

# How to digitize music using Audacity

How to record from CDs, cassette tapes and vinyl records



## Set Up

1. Turn on computer & Victrola music player.
2. Check that the USB cable from the music player is plugged into the front of the computer.
3. Turn on the computer monitor's speaker (knob on the right).
4. Open Audacity.
5. Select the source on the music player by pressing the corresponding mode button.  
(PHONO for vinyl records, CD, USB or TAPE)
6. Refer to Victrola manual instructions on how to load and cue up music on the player.

## Record

1. In Audacity, press the red **Record** button.
2. Start playing the music on the player according to the Victrola instructions. (You will only hear the music through the player itself, not the computer.)
3. When finished, stop the music on the player then hit the **Stop** button in Audacity.

## Edit and Save

4. Use the Selection Tool to delete unwanted portions of the recording  
(dead air at beginning/end, etc.).
5. Save the Audacity project.
6. Export the finished audio file.