



digitization station

DIGITIZING VINYL RECORDS



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With Audacity

The Audio-Technica AT-LP120 USB Direct Drive Professional Turntable works with Audacity software, which records the album into digital format as it plays. This tutorial is focused on digitizing **vinyl**, but you can also use it to digitize **audio cassette tapes**.



PART I: SET-UP

1. Turn the black power dial on the Audio-Technica Turntable to **On**. You'll see a red light appear on the dial, and several indicator lights will appear on the various turntable buttons.
2. Open the **VINYL - Audacity** software
3. Next, make sure the **Mic Input** is set to **Line (USB AUDIO CODEC)**
 - For cassette tape conversion, change the Input to **Microphone (USB Audio Codec)**



4. Click the **“Click to Start Monitoring”** option so that Audacity will start picking up the audio output from the record player.

PART II: RECORDING

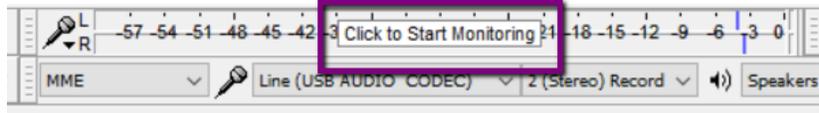
1. Get the Album Ready & Test the Volume Level

- i. Check that you are using the correct RPM setting:
 - **45s**: use the adapter disc
 - **78s**: click the 33 and 45 buttons together



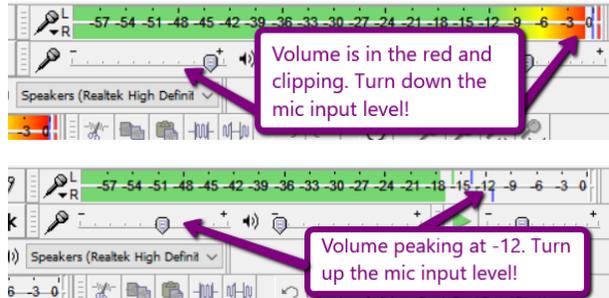
- ii. Place your record on the turntable, and press the **Start/Stop** button.

- iii. If you haven't already, click **"Click to Start Monitoring"**



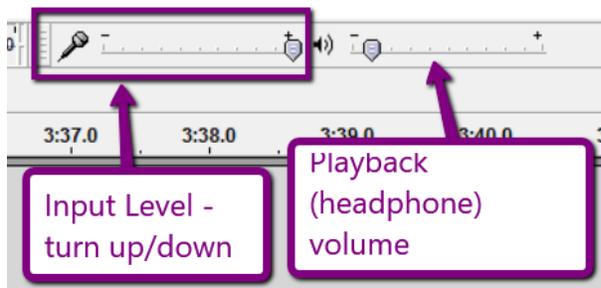
- iv. Place the Turntable head on the record to **begin playing**. You'll hear your record playing while Audacity is monitoring (but not yet recording).
- v. Check the **input volume levels** - watch the **green bars** next to the **Mic L / R bar graph**. You want to record at the highest volume possible, without going into the orange/red (which would mean that your recording is clipping). You ideally want your recording volume level to be **between -10 and -6**:

- If the playback is **going into the yellow or red**, turn down the input volume:
- If the playback is consistently **below -10**, try turning up the input volume:



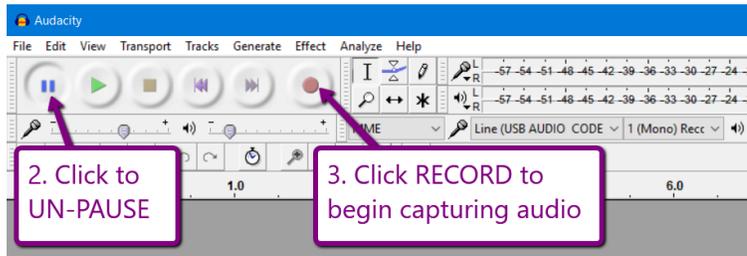
- vi. If you need to **adjust the input volume**, use the **dial with the microphone**.

Once you've finished testing and adjusting the volume controls, take the turntable head off the record to stop playback.



