

Creating and Configuring a Pro Tools Session

A Step by Step Guide

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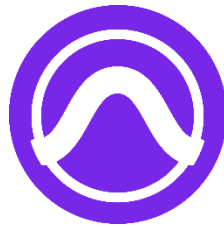
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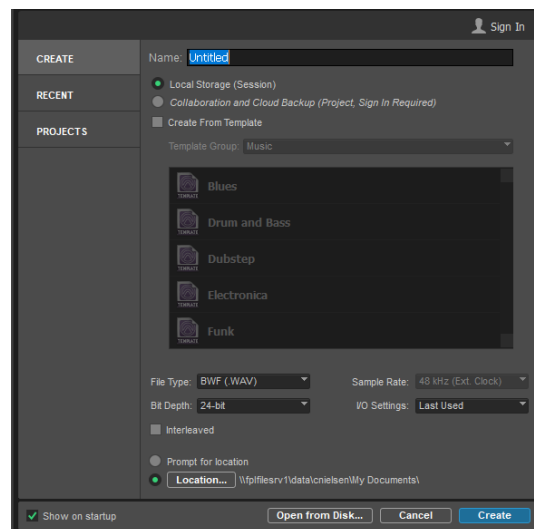
Creating your Pro Tools Session

1. Double click the Pro Tools Icon on the iMac Dock on the bottom of the desktop



2. Click “authorize”, “next”, etc. to every dialog box that pops up until you see a dialog box called “Dashboard”

3. Use the Dashboard window to set the initial parameters of your session

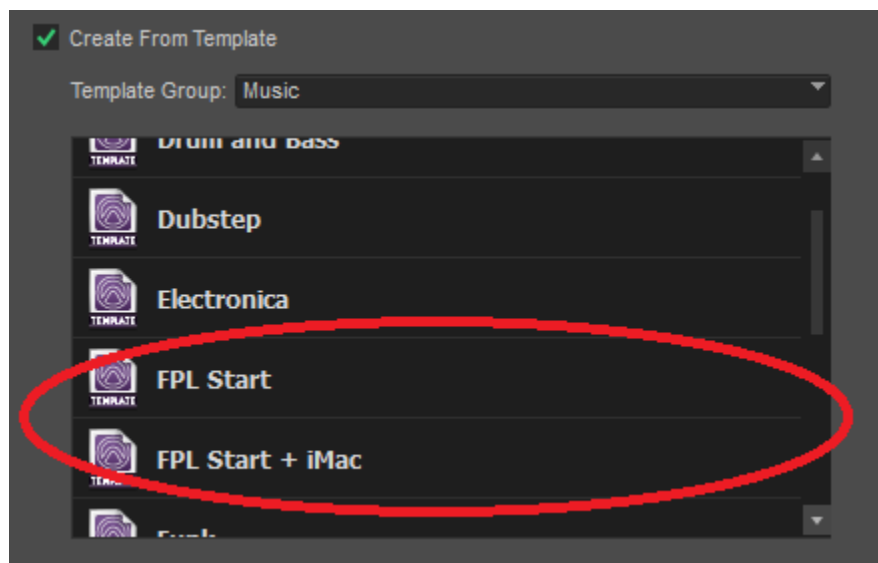


- a. At the top of the window give your session a unique name

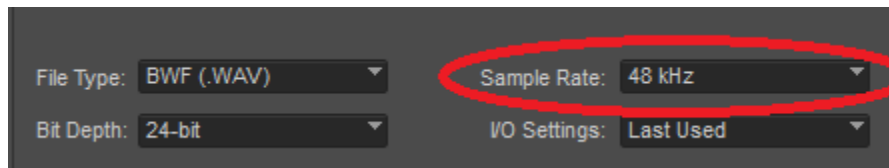


- b. Select one of the following templates below “Create from Template”

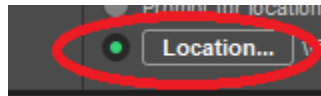
- i. FPL Start = Default template for audio recording
- ii. FPL Start + iMac = Use this template to record audio directly from the iMac to the channel labeled “iMac”



- c. Make sure your sample rate is set to 48kHz, otherwise you will not be able to record or playback audio.

