025:250 COMPOSITION: ELECTRONIC MEDIA I
Fall 2004
Intro to Pro Tools

1. Prepare the audio system for **Pro Tools** as follows:
   a) Power up the studio as discussed in class.
   b) Bring up faders 1-2 and assign them to busses 1-2, 3-4, 5-6, 7-8.
   c) Bring up the busses to unity gain.
   d) Bring up faders 23-31 for desired diffusion.

2. Prepare a work folder for the **Pro Tools** session as follows:
   a) On the Moog.Users drive, create a folder and name it "Larry."
   b) Open up the "Larry" folder and in it, create a folder named "Sounds."
   c) Place the sound files that you wish to use in your session in "Sounds."

3. Launch **Pro Tools** by selecting its icon in the dock:

4. A splash screen will appear. At some times, plug-in authorization dialogs may appear. If they do, select **Quit** for each dialog that appears. Finally, a menu bar like the one below will appear:


5. Create a new session as follows:
   a) Select **File>New Session**
   b) A dialog like the one below will appear:
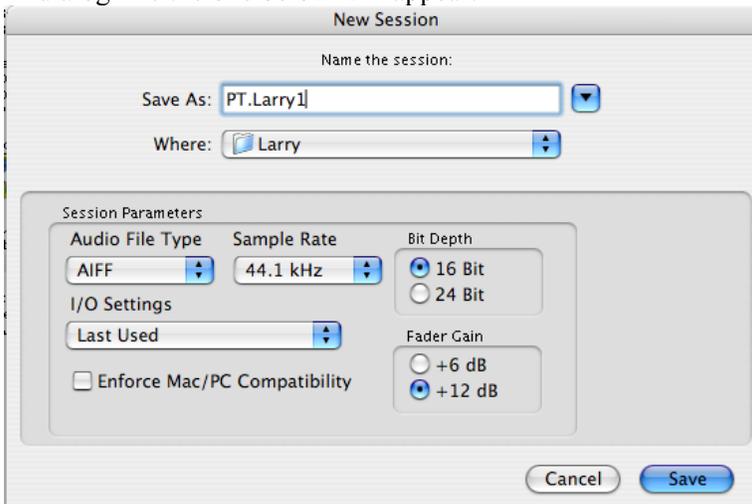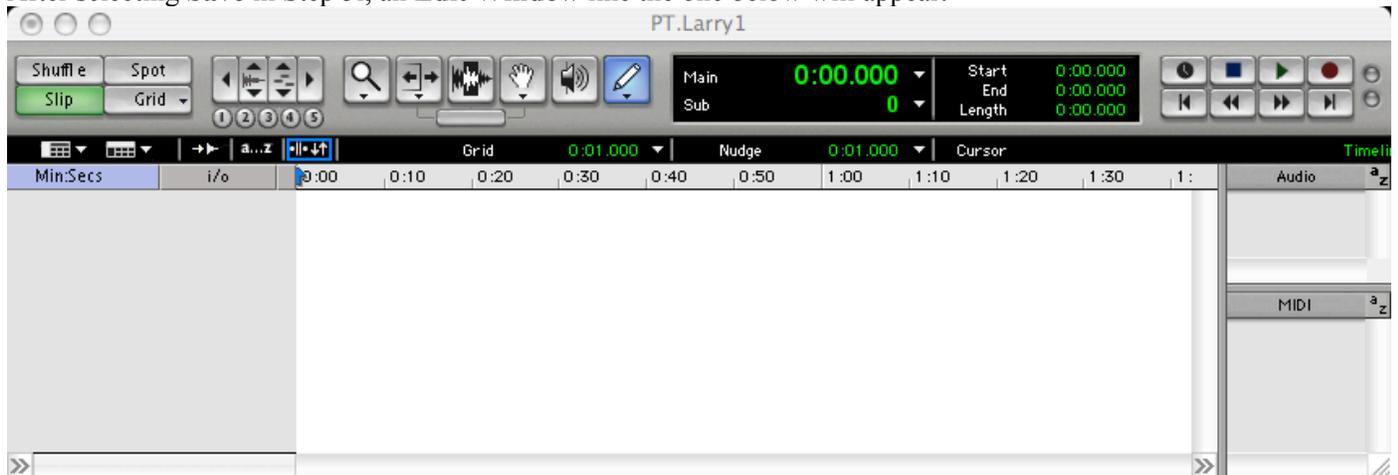

   c) **Save As**: "PT.Larry1"
   d) **Where**: "Larry" (navigate with arrow on the right of **Save As**).
   e) **Audio File Type**: AIFF
   f) **Sample Rate**: 44.1 kHz
   g) **Bit Depth**: 16 bit
   h) **I/O Settings, Fader Gain, Enforce Mac/PC Compatability**: ignore for now.
   i) Select **Save**.

