**025:250 COMPOSITION: ELECTRONIC MEDIA I**

**Fall 2014**

**Naming Files, Regions, and Groups**

1. When reading through the regions list, here are some important facts to keep in mind:
	1. File names in bold print represent a complete audio file, either original or consolidated.



* 1. File names in plain print represent a file that has been edited or divided up into smaller units. This also occurs when a portion of an entire region is copied.



* 1. Groups are represented in plain print. Remember the shortcut for making a group is command+option+g. Groups are useful for organizing and moving various files together. You can also ungroup them by pressing command+option+U.



* + 1. Notice when the arrow next to “Group” is clicked, it will show the names of the individual channels and whether those channels are mono or stereo in that group.



* + 1. When a group is formed, it is stored in the regions list. It can be brought back at any time from the regions list when cleared from the tracks.
		2. You can also export groups to the Region Groups folder and import that group into a new Pro Tools session.
	1. When bouncing a file to disk, we use the ß letter from the German alphabet. To get this letter, type option+S. It’s very useful for finding these files quickly.
1. Naming files is important for organizing files. A good naming system of your sound files early on will make it easier to remember their contents, especially when working with a large quantity of regions.
	1. Try to use a simple useful naming system.
	2. Don’t spend too much time trying to be clever.
	3. To rename a region or group, double click on that region.
2. One caveat of naming files while working in Pro Tools is consolidation. When files on a track are consolidated, Pro Tools renames the region based on the name listed for that track. For example, a region listed as “Larry1” on track 1, named “Audio 1”, when consolidated, will be renamed “Audio 1”. Solution: Rename your tracks. Double-click on the area where the track name is. Type in a new name to help you remember where your files are.