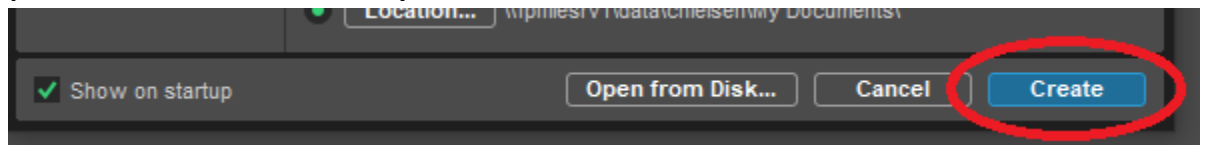


- d. With the “Location” box, set the destination you would like Pro Tools to save your session folder. If you have an external hard drive or Nexis account, set your destination to save there. If you are using a flash drive, save your session folder to the desktop (the default location) and drag your folder onto your flash drive when you are finished.



NOTE: IF YOU DO NOT SAVE YOUR SESSION TO AN EXTERNAL DRIVE OR NEXIS ACCOUNT, IT WILL BE DELETED.

- e. Double check that you have set your session parameters correctly, then select “Create”



Creating New Tracks

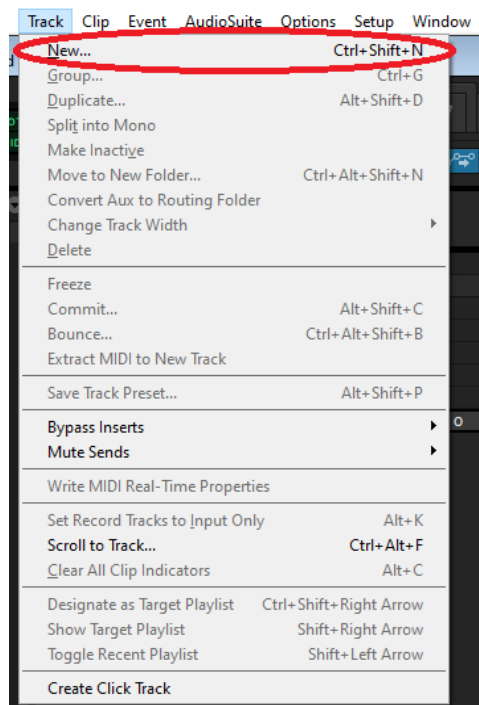
1. After you've created your session, locate the menu bar at the very top of the Pro Tools Window

File Edit View Track Clip Event AudioSuite Options Setup Window Avid Link Help

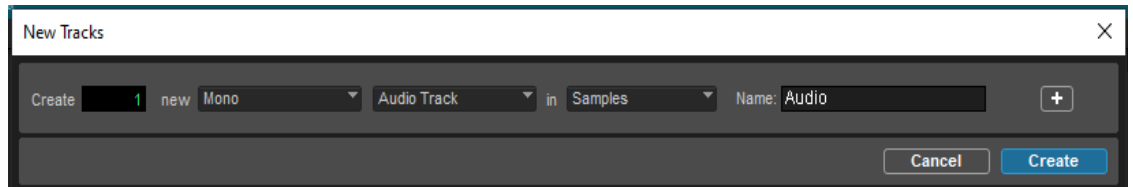
2. Click on "Track"

File Edit View **Track** Clip Event AudioSuite Options Setup Window Avid Link Help

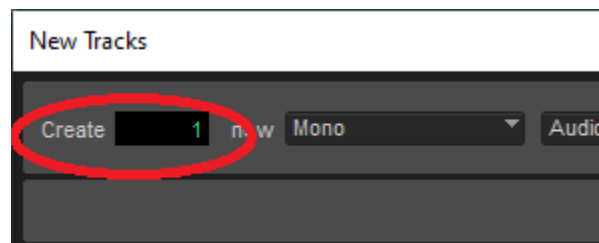
3. In the drop-down menu, select the first option "New".



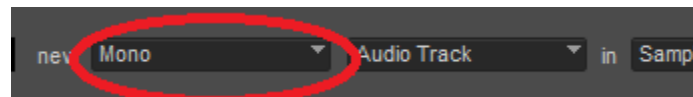
4. Set your new track parameters in the New Track dialog box.



