Home Audio Duplication

CD to USB

The Digitization Station computer can be used to copy home audio recordings from CD to a USB memory stick. Allow yourself enough time to transfer your home recordings.

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* * * WARNING* * *

Media is susceptible to damage. The Coquitlam Public Library is not responsible for any damage that may occur to your media by using this equipment.

By using the duplication equipment you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that the Coquitlam Public Library will take no responsibility for any copyright violations you may incur as a result of using the room, its' equipment and/or software.

What you will need

1

A CD with your
home recording

+

2

A USB Memory Stick

**Blank USB Memory
sticks are available
for purchase
at the front counter
of the library**

Capture (Rip) the CD content

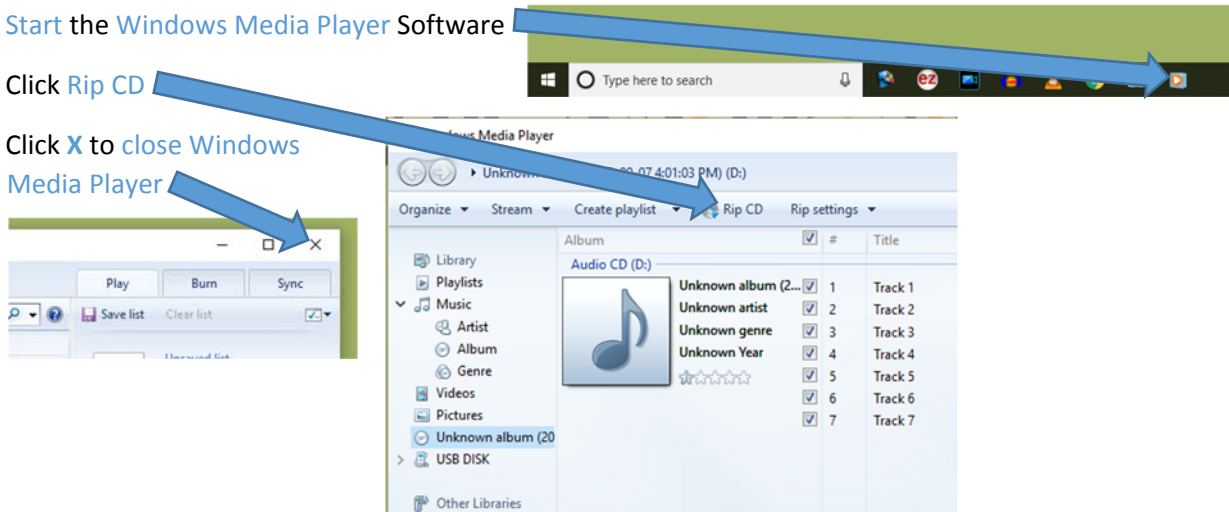**1** Login to the computer with your Library Card or Guest Pass

2 Push the button on the computers' DVD Drive, clip-in your home CD, push the tray closed

3 Your CD will auto play, close the VLC player software

4 Start the Windows Media Player Software

5 Click Rip CD

6 Click X to close Windows Media Player

*Note: The software has created wma files which are large and **may not play on tablets and smartphones**. You may want to convert them to smaller mp3 files before copying them to a USB Memory Stick. Instructions for wma to mp3 Conversion are on the last page.*

Copy Video Files to USB Memory Stick

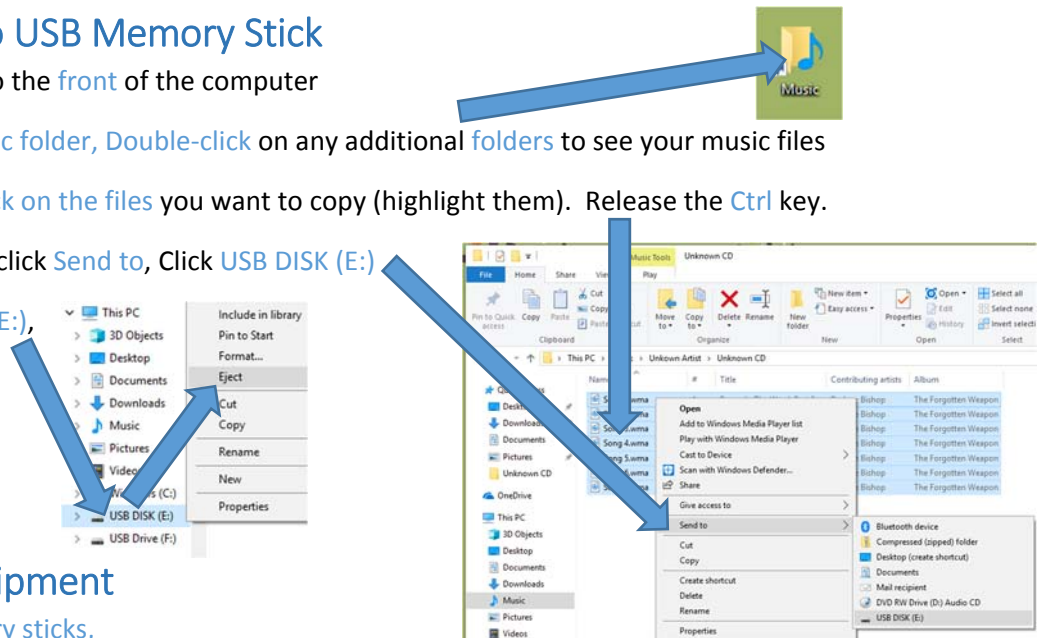**1** Insert your USB stick into the front of the computer

