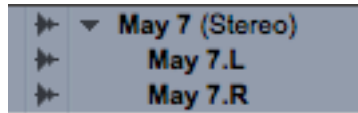


025:250 COMPOSITION: ELECTRONIC MEDIA I

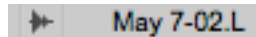
Fall 2014

Naming Files, Regions, and Groups

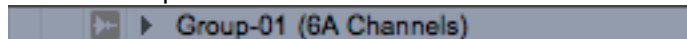
1. When reading through the regions list, here are some important facts to keep in mind:
 - a. File names in bold print represent a complete audio file, either original or consolidated.



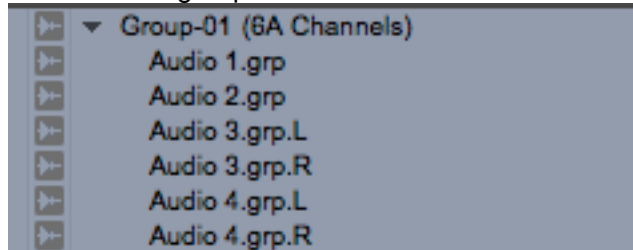
- b. File names in plain print represent a file that has been edited or divided up into smaller units. This also occurs when a portion of an entire region is copied.



- c. 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.



- i. 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.



- ii. 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.
 - iii. You can also export groups to the Region Groups folder and import that group into a new Pro Tools session.
- d. 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.
2. 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.
 - a. Try to use a simple useful naming system.
 - b. Don't spend too much time trying to be clever.
 - c. To rename a region or group, double click on that region.
 3. 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.