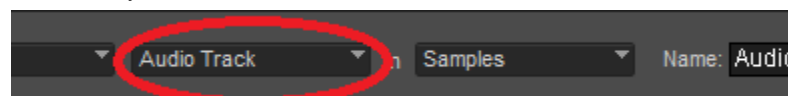
- a. Under “Create” specify the amount of tracks you wish to add



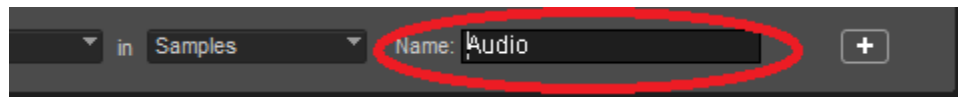
- b. In the next box, set the track width. If you are recording a single input to the track, set it to Mono. If you are combining 2 inputs on one track (ex. left and right outs on a keyboard, or left and right drum overhead mics) set your track width to Stereo.



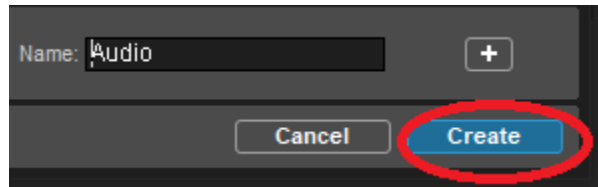
- c. Use the next box to set the type of track you wish to create. If you are recording audio to your new track, keep it at the default “Audio Track”. Other options include, MIDI, Virtual Instrument, Auxes, and Folders.



- d. Skip the next box, and in the final box, type a unique name for your new audio track.



- e. Double check that you have set your new track parameters correctly, and press “Create”. The new track(s) you’ve created will appear in the edit and mix window.

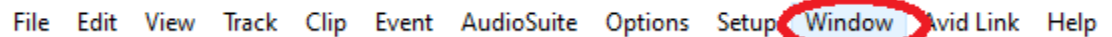


NOTE: Each new track you create will automatically be routed to the next input in line on your Avid Matrix. For example, your second audio track will be set to Avid Matrix Input 2. Your third to Input 3, and so on. If you wish to adjust which input records to your new Audio Track, see the **Rerouting Inputs in Pro Tools** section of this guide.

Recording and Playback in Pro Tools

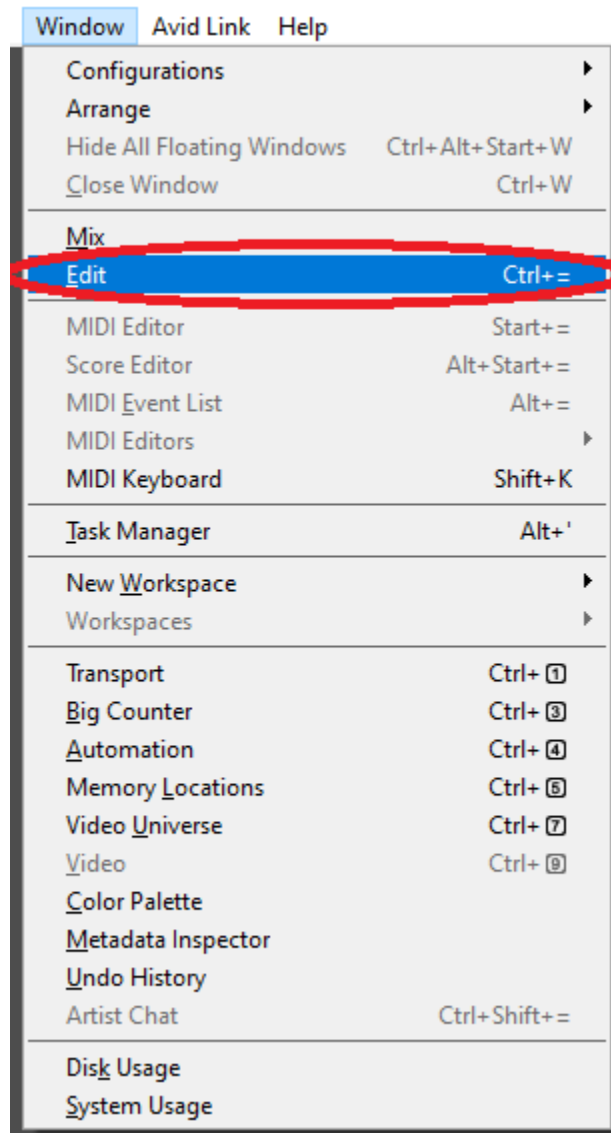
1. Open the Pro Tools Edit Window. This will be your main Recording View.

a. In the top menu bar, select “Window”

