How to use a Vinyl Player:

To note:

Connect headphones to the player if you would like to hear the album.

Make sure your record is clean.

The balance and weight are already calibrated on the player and needle arm. Please do not fiddle with them or your project will not record properly.

Using the Record Player

Place your vinyl album on the turntable. If you are using a 45 use the attachment to fit it. This is located at the back of the machine.

1) Unclip the needle arm, remove the needle cover and lift the lever.

2) Turn knob to correct speed:

            33 = 12" and 10" albums

            45 = 7" albums

3) Move arm to desired spot on the album
(typically the first section of dead space near the edge.)

 Once the needle arm is over the album the turntable will begin spinning.

Make sure Audacity is up and running before lowering the lever to record your album.

Recording Your Vinyl in Audacity:

1) Open the software and the manual via the desktop.

2) Connect your USB device to the external USB port.

Note:

Make sure your record is clean before you record! We have a cleaning brush for you to use. Place your album on the turntable and move the arm so that the table begins rotating. Lightly hold the brush over the record so that hovers just skimming the surface. Let the vinyl rotate two or three times for cleaning. Flip it and repeat.

3) Raise the lever for the needle arm.

4) Move the needle to the desired spot on the album (usually the first bit of dead space on the record).

5) Press the record button in Audacity (highlighted below). You can edit out the extra seconds later in the **Trimming** section.

6) Lower the needle arm using the lever.

7) Let the album play through the first side. You will not be able to speed up the recording. You must let the album play through in its entirety at the correct speed.

8) After the first side is done use the pause button (highlighted).

9) Flip the record and repeat steps 3-7, When the album is done hit the stop button.

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How to Edit Your Recording in Audacity

This guide is intended to be a quick start guide. A more detailed and thorough guide can be found in the Audacity Manual located on the desktop or located at https://manual.audacityteam.org

After you have finished your recording, you are ready to edit your recording.

Make sure that you save a backup of your recording. To do this simply select **File > Save Project > Save Project.**

Trimming

Beginning

1. Click the *Skip to Start* button

2. Using the *Zoom In* button   until the waveform expands so you can see the beginning of the recording to where the music begins.

3. Using the *Selection Tool*   , click just before the point where you want the recording to begin.

4. Choose **Select > Region > Track Start to Cursor**

5. Choose **Edit > Delete**

End

1. Click the *Skip to End* button

2. *Zoom In* again   (if needed).

3. With *Selection Tool*   , click just after the point where you want the recording to end.

4. Choose **Select > Region > Cursor to Track End**

5. Choose **Edit > Delete**

If you have made any mistakes during this process simply choose **Edit > Undo** or **Ctrl Z**

Adjusting Amplitude (optional)

This amplifies the noise of the recording to make it as loud as possible.

1. Choose **Select > All** or **Ctrl A**

2. Choose **Effect > Normalize**

   a. Set the "Normalize Peak Amplitude to" in the Normalize dialog to be -2dB

   b. Click **OK**

Save

Save your project!

File >Save Project As

      Select to save your project on your external drive (if you do not have one you are able to purchase one at the Access Services Desk for $5.00

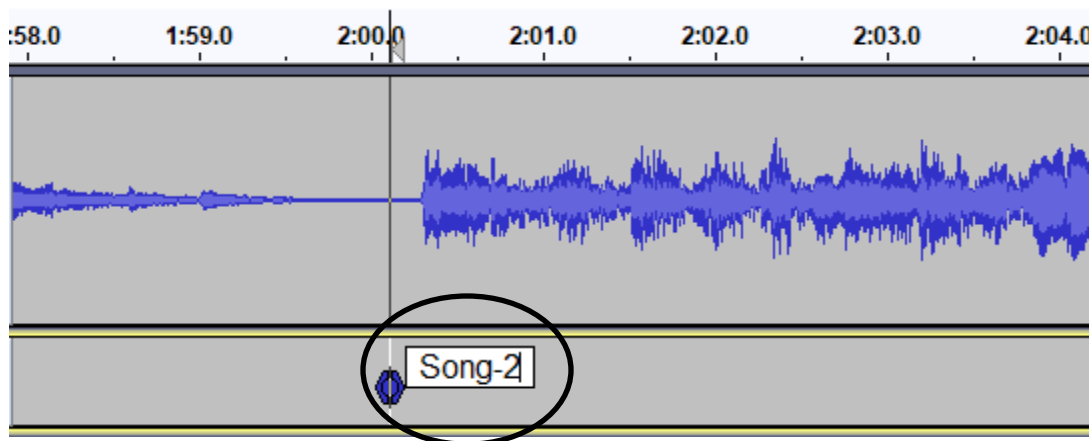# Splitting a Recording into Separate Tracks

For easier listening pleasure.

Label the Songs

Mark the First Song

1. Click the *Skip to Start* button ⏮

2. Click **Edit > Labels > Add Label at Selection** or **Ctrl B**

   This will appear:

3. The two arrows are what you move to encompass the song. Press Click on the white text box and enter the song title. *Tip: Enter the numbers first (01 [title], 02 [title]…)before the title to keep the tracks in order.* Press **Enter** on the keyboard to set the song title.

Exporting Multiple Tracks

1. Click on **File > Export > Export Multiple…**

2. Choose the **Export Format** from the pop-up menu.

   a. For CD burning choose **16-bit WAV** for Windows or Linux or **AIFF** for Mac

   b. For loading into an **MP3** player, choose **MP3**

   c. For loading into **Apple Music/iTunes/iPod** you can export as **WAV** and use Apple Music/iTunes to convert to WAVs to **AAC** or **MP3**

3. Click the Choose... button and pick the place where your exported tracks will be saved (your external device).

4. Under *Split Files Based On:*

   a. ⦿ Labels should be checked

   b. ☐ Include audio before first label should be unchecked, as there is no audio before the first label.

5. Under *Name Files:*

   a. ⦿ Using Label/Track Name should be checked.

6. Click the Export button.

7. The Metadata Editor will appear for the first song. The Track Title and Track Number will be pre-filled from the labels, but you can enter any additional information for that song that you wish.

8. Click the OK button in the Metadata Editor (**NOT** the Save button).

9. Metadata Editor will appear for the next and subsequent songs; as before, enter any additional information and click "OK" for each window. When you click "OK" on the window for the last song, all the files will export.

Some language and all images taken from https://manual.audacityteam.org