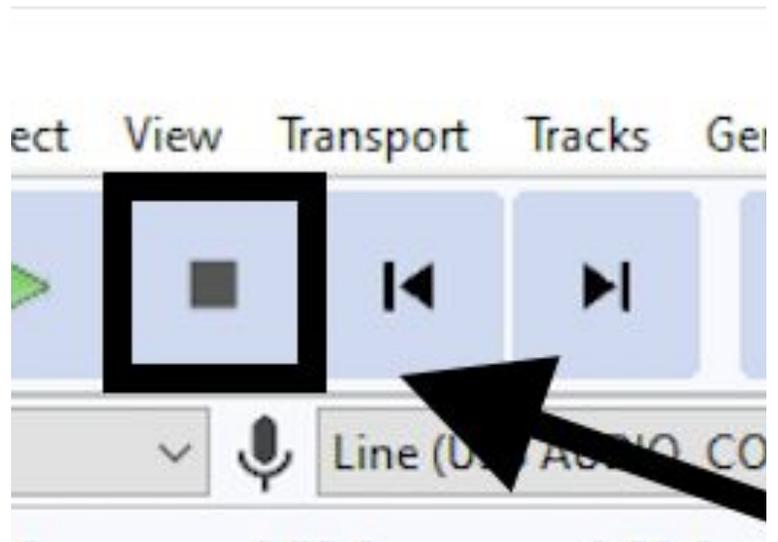


Image 5.3

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How to Digitize Vinyl Con't:

16. To save your recording, click File → Export → Export as WAV or Export as MP3 as shown in *Image 6.1*
17. Once you select your desired file format, you will be presented with a pop-up labeled Export Audio. Here, you can title your file in the File name section and choose where you would like to save your file as shown in *Image 6.2*