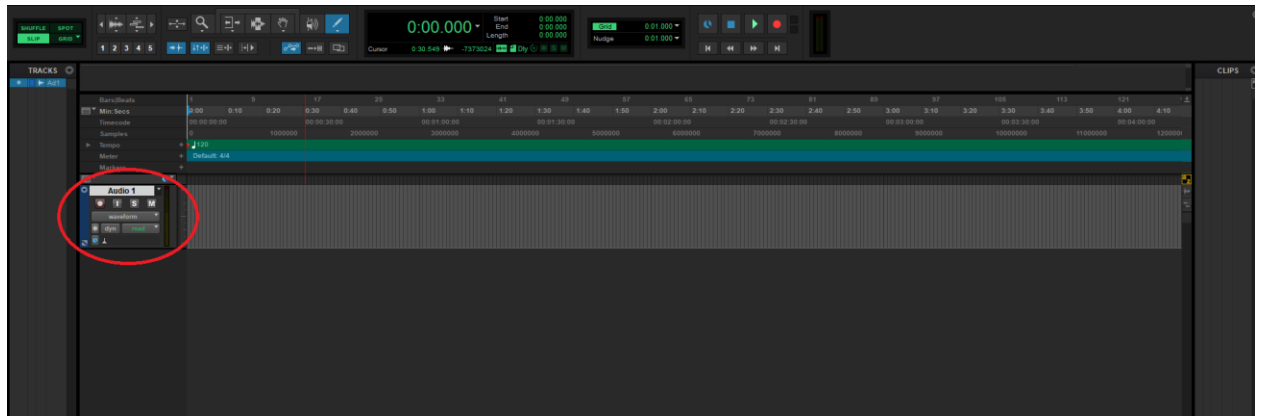


File Edit View Track Clip Event AudioSuite Options Setup **Window** Avid Link Help

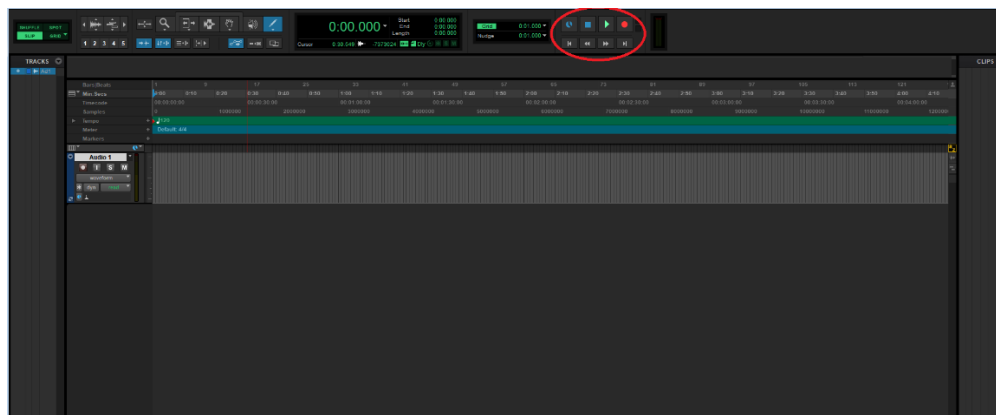
b. In the corresponding drop down menu, select “Edit”. This will open the Edit Window.



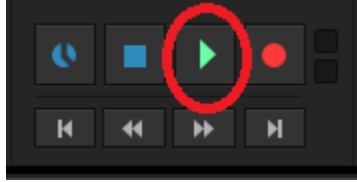
2. To record to an audio track, press the “Record Enable” button under each individual audio track nameplate that you wish to record, located on the left side of the edit window. Once record enable is selected, the button will begin blinking red.



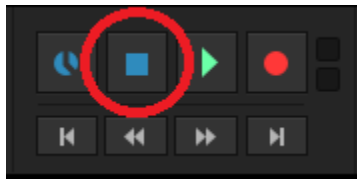
3. You will also need to arm Pro Tools to record. Press the record enable button, located at the top of the edit window. Once enabled, it will begin blinking red.



4. Once your audio track is armed to record, as well as Pro Tools, hit the play button (or press the spacebar) to begin recording to each record enabled audio track.



5. When you're finished recording, press the stop button (or press spacebar) to stop recording.



6. To playback your recorded audio:
 - a. Disable recording by pressing the record enable button on either Pro Tools or your audio track. Once recording is disabled, the corresponding button will stop blinking
 - b. Press play (or hit the spacebar) to playback your recorded audio.

