VINYL DIGITIZATION AND EDITING

Quick start guide – digitizing Vinyl Records

Abstract

This document provides Tech Hub users basic usage instructions for digitizing vinyl records using Audacity Software. Further support materials are available on the FHL Tech Hub Website.
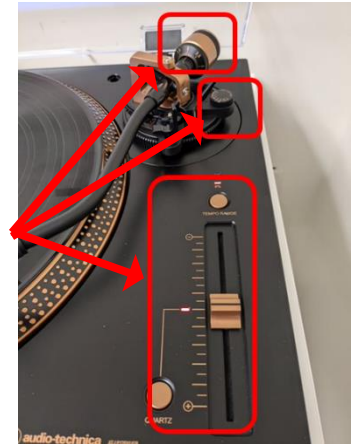
Version 1.1

November 7 2024

DIGITIZING VHS Video Tapes

Equipment and Accessories – Audio Technica USB Turntable

The USB tuentable is **already connected** to the computer you will be using to digitize your video. There is no need to connect any cables or utilize any other devices. You will be using the Audacity Software to perfoem the digitization process. You can capture audio from both "33", "45", and "78" speed vinyl records.

Note: As there are no speakers connected to your computer, ensure your wired headphones and connected to the USB Hub directly beneath the monitor.

The Turntable is already rebalanced, levelled, with anti-skate adjustments preset.
PLEASE <u>DO NOT</u> MAKE ANY CHANGES TO THE CONTROLS IDENTIFED IN RED
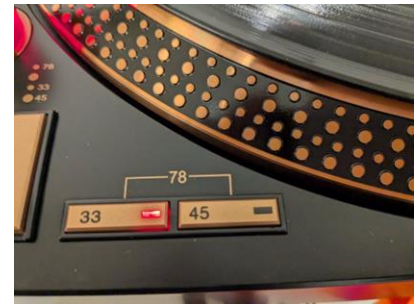
Step I – Get the Turntable Ready

Place the record on the platter so that the center hole aligns with the spindle

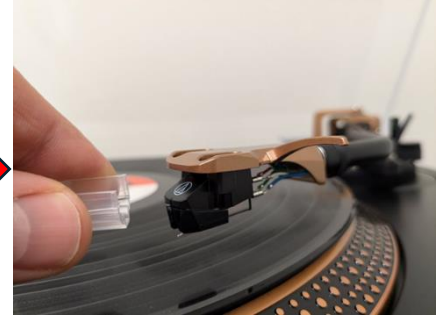**Power on** the turntable by turning the dial counterclockwise. The spindle will illuminate.
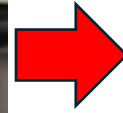

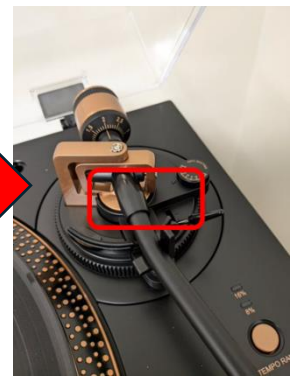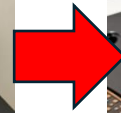Press the **start/stop** button to begin the turntable spinning

Select the **correct speed** (revolutions per minute) based on the vinyl record you have placed on the spindle. If you require 78 RPM speed press **BOTH** "33" and "45" at the same time.
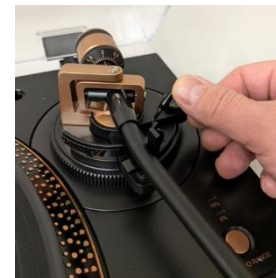

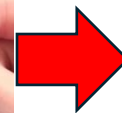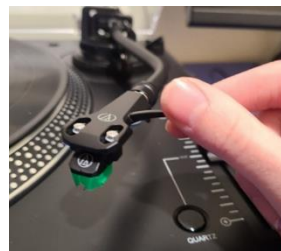**Remove** the cartridge's protective cover.

Unlock the **Tone Arm.** While lightly holding the headshell to prevent the tonearm from moving, **unlatch** the clamp by gently lifting and moving it to the right.