6. Notice the folders and file contained in the folder "Larry:"
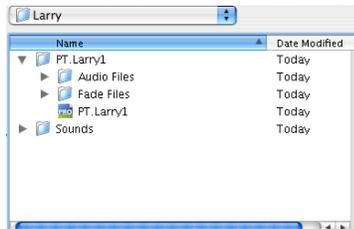
7. After selecting **Save** in Step 5i, an **Edit Window** like the one below will appear:

8. Discussion of **Shuffle, Spot, Slip, Grid.**

9. Discussion of **Zoom** functions.

10. Discussion of tools: **Magnifying Glass, Trim, I-Beam Cursor, Grabber, Scrub, Pencil.**

11. Dicussion of **Time Display.**

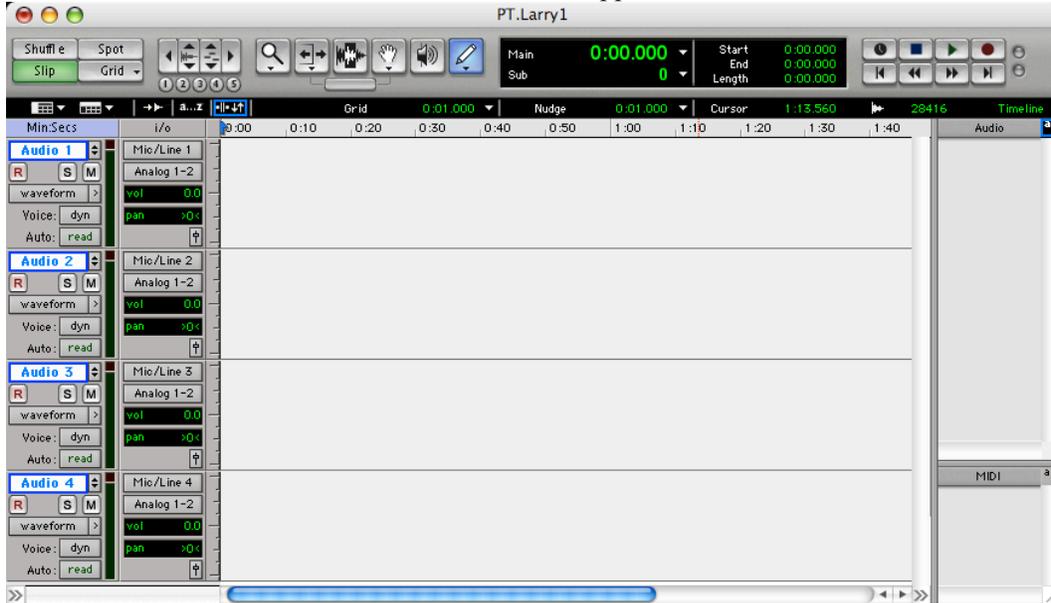12. Discussion of **Transport** functions.

13. Discussion of **Timeline**.

14. Discussion of **Audio Region List** and **MIDI Region List.**

15. To create audio tracks, do the following:
    a) Select **File>New Track**.
    b) A dialog like the one below will appear:

    c) **Create**: 4
    d) **New**: mono
    e) **Audio Track**

16. Click **Create**. A window like the one below will appear:

17. Note the following for each track:
    a) Track Name is Audio 1.
    b) **R**: record
    c) **S**: solo
    d) **M**: mute
    e) **Waveform, blocks, volume, mute, pan**.
    f) **>** selects: **mini, small, medium, large, jumbo, extreme** track heights.
   g) **Voice**: dyn
    h) **Auto**: read