Rerouting Inputs in Pro Tools

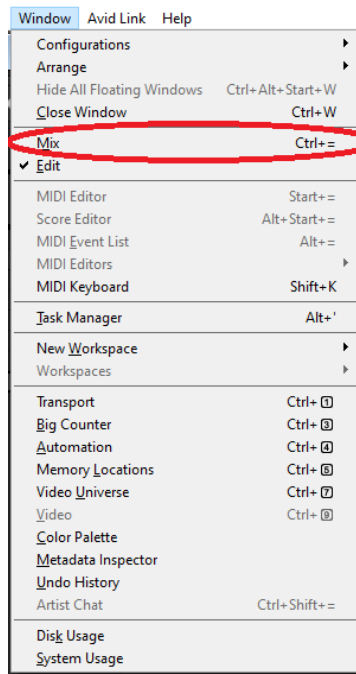
When creating new tracks in Pro Tools, Pro Tools will automatically route each new audio track to the next input on the AVID Matrix. Ex: Audio 1 will be routed to MTRX 1, Audio 2 to MTRX 2, your 6th created audio track will be routed to MTRX 6, and so on so forth.

If you wish to change the input of an audio track, you'll need to take the following steps:

1. Open up the Pro Tools Mix Window
 - a. Select "Window" from the menu bar at the top of the screen



- b. In the dropdown menu, select "Mix"



2. In the Mix Window, locate the I/O (Inputs/Outputs) Section on the track you wish to adjust



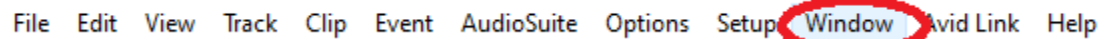
3. Select the top box in the I/O section to change the track input.
 - a. In the corresponding menu, hover over “interface” to locate the AVID Matrix inputs.



- b. MTRX 1-16 correspond with your 16 inputs on the AVID Matrix.
 - c. Click on the input you'd like to use to route it to that audio track