3. Start Recording

- i. If it's not already on, press the **Start/Stop** button on the Audio-Technica Turntable
- ii. **Click the Pause button** to un-select it (it's selected by default)



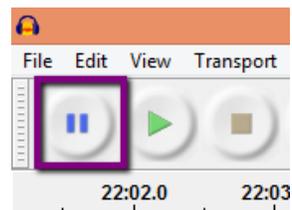
- iii. Press the **Record** button in **Audacity**; a new track to record in will automatically be created for you.
- iv. Gently place the Turntable head on the record and **begin playing**. You'll hear your record playing, and see the wave files appear on your track below while it's recording.

You'll have to listen to the album the whole way through while Audacity records it.

4. Changing Album Sides

If you are recording both sides, you can just **Pause** the recording in Audacity, while you **Stop** the playback on the turntable to flip over the record.

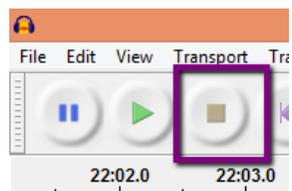
When you're ready, press the **Start/Stop** button on the turntable and press the **Record** button on Audacity again. Then place the Turntable Head on the record to **begin playing** and recording again.



5. Finish Recording

When your album has ended:

1. Press the **Stop** button in Audacity
2. Move the Turntable Head back to its locked position
3. Press the **Start/Stop** button on the turntable.

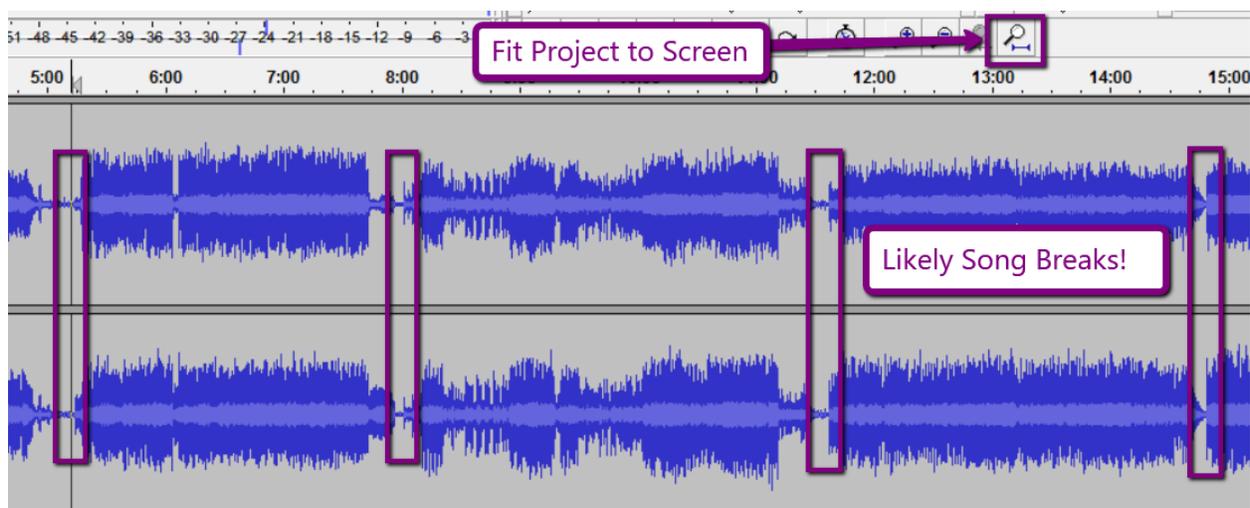


PART III: SEPARATING AND EXPORTING YOUR TRACKS

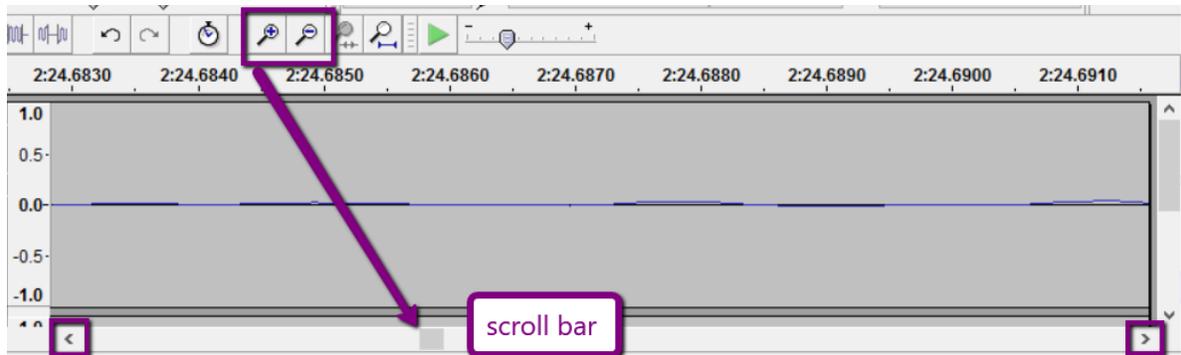
Audacity records your album as one continuous file, so you'll need to separate the individual tracks.

