



# CONVERT VINYL TO MP3 IN AUDACITY

## BEFORE CONVERTING

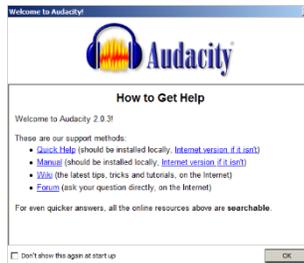
- Make sure you have your record(s) ready.
- Make sure you have a USB drive to transfer the MP3 file to.
- Make sure you know how to properly use the equipment. If you do not, please contact the Digital Services department for assistance.

## GETTING STARTED

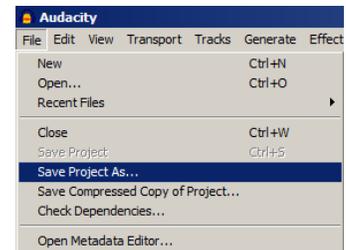
1 Open the Audacity application by clicking the icon in the taskbar.



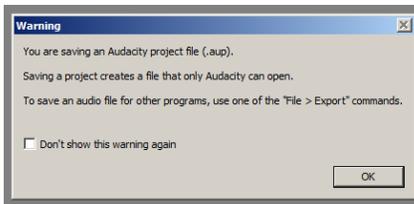
2. The “Welcome to Audacity!” window may pop up, click “OK”



3 From the **Audacity** menu, click **File** and choose **Save Project As**.



4 A Warning window may pop up, click OK



5 Name your project and save it to the desktop or a USB drive.



## TO RECORD

1 Put on the headphones



2 Open the lid of the record player, place your record on the turntable with the side corresponding to the songs you wish to record facing up



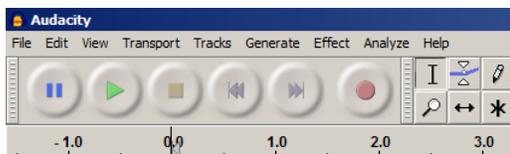
3 Push the **"Tone Arm Lift"** button on the record player. Make sure this button is in the **"In"** position; it will look like this:



4 Raise the **"Tone Arm"** and move it over the beginning groove on the record. The record player will automatically turn on and the turntable will begin to spin.

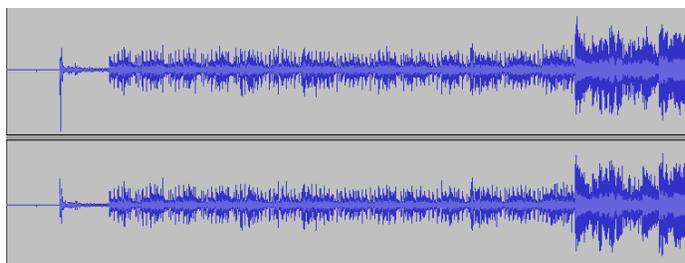


5 In **Audacity**, click the record button to begin recording.



6 Lower the **Tone Arm** onto the record by pressing the **"Tone Arm Lift"** button again so it's in the depressed position.

7 Audacity will begin to record the record. While it's recording, you will see the audio track begin to appear. It will record in real-time, meaning, if the A side is 20 minutes long, it will take 20 minutes to record. It looks like this:



Once Side A has finished, the **Tone Arm** will automatically return to its default position.

At this point, click the **Pause** button in Audacity.



Flip the record over to the B side.

Follow steps 1 – 6 to record the B side.

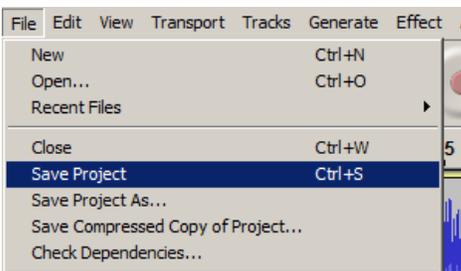
Once the B side has finished recording and the Tone Arm has returned to its default position, click the **Stop** button in Audacity.



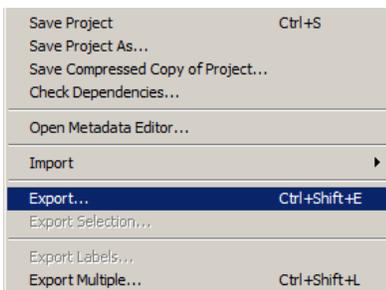
It's now time to export your recording into the MP3 format.

## EXPORTING THE RECORDING

1 First, save the recording by going to **File** and clicking **Save Project**



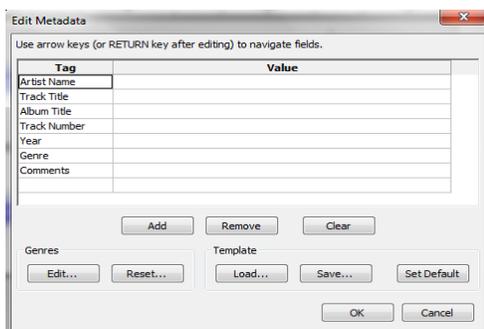
2 Export the recording by going to **File** and clicking **Export**.



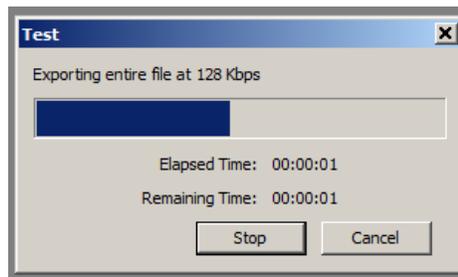
3 Name your recording and choose where to save it (USB drive). Choose what type of file to export it as and click Save. The most common file type is MP3



4 A screen will popup asking you to enter **metadata** about your recording, enter as much information in these fields as possible; all information will be associated with your MP3 file



5 Click **OK**. The file will export (this may take a few minutes).



Once it's complete and you've exported the file to a USB drive, that's it you're done! If you exported the file to the desktop, be sure to transfer it to a USB drive before leaving the library.

If you need further assistance, don't hesitate to:

- Email or call Jason Pinshower, Digital Services Manager, at [jpinshower@frvpld.info](mailto:jpinshower@frvpld.info) or **224-699-5835**.

Also don't forget that all of the services offered by the library are free of charge. You can check out a full list of our computer classes by:

1. Going to [www.frvpld.info](http://www.frvpld.info)
2. Hovering over **Events and Registration**
3. Clicking on **Computer Classes**

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