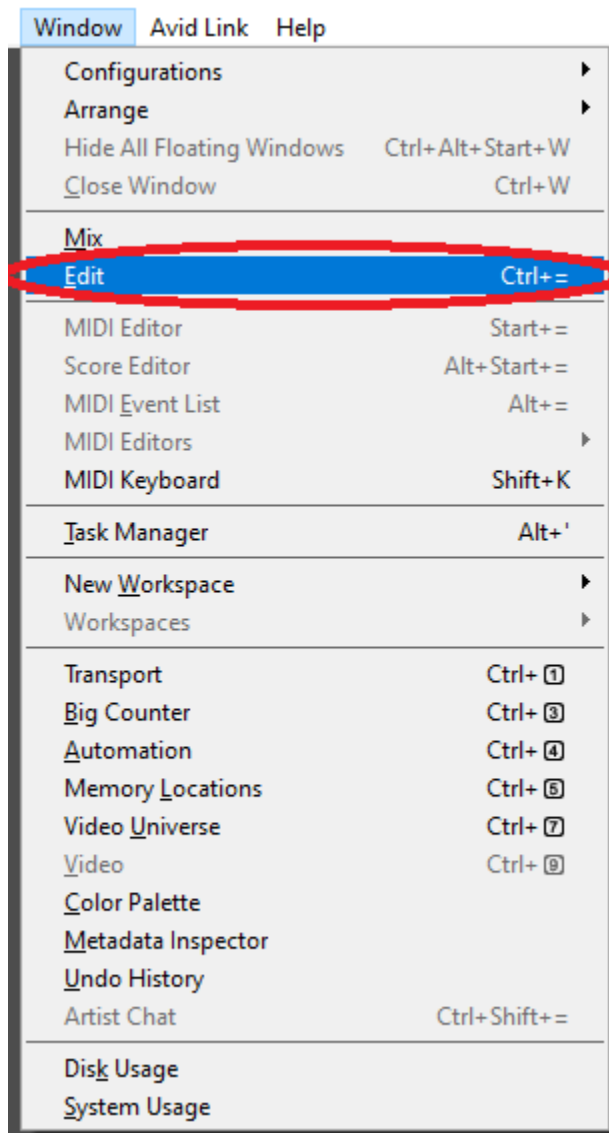
Exporting Your Recording from Pro Tools

1. Make sure the Edit Window is open.
 - a. In the top menu bar, select “Window”

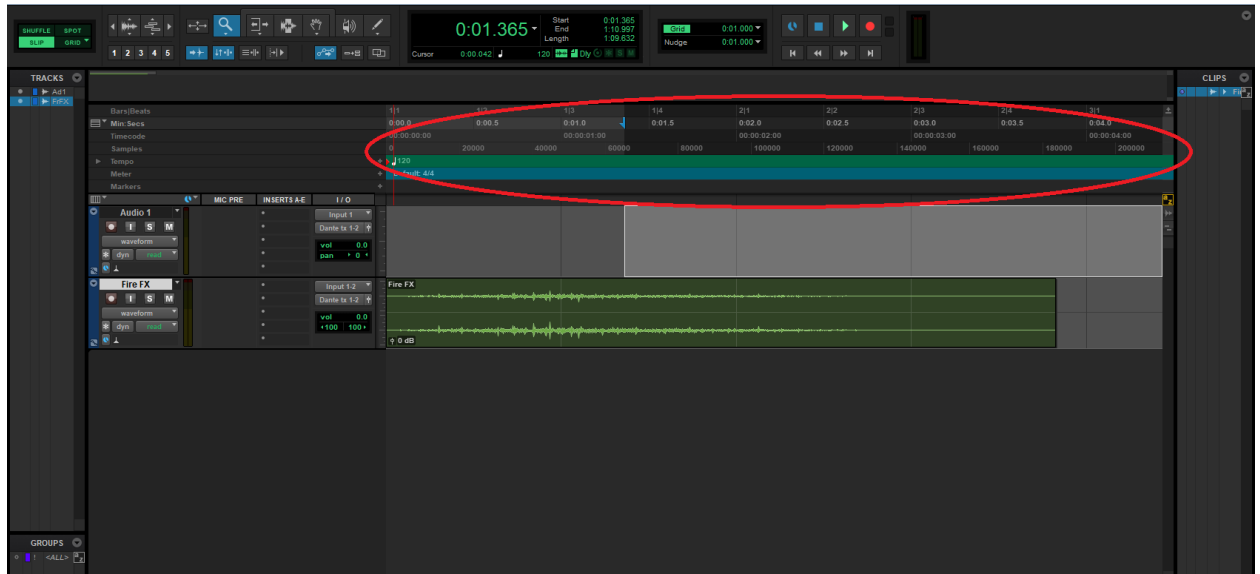


File Edit View Track Clip Event AudioSuite Options Setup **Window** Avid Link Help

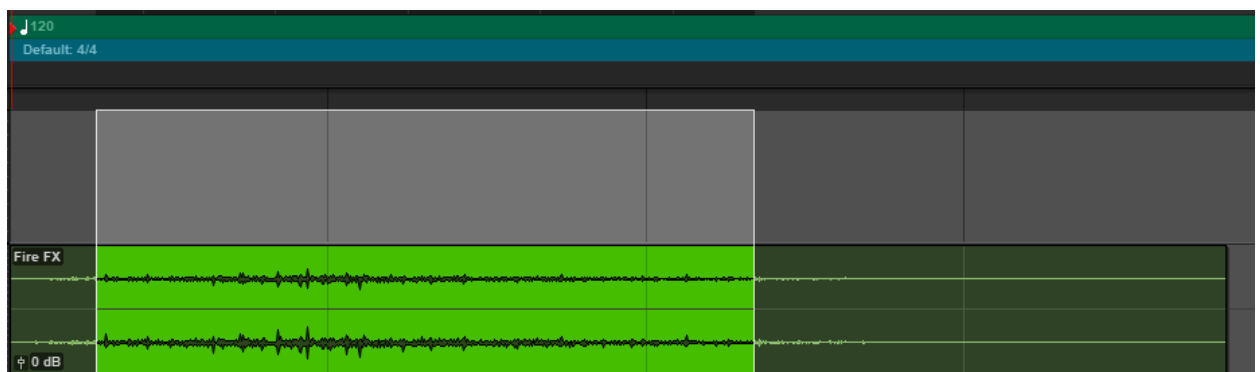
- b. In the corresponding drop down menu, select “Edit”.
- This will open the Edit Window.