2 Double-click on the Music folder, Double-click on any additional folders to see your music files

3 Hold the Ctrl key and click on the files you want to copy (highlight them). Release the Ctrl key.

4 Right-click on your files, click Send to, Click USB DISK (E:)

5 Right-click on USB DISK (E:), Click Eject
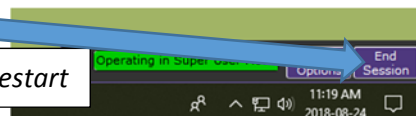
6 Remove your USB stick

Shutdown the Equipment

1 Remove any USB Memory sticks, Eject any DVDs from the computer

2 Click End Session on the computer

*Note: **the computer will delete your files** and restart*
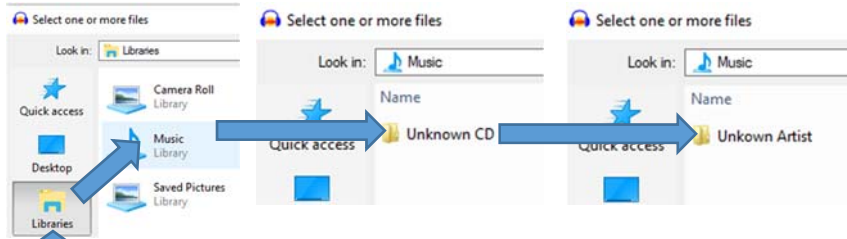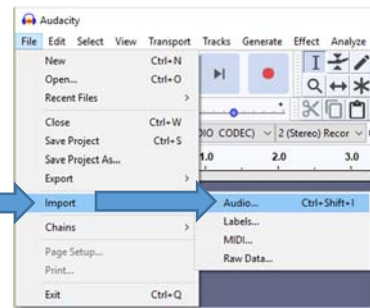
Convert files to mp3 Format

*The software has created wma files which are large. You may want to convert them to smaller mp3 files before copying them to a USB Stick.
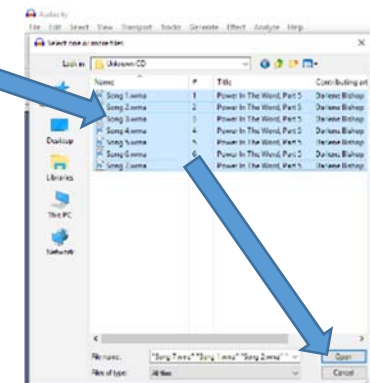
1 Open the Audacity program
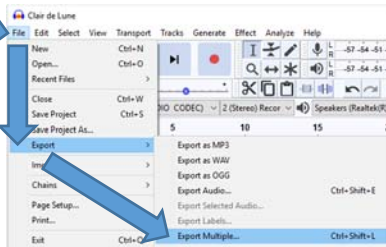
2 Select File, Import, Audio

3 Click on Libraries, double-click on Music, double-click on the sub-folder(s) containing your files
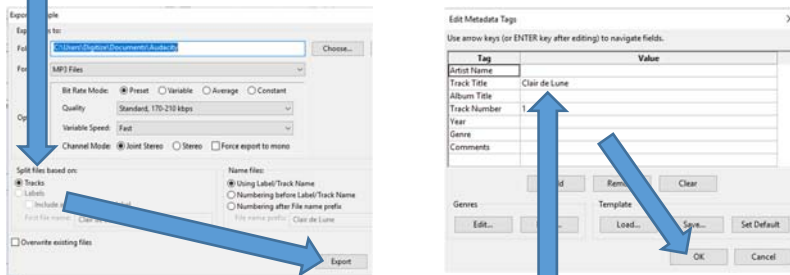
4 Hold the Ctrl key to select multiple audio files, click Open
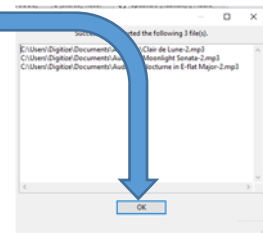
5 Select File, Export, Export Multiple

6 Select 'Split files based on:' Tracks, click Export

7 You will be asked to edit track information. Make any edits (optional) and click OK for each file.

8 When the conversion completes, click OK

9 Click the X to close Audacity, say No to save project

10 Double-click on the Audacity folder to view your exported mp3 files

11 Save your files to your USB Memory Stick. Instructions are on the previous page, however, your mp3 files will be located in the Audacity folder instead of the Music folder.