Gently push the tonearm control lever backwards to the "up" position

Make sure the record is spinning, then **use the handle** to Position the tonearm over the desired location (groove) on the record. Next, **move the tonearm** lift control lever to the "down" position, which will gently lower the arm onto the record.
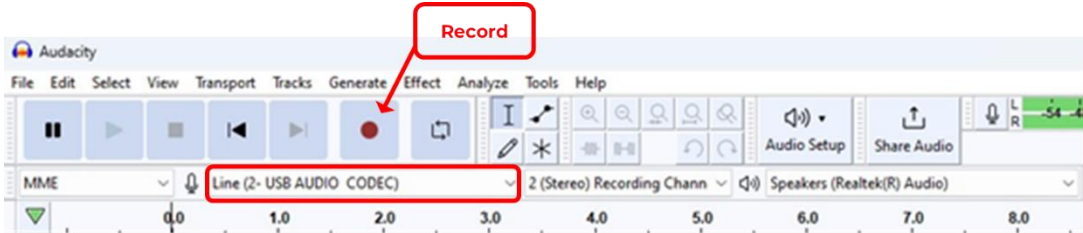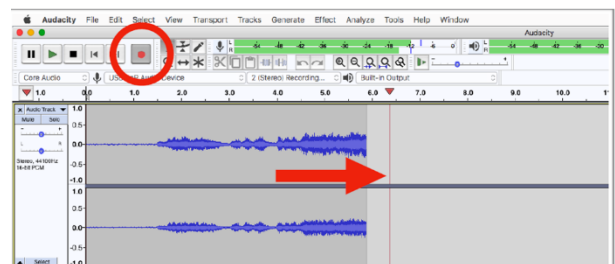
Step II – Set Up Audacity and Record

Launch Audacity and ensure your recording settings are correct.

1. Ensure the input device is set to **Line X – USB Audio Codec** where "X" is a number between 1-4.
2. Click the record button shows as a red button in the Audacity transport window.

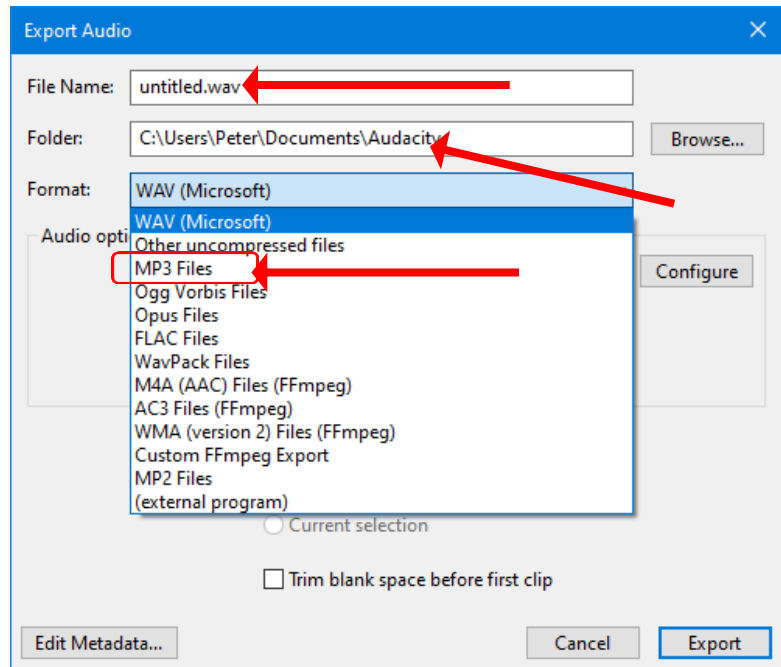You will see a digital audio waveform will be drawn moving left to right.

If you need to restart at any point, click the stop button (black square) in the Audacity transport window, click the small X in the Audacity track control panel. The waveform will then disappear, and you can start again by moving the tonearm back to the desired start point of your record.

When you have completed your recording, replace the protective cover on the tone arm cartridge, return it to its starting position, ensure the tonearm control level is in the down position, and lock the tonearm in place.

Fernie
HERITAGE LIBRARY

Step III – Export and Save your Audio

Under the "File" menu, **choose "Export Audio"** and choose the filename, export location, and format of your choice for your compressed audio file. Selecting **the MP3 option** is a good choice for a universally playable file format that is readable in most computers and audio devices.

Step V – Transferring files to your USB Drive

You may either use the copy/paste function in Windows or drag and drop your processed file to your personal USB drive.

REMEMBER once your work is finished make sure you transfer your files to your personal storage device! All your work will be lost at the end of your booking.

When your project is finished processing and your work is saved on your USB drive, 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**." It is now safe to remove your USB drive.

Fernie
HERITAGE LIBRARY