2. In the Edit Window, bring your cursor up to the Rulers section. You will notice your cursor change to an uppercase "I" shape



3. With your cursor in the Rulers section, click and drag to highlight the section of the recording that you wish to export. **NOTE: Anything outside of highlighted boundaries will not be included in your exported recording**

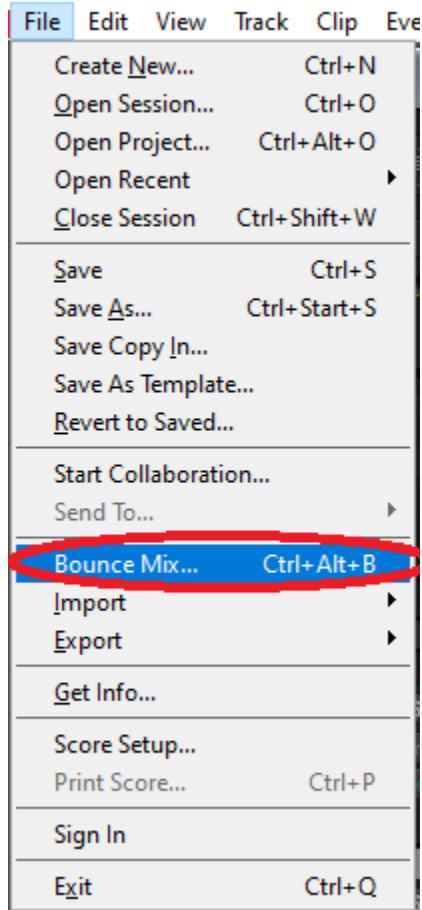


4. Find the menu bar at the top of the screen
 - a. Click “File”



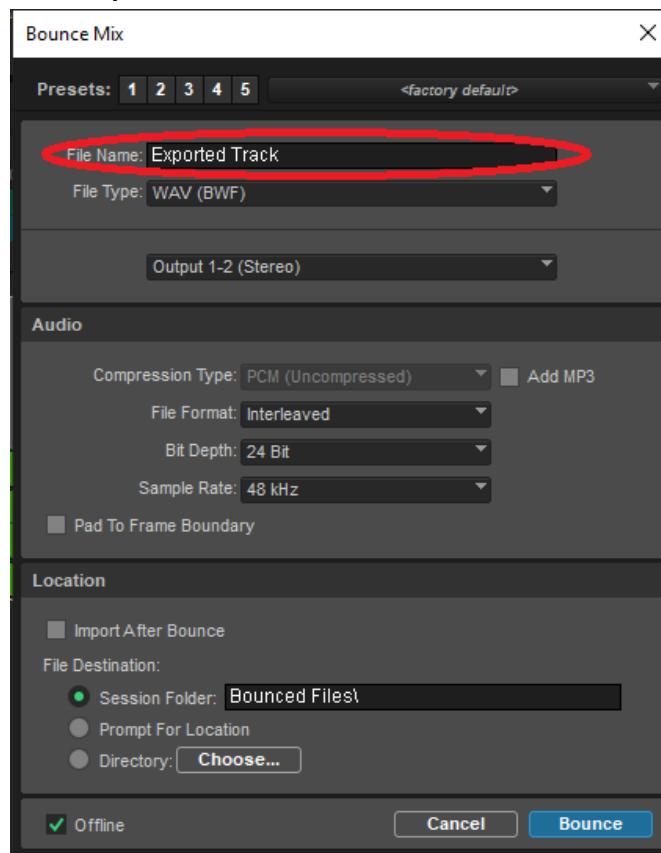
File Edit View Track Clip Event AudioSuite Options Setup Window Avid Link Help

- b. In the dropdown menu, select “Bounce Mix”. This will open the Bounce Mix window.