1. Navigating Audacity – the basics

Once your recording has finished, click the **Fit Project** button so that you can see your entire recording in the window. You can identify where the likely breaks are between the songs by looking at the **wave patterns** to see where they **drop in size**:

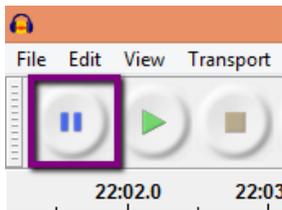
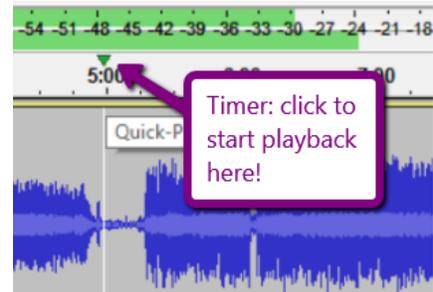


While you can usually eye-ball where the breaks in the tracks are, sometimes it's not as clear; so, you may need to use the **Zoom In/Out buttons**, and the **Scroll (left to right) Bar** at the bottom in order to get a better view of where the track breaks.



It's also helpful to use the **Timer bar** at the top – you can click anywhere on this bar to start the playback in a new spot:

Also, use the **Play, Pause, and Stop** buttons are so you can control your playback!

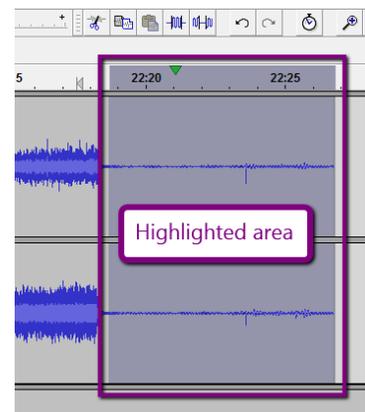


2. Trim off any extra at the beginning and end of your recording

You'll likely have some extra parts at the very beginning and end of your recording that you don't want in your final files. To get rid of them, **Zoom** into those sections, and use the **Play/Pause** buttons to get an idea of what you need to cut.

Next, click **and drag your mouse** over the track and **highlight** the section you want to get rid of.

Then click **Delete** or **Backspace** on your keyboard. The sections will immediately be deleted.



3. Label the First Song

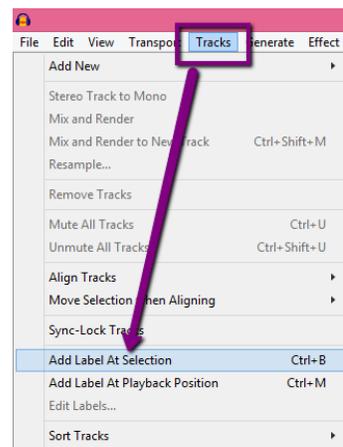
Next, start at the beginning of your recording and label your first song. Place the cursor of your mouse over the track where the first song starts, and click once.



A line will appear that cuts vertically through the track where you've placed your marker (it may be difficult to see when it's at the beginning of your first track). When you've placed the marker successfully, your cursor will turn to a pointing hand.

