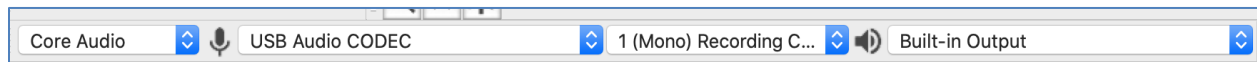**Steps 1. 2. 3.**

How to…

Use Teac LP-R550USB to create MP3s with Audacity

1. Connect the USB cable from Teac to USB hub.

2. Turn on the Teac LP-R550USB.

3. Press **Phono/Cassette/AUX** button to select source.

4. Open **Audacity** on the iMac.

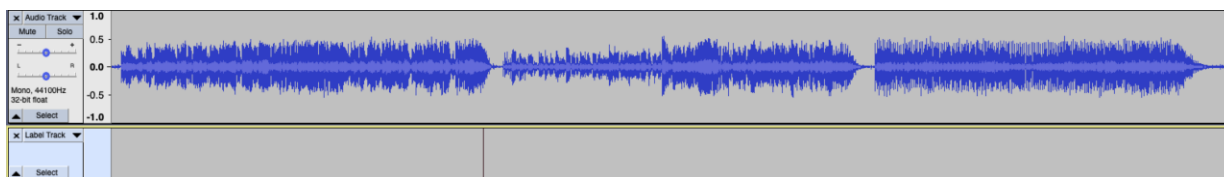5. Make sure the dropdown menus are set to USB Audio CODEC, Stereo or Mono, and Built-In Output.

Core Audio	🎤 USB Audio CODEC	1 (Mono) Recording C...	🔊 Built-in Output

6. Do you need to select Stereo or Mono?
   a. Check the label of you LP or Cassette to see if it was recorded in mono or stereo and set the dropdown menu accordingly
   b. LPs released before 1957 will be in mono
   c. LPs released after 1957 will generally be labeled 'stereo' if recorded in stereo
   d. Personal recordings will generally be recorded in mono

6. You are ready to record from the Teac machine.

7. Press **Play** on the Teac machine or place the stylus on your record.

8. Simultaneously select the **Record** button in Audacity.

How to…

9. Select the **Pause** button to pause the recording.
   a. This will not pause your LP or cassette playing on the Teac.
   b. Use this function to pause the recording while you flip your cassette or LP.
   c. Press **Pause** a second time to resume recording.

10. When the LP or cassette comes to an end, select the **Stop** button in Audacity to end the recording.

11. If you would like to export your recording as a single MP3, go to Export at the top left of your screen and select **Export as an MP3.**

12. If recording an album, complete the following instructions to label the songs and export them as separate MP3s.

   a. Select the ⏮ button to skip to the beginning of the recording.

   b. Select the 🔍 button to fit the project to the screen. This will allow you to easily identify the pauses between songs.

   c. At the top left of the screen, go to Tracks, Add New, and select **Label Track**. This will give you a track beneath your recording where you can label the individual songs.
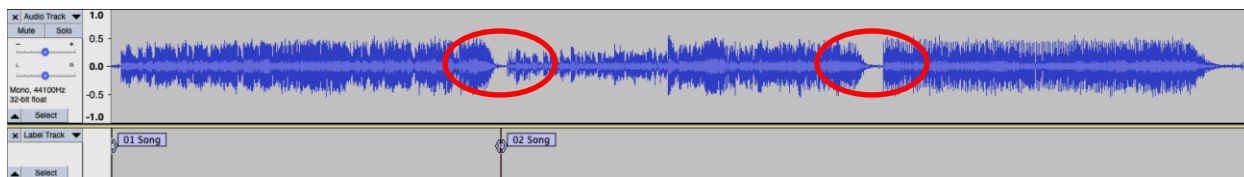