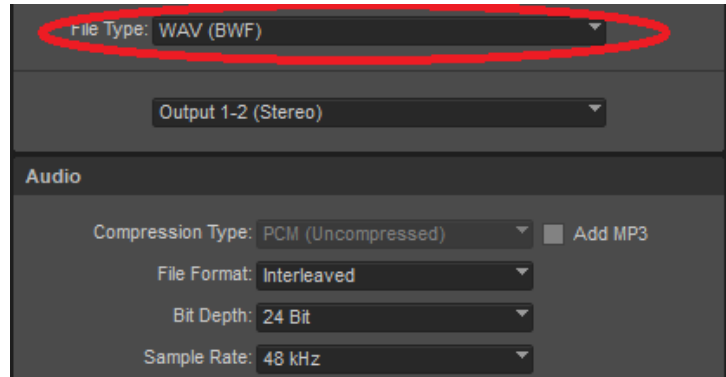


5. In the Bounce Mix window, set the parameters for your exported audio file.

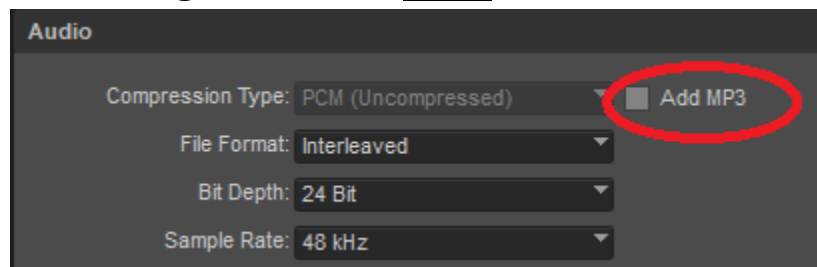
a. In the “File Name” field, give your recording a unique name.



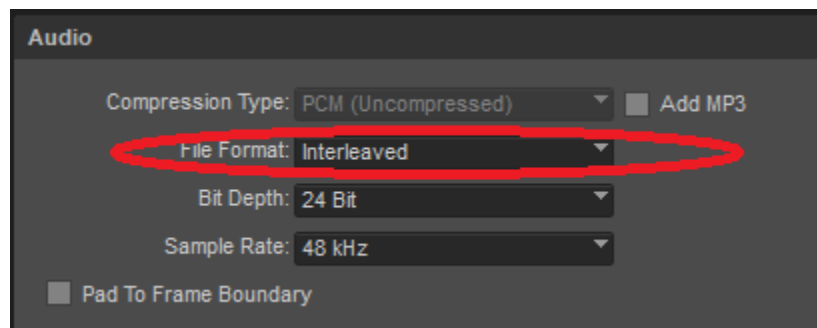
- b. Editing the “File Type” field will change the file type of your recording. The default .WAV is recommended.



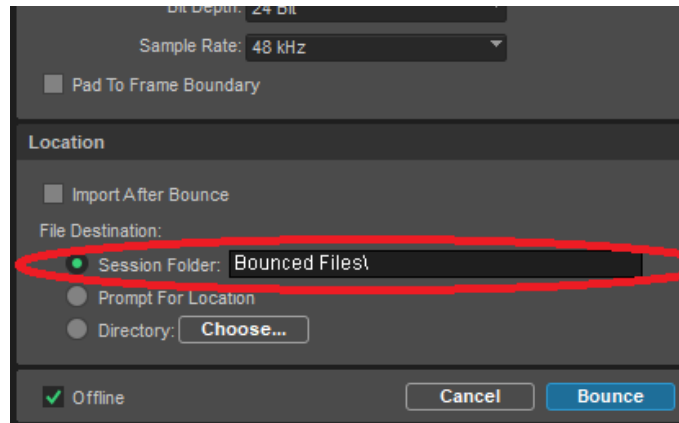
- c. Check the “Add MP3” box if you wish to export your recording as a WAV AND MP3 file.



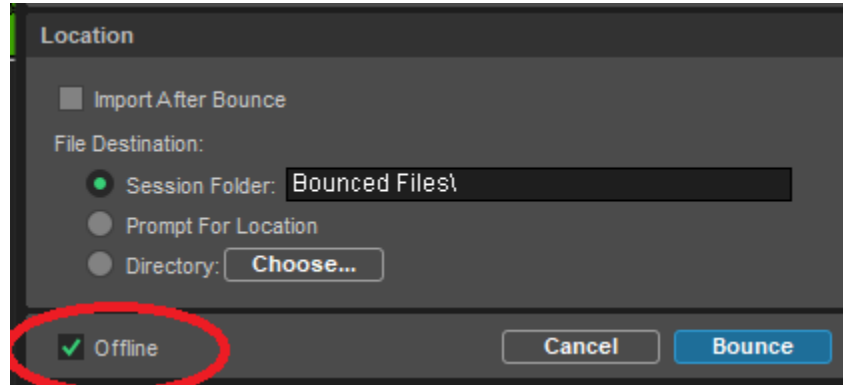
- d. Ensure that the “File Format” is “Interleaved” to make sure your recording is exported as a single stereo track.



- e. Your file will be automatically exported to the “Bounced Files” folder contained within the session folder you created at the beginning. To change this, set a new location within the “Session Folder” field.



- f. Check the “Offline” box at the bottom to ensure your recording exports as quickly as possible.



- g. Double check that you have set your exporting parameters correctly, then click “Bounce”