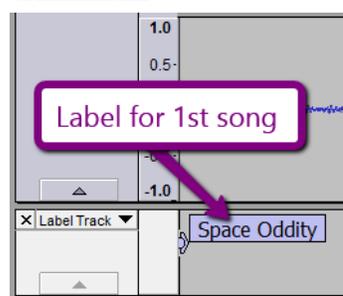


Next, click **Tracks** and choose **Add Label At Selection**:



A new line will appear below your recording, with a dot where you placed your marker. Begin typing the name of the first song. When you're done, click **Enter**:

Note: It's best to only use alphanumeric characters as your labels – Audacity can sometimes have problems with other characters (e.g. ` - . # &)

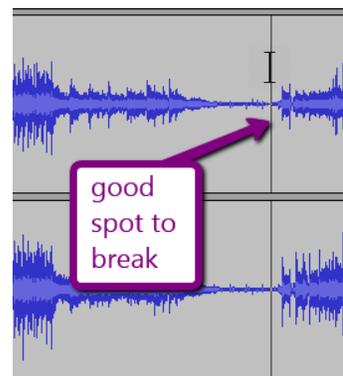


4. Identify and Label the Remaining Songs

Now you'll need to go through the rest of your recording and identify and label the remaining songs. Again, **look for the wave file dropping to almost nothing, followed by a jump in volume** – the jump is usually where the next song starts. You can play through the album and **zoom in/out** to help you better identify the breaks.

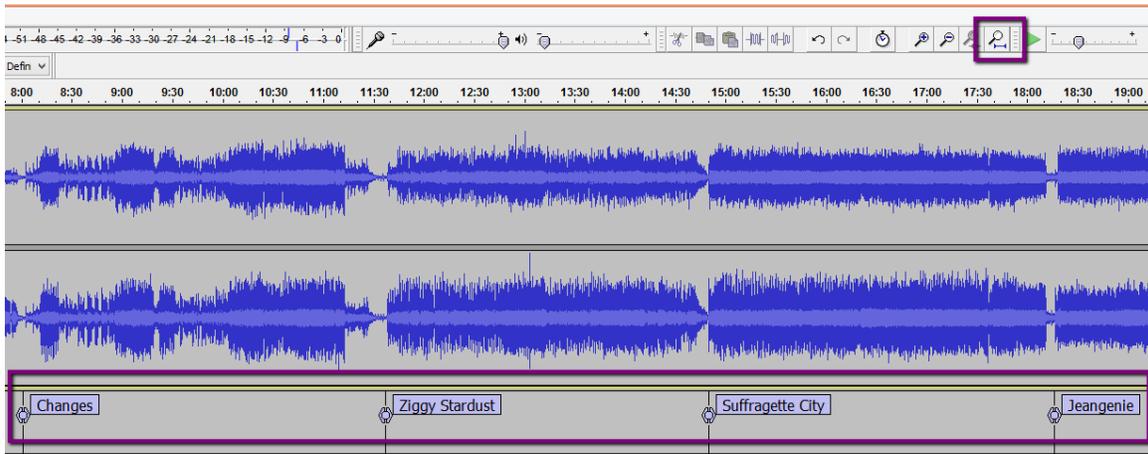
 At each song break, **place your cursor over the wave file and click once.**

 A line will appear that cuts vertically through the track where you've placed your marker, and your cursor will turn to a pointed finger.



When the line appears, click **Tracks** and choose **Add Label At Selection** just like you did with the first song. Type the name of the track in the label that appears and hit **Enter** when you've finished typing it. Repeat this for each song on your recording!

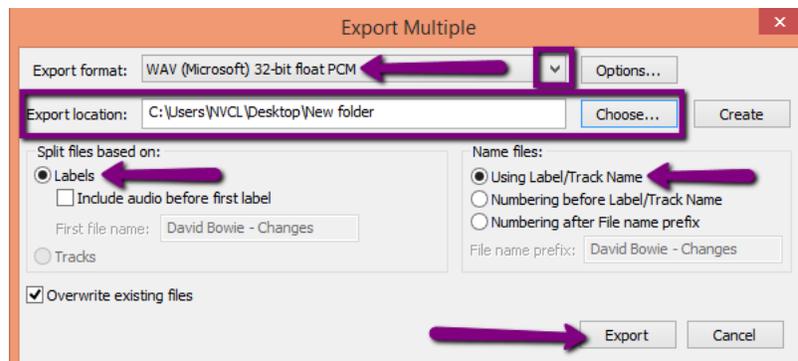
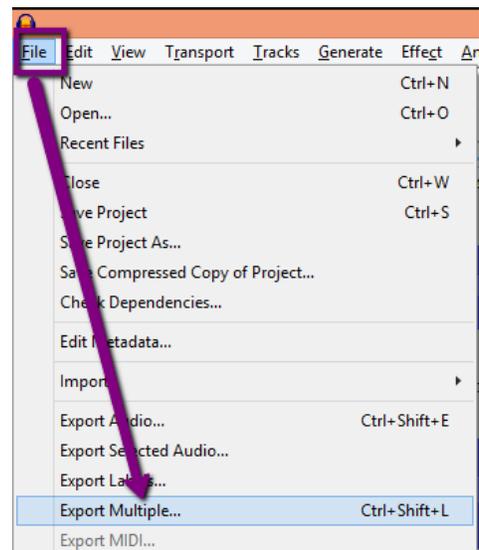
When you've finished going through your whole recording, you can click **Fit Project again**, and view all of your labelled songs:



5. Export the Songs to .wav or .mp3 Files

Once all of your songs are labelled, click **File** and choose **Export Multiple**.

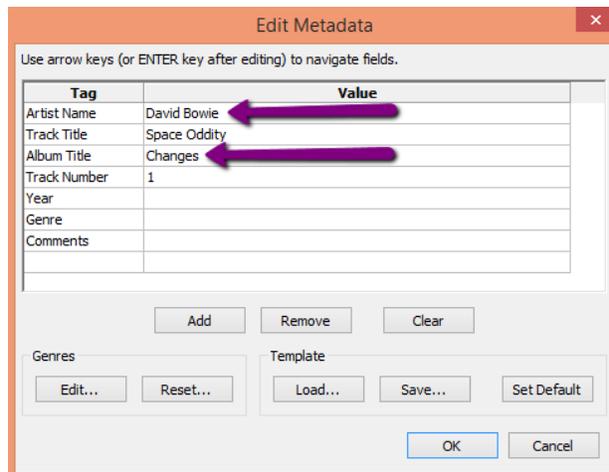
- Check that the export format is set to **“WAV (Microsoft) 32-bit float PCM”** or **“MP3 Files”**– Wav's are higher quality, but are much larger in size. But either file size will play on just about any device.
- Check that the export location is set to either the **Desktop** or your **Removable Disk / Storage device**.
- Check that it's set to **Split files based on: Labels**.
- Check that it is set to **Name Files Using Label/Track Name**
- Click **Export**



6. Enter Artist and Album Information

Next you'll get an **Edit Metadata** screen. Audacity will already have the **track titles** and **track numbers** filled in for you, but you'll likely want to at least add in the **Artist Name** and **Album Title** to your recording. Click **OK** when you're done; and you'll need to **type in this info for each track in your recording**.

Once you're finished with the Metadata Editing, Audacity will begin exporting your recording into separate **.wav** or **.mp3** file tracks and when it's finished, you can open the folder you created and view / play your new tracks!



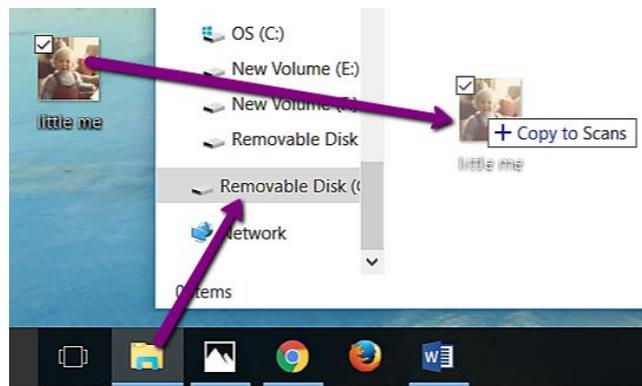
PART IV: TRANSFER YOUR FILES TO PERSONAL STORAGE

As the Digitization Station will not retain any files on it once you have finished, make sure you transfer your files to your personal storage device!

To transfer, plug in your device. A window should open and show you the files on it.

If the windows doesn't pop up, open the **File Explorer** to view the files on your device – it is usually the **G Drive (G:\)**, and will likely say "Removable Disk" or "USB drive". Click your USB once to open and view its contents.

Then, locate the images you scanned on the Digitization Station Computer, and **drag and drop** them into your Removable Drive.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the "**Safely Remove Hardware...**" icon and choose "**Eject Mass Storage.**"

Then remove your storage device and enjoy!