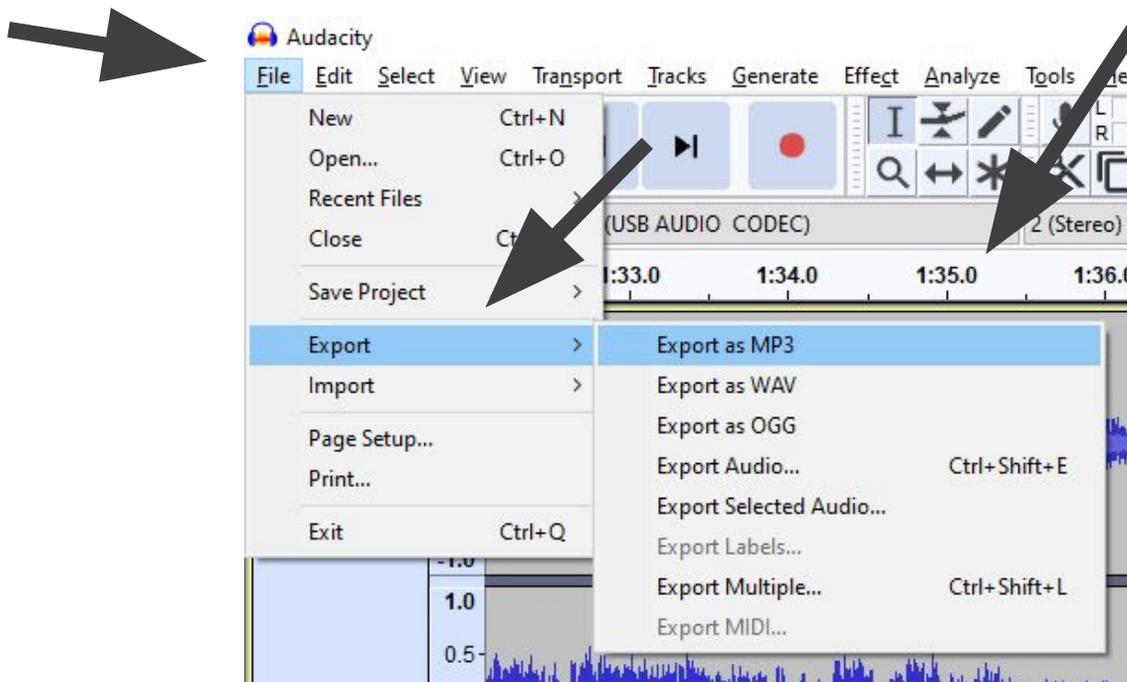


Image 6.1

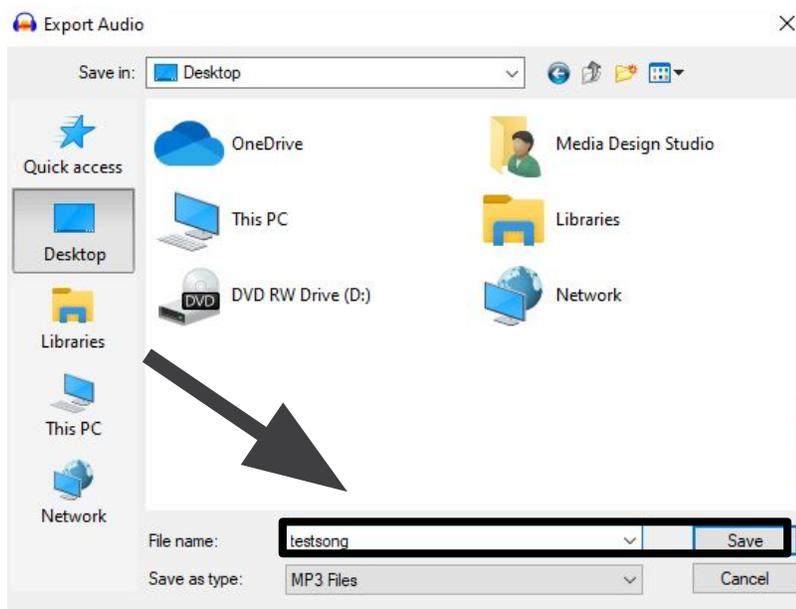


Image 6.2

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How to Digitize Vinyl Con't:

18. After exporting your file, you may be presented with a pop-up stating “Your tracks will be mixed down and exported as one stereo file”. Select OK as shown in *Image 7.1*
19. Next, you will be presented with a pop-up labeled Edit Metadata Tags. Here, you can type in the artist, track, album, and title names. When you're finished, select OK as shown in *Image 7.2*

