

Digitizing Vinyl

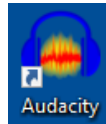
For a detailed tutorial on how to digitize vinyl using the library's turntable and Audacity, check out these videos:

- [How to Record Using Audacity \(https://youtu.be/EmMLn_K500Q\)](https://youtu.be/EmMLn_K500Q)
- [How to Export Individual Songs Using Audacity \(https://youtu.be/9dG0ZhWYTx\)](https://youtu.be/9dG0ZhWYTx)

For a video tutorial on using the record cleaning kit, visit <https://bit.ly/clean-kit>.

The steps below summarize the process.

Extracting audio:



1. **Open Audacity**, located on the desktop.
2. **Place your album on the turntable.**
Select the size of your record (12" or 7") using the switch on the top of the turntable. Select the speed of the record (33 or 45 RPM) using the Speed button on the front. You will likely need the adapter (in the kit available at the Info Desk) for a 45 RPM record.
3. **Click the Record button in Audacity and press the Start button on the front of the turntable.**
A track window appears in Audacity. If everything is working properly, you'll see a pair of blue squiggly lines in the track window once the music starts.

To adjust the playback volume in the headphones, use the volume buttons on the keyboard—this will not affect the audio level of the recording.

4. When the end of side 1 is reached, **click the Pause button in Audacity and press the Stop button** on the front of the turntable. Wait for the turntable to stop.
5. **Turn the album over.**
6. **Click the Pause button in Audacity again and then press the Start button** on the front of the turntable to resume recording.
7. When the end of side 2 is reached, **click the Stop button in Audacity and press the Stop button** on the turntable.
8. **Click File > Save Project > Save Project As...** in the menu bar to save the Audacity Project (.aup3 file). For more info on Audacity Project files, jump to 5:15 in the [How to Record Using Audacity video \(https://youtu.be/EmMLn_K500Q?t=315\)](https://youtu.be/EmMLn_K500Q?t=315)

The following pages will guide you through marking individual songs and exporting the audio files.

Labeling Individual Songs

The steps below summarize the process for labeling songs. For a detailed demonstration, watch the [How to Export Individual Songs](https://youtu.be/9dG0ZhWYTxc) video (<https://youtu.be/9dG0ZhWYTxc>)

1. **Navigate to the beginning** of the audio recording by clicking the skip to Start button in Audacity.



You can press Ctrl+3 to zoom out or Ctrl+1 to zoom in (or go to View in the menu bar) to see more or less of the recording.

You can delete longer periods of silence in your recording. This may be necessary for the gap where you changed sides of the album. To do this:

- a. Holding down the left mouse button, click in the audio track at the beginning of the section you wish to delete and drag to the end of the silent section.
- b. Release the mouse button.
- c. Press Delete on the keyboard.

If you make a mistake, pressing Ctrl+Z will undo the delete action.

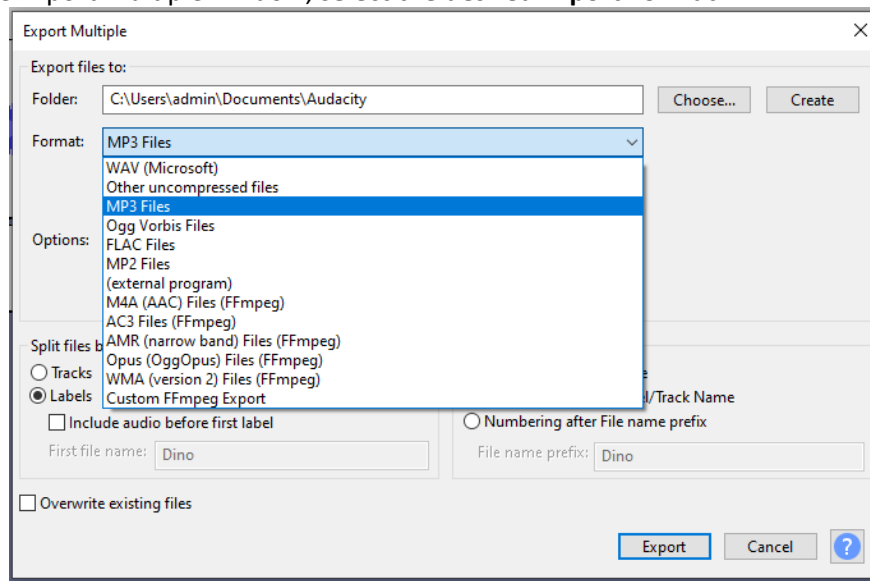
2. **Click in the audio track just before the first song.** A vertical line will appear on the track. If necessary, press the spacebar to listen to that section.
3. **Press Ctrl+B on the keyboard** (or go to Tracks > Add Label At Selection in the menu bar). A label appears below the line.
4. **Type in the title of the song and press Enter.**
5. Using the Record Window scroll bar (above the timer at the bottom), **scroll to the right until the beginning of the next song is located.**
6. **Click in the audio track to mark the beginning of the next song.**
7. **Repeat steps 3-6 for each song.**
8. Once each song has been labeled, **save the Audacity project by pressing Ctrl+S** on the keyboard or clicking File > Save Project > Save Project in the menu bar.

The .aup3 file you created in the previous steps can't be used with other devices. The next page will walk you through exporting the songs in a file format that can be listened to elsewhere.

Exporting Song Files

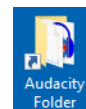
This part of the process is also covered in the [How to Export Individual Songs Using Audacity](https://youtu.be/9dG0ZhWYTx?&t=413) video, starting at 6:53 (<https://youtu.be/9dG0ZhWYTx?&t=413>)

1. In Audacity, **click File > Export > Export Multiple.**
2. In the Export Multiple window, **select the desired Export Format.**



If you plan to burn the album to a CD, choose WAV. Otherwise, a compressed format like MP3 will work.

3. **Click Export.**
4. Audacity will prompt you to add metadata. If desired, add Artist Name, Album Title, etc.
5. **Click OK.**
6. **Repeat steps 4 & 5** for each song.
7. After files are exported, Audacity will display an Export Multiple Summary window. **Click OK to finish the process.**
8. Your files will now be available in the Audacity folder (shortcut on the desktop).



Important: Save the files on a USB drive or online, or burn the album to a CD using the instructions on the next page. Remember, all files will be deleted as soon as you log off.