

# A Quick Start Guide to Pro Tools

A Rough & Ready Way to Start Exploring the Pro Tools Environment

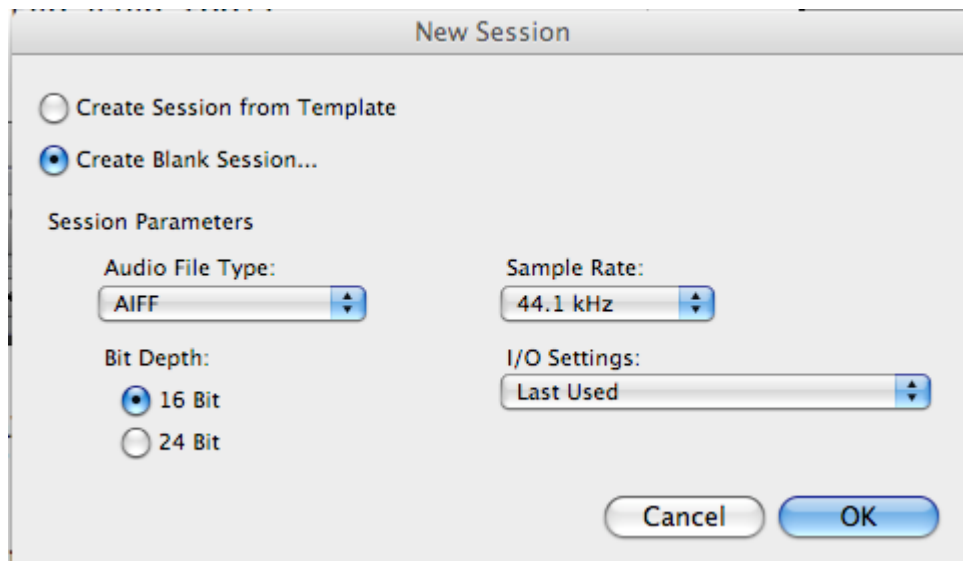
## Create a new Session:

Under *File* select "new session..."

In the New Session window start w/ the following selections:

- Create Blank Session
- Audio File Type: AIFF
- Bit depth: 16 bit
- Sample Rate: 44.1 khz
- I/O Settings: Last Used

Click: OK



Navigate to where you want the new Pro Tools Session folder

Click: Save

the Edit window should appear; if not, under *Window* select "edit"

## Open an existing Session:

Under *File* select "open session..."

Navigate to the appropriate Pro Tools Session folder

Select the .ptf file w/ the Session name

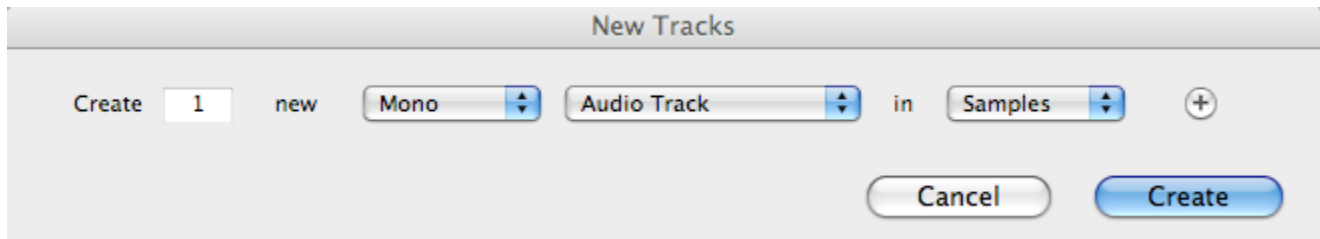
## Create a new Track:

Under *Track* select "new"

In the New Tracks window start w/ the following selections:

- input the # of files you wish to create
- mono
- audio track
- samples

Click: Create



Tracks should appear in the Edit window

### Import an Audio File:

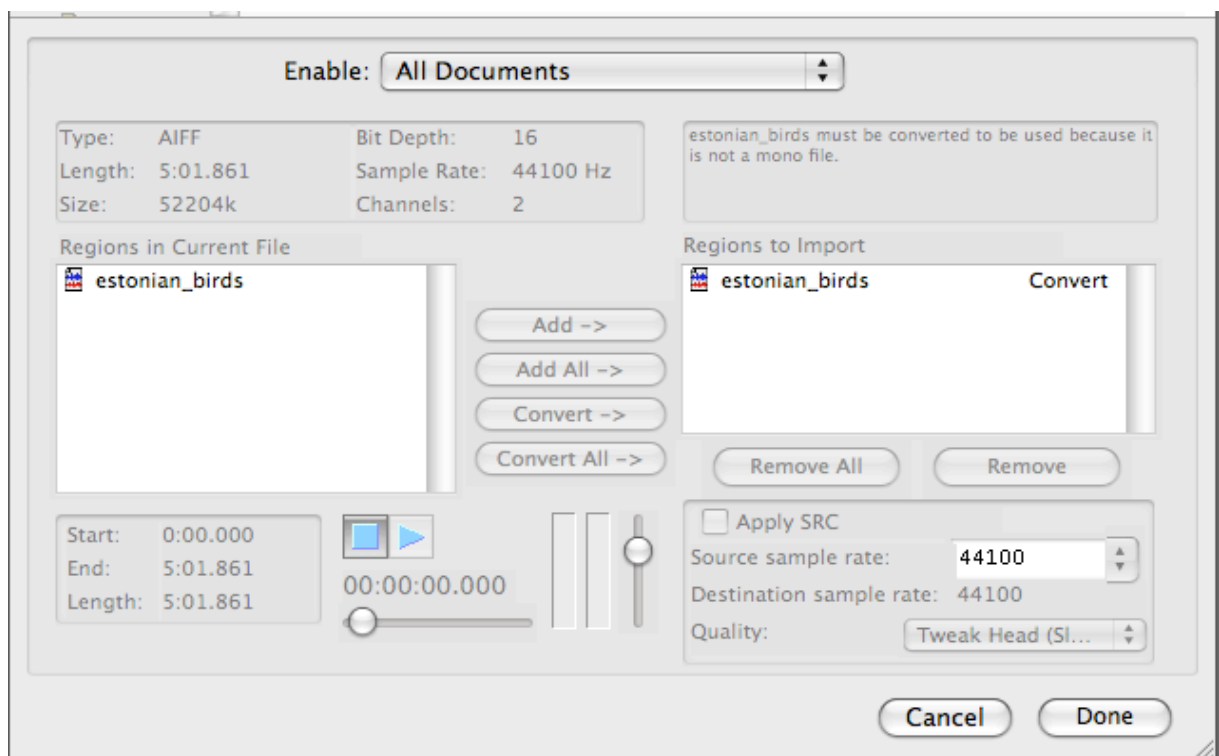
Under *File* select "import > Audio..."

Navigate to the audio file you wish to import

Click the file name; file should appear in the lower left window

Click: Convert →; file should appear in the lower right window

Click: Done

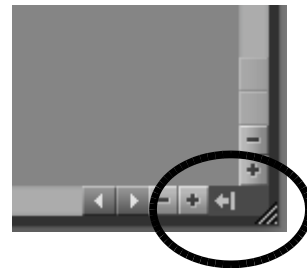


Click: Choose (this places the audio file in the audio files folder that Pro Tools created for this session)

Select "Region list" in the Audio Imports Options window

Click: OK

The File should appear in the Regions list on the far right of the Edit window; if the Regions list is not there, click the arrow at the very lower right of the Edit window (see below)



Drag the audio file into the desired track

### Record onto a track:

Arm the track by selecting the track record button, which will flash red



Click the record button, which will flash red, indicating Record Pause mode



Metering in the red is a bad idea, so preview your audio input in Record Pause mode before proceeding!

Click the green arrow and you are off and running

The space bar is the shortcut for *play* and *stop*

## Track view options and functionality:

Under *View* select: Edit Window Views and check:

-Inserts A-E

-I/O

(you will want to view the Inserts and I/O windows in your tracks at minimum)



The "S" button is the track Solo (play this track only)

The "M" button is the track Mute (silence this track)

The "waveform" button selects between a variety of track views

The INSERTS buttons allow you to assign various processing such as EQs or delays from a menu of available plug-ins

The "vol" and "pan" windows allow adjustments to the track volume and pan position by clicking and dragging

## Edit modes:

In SHUFFLE mode audio files are snapped to the previous file or the beginning of the track

In SLIP mode you can place audio files where-ever you choose by sliding them into place (using the hand tool)



The hand tool (above) is used to grab selected files and manipulate them or to draw when automating

The selector tool (to the immediate left of the hand tool) is used to select sections of files to then edit, delete, etc.

**This should be enough for you to get started!**

Once you have a session open and some audio on tracks, start experimenting. Click on stuff and see what different things do, it really is a good way to learn.