18. Discussion of the i/o functions.

19. To import soundfiles into the **Audio Region List**, do the following:
    a) In the "Larry" folder, copy or drag your soundfiles from the "Sounds" folder into the "PT.Larry1">"Audio Files" folder.
    b) Using the **Audio Region List** submenu, select **Import Audio**. A dialog like the one below will appear:
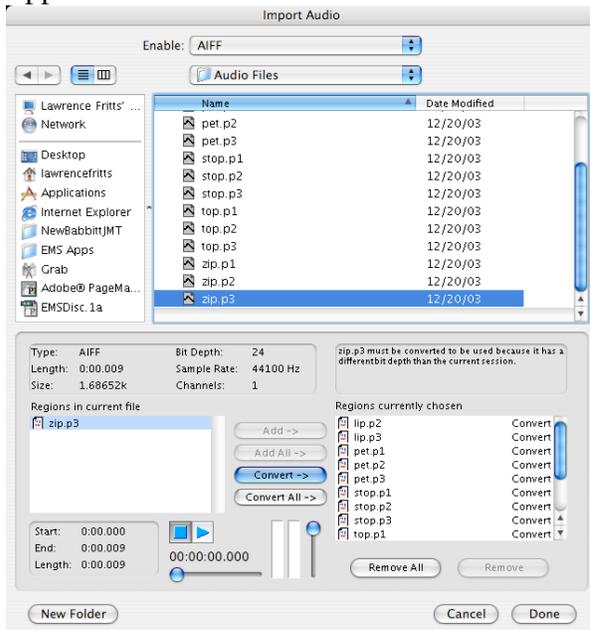

    c) Select the folder "PT.Larry1">"Audio Files". The items shown in the list below the folder are the soundfiles you wish to import.
    d) Double-click on each soundfile to add it to the **Region List**.
    e) Note that these soundfiles are 16-bit, but the session is 24-bit. This means that the 16-bit files will be automatically converted to 24-bit.
    f) Click **Done**. A dialog like the one below will appear:
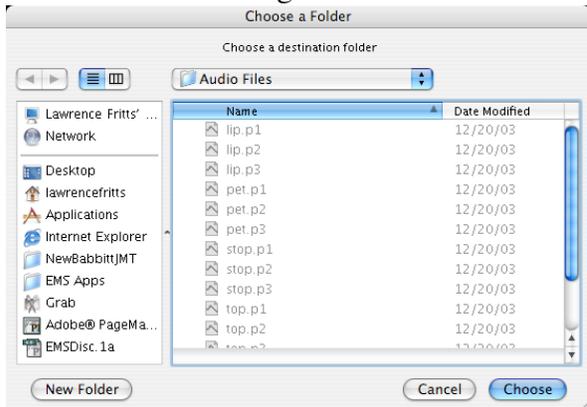
    g) Navigate to the "PT.Larry1">"Audio Files" and click **Choose**.
    h) The soundfiles now appear in the **Audio Region List**, as shown below:
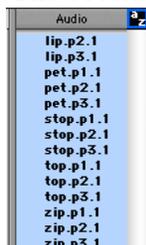
20. Using the **Grabber** tool, drag your soundfiles into the **Edit Window**, as shown below:
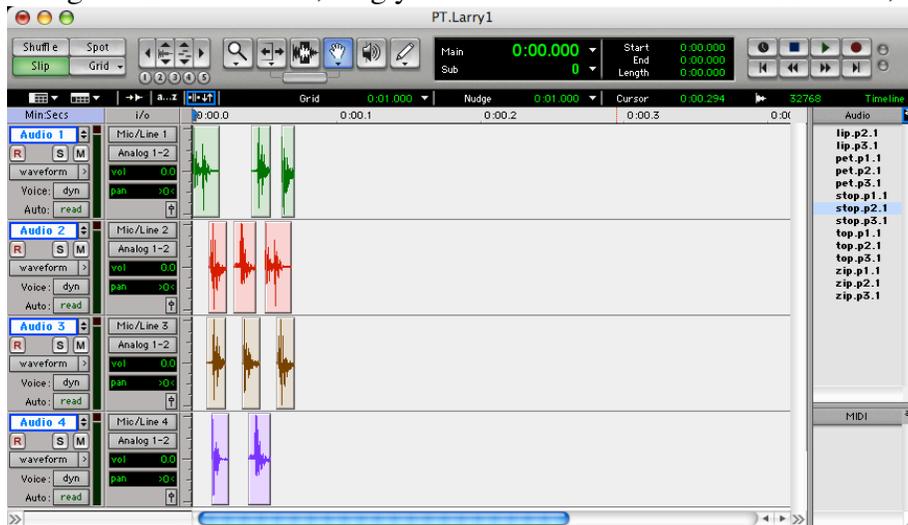
21. Experiment with **Shuffle, Spot, Slip, Grid, Magnifying Glass, Trim, I-Beam Cursor, Grabber, Scrub, Pencil.**

22. Experiment with track functions, **name, solo, mute, waveform, volume, pan, track height.**

23. Quit **Pro Tools** when you are done.