   d. Starting at the beginning of the recording, add a label to identify the first song.
      i. To create a new label, go to Edit, Labels, and select **Add Label at Selection**. Alternatively, you can hold Command and press B on the keyboard to create a new label.
      ii. If you accidentally place a label in the wrong location, you can simply drag it to the break between songs.
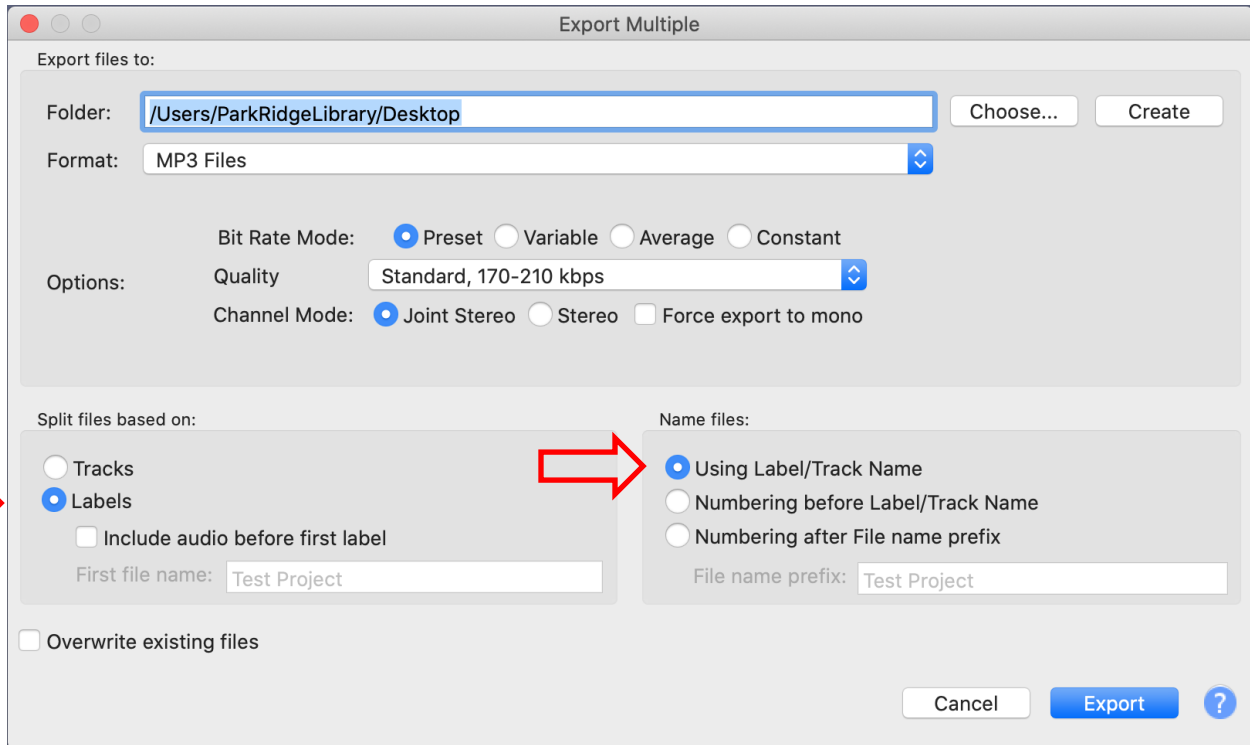
       iii. When entering the name of each song, it is helpful to enter the song number as well (i.e. 01 London Calling, 02 Brand New Cadillac). This will ensure the songs sort in their album order, not alphabetically, once they are exported.

   e. Click on your recording at the next break between songs and use the instructions above to create your next label.

      i. The breaks between songs can be identified by where the recording appears as a thin line

      ii. It can be helpful to click toward the end of a song and press play. This will let you find the break between the songs by listening for the pause.

   f. Repeat until there is a label marker at the beginning of every song.

13. Once all the songs in the album are labeled, you are ready to export the songs as MP3s.

14. To begin exporting, go to Export, **Export Multiple.**

WARNING: Clicking Export MP3 will export the recording as one MP3.

15. On the next menu, select **Labels** under Split Files Based On. Under Name Files, select **Using Label/Track Name.**

How to…

17.	Select **Export**

18.	Enter any available album information you have. You should only need to enter this information for the first song in the album. It will automatically copy over to the following songs.

19.	Once you go through each song, the songs will automatically export to the location you selected.