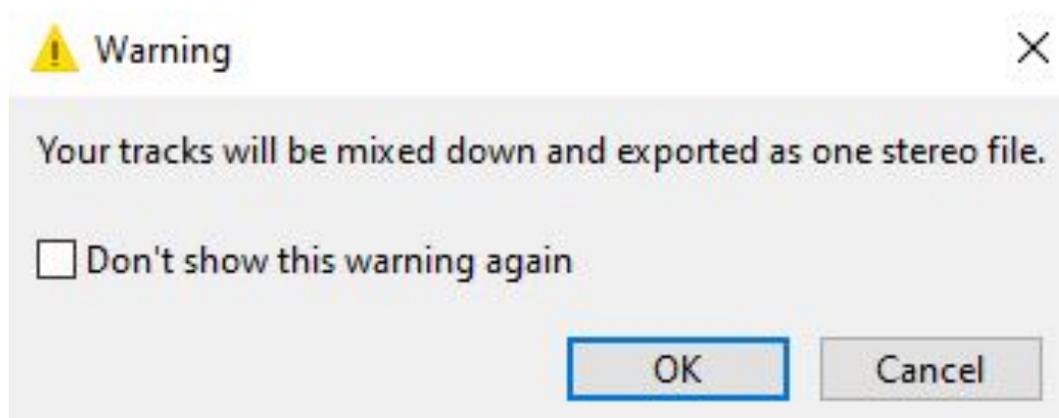


Image 7.1

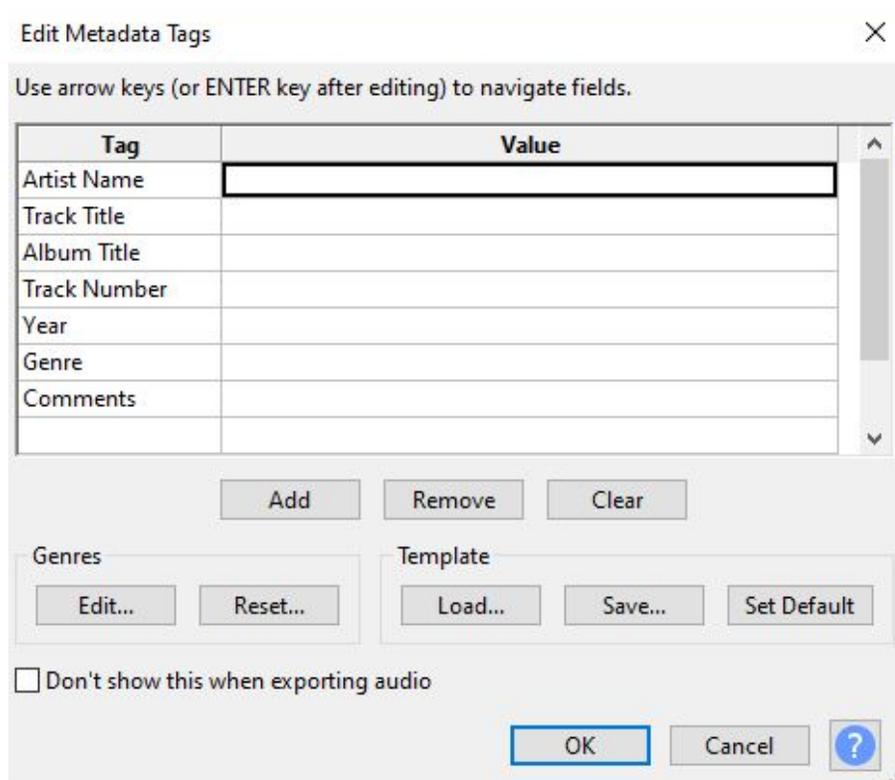


Image 7.2

DIGITIZATION STATION: VINYL

How to Digitize Vinyl Con't:

20. Now, your file will be saved to the destination selected during step 14. In this guide, the file was saved to the desktop as shown in *Image 8.1*
21. Following this, you may move the recording to a device such as a flash drive
 - a. If you need help transferring files to a flash drive or Google Drive, please see the other tutorials
22. Once your recording has been saved, make sure to take your vinyl and turn the record player off as shown in *Image 8.2*. Don't forget to take your vinyl with you.

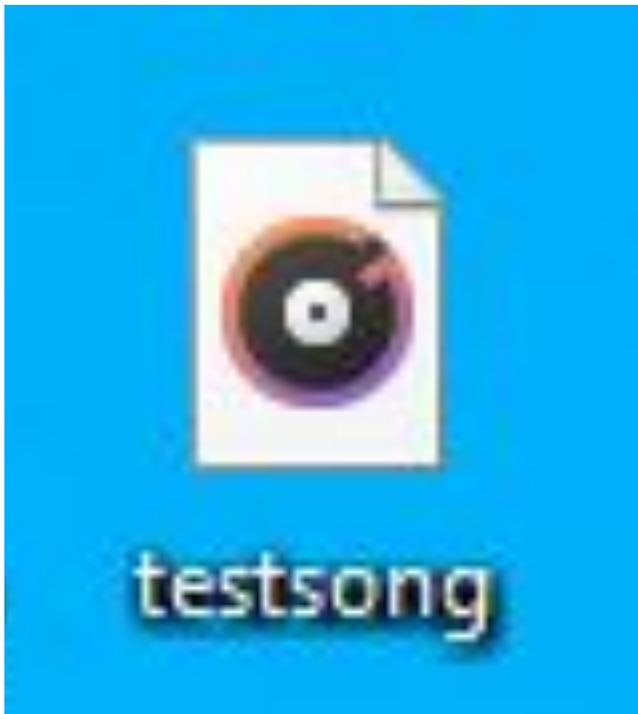


Image 8.1

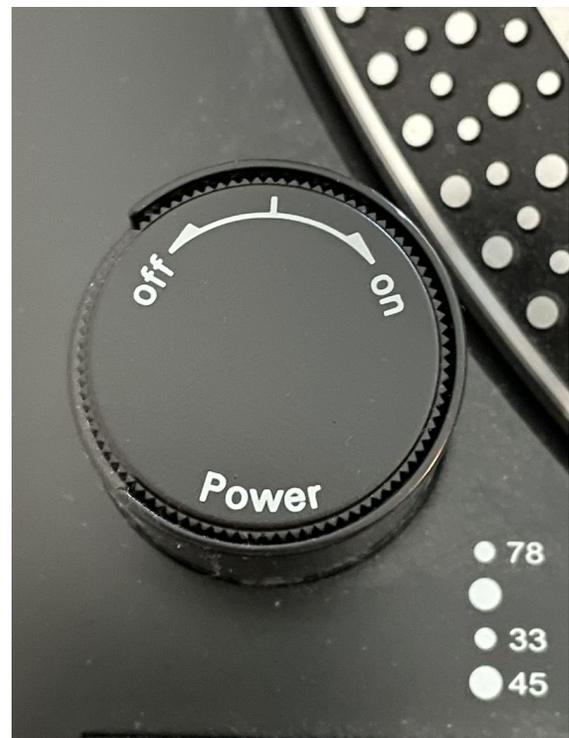


Image 8.2