

Pro Tools Artist Export and Upload Instructions

Thanks for booking your project with EngineEars! In order to make this experience go as smoothly as possible, please **follow these instructions carefully** to ensure that the engineer gets all of the files he or she needs to properly mix your record.

Overview

You will be uploading **1 .wav file**, known as the **reference track**, and **1 .zip file** containing all of the project **stems** for the associated track. This document will take you step by step through the process of exporting and organizing your files for upload to the site.

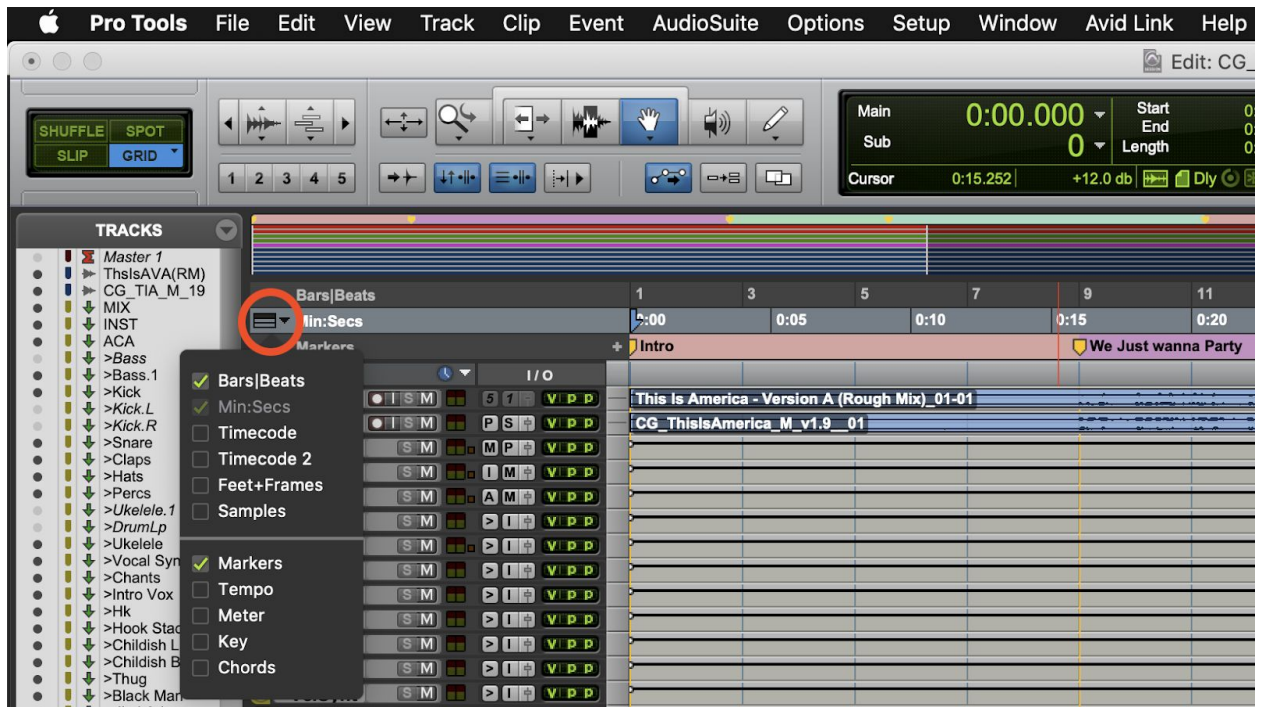
This document is intended for Pro Tools users. If you use a different DAW (Digital Audio Workstation), download the instructions for that DAW on our website. If we don't have instructions for your preferred DAW and you are having trouble, please let us know at info@engineears.com

Exporting and Uploading the Reference and Stems

1. Make sure that you're in Pro Tools edit window by going to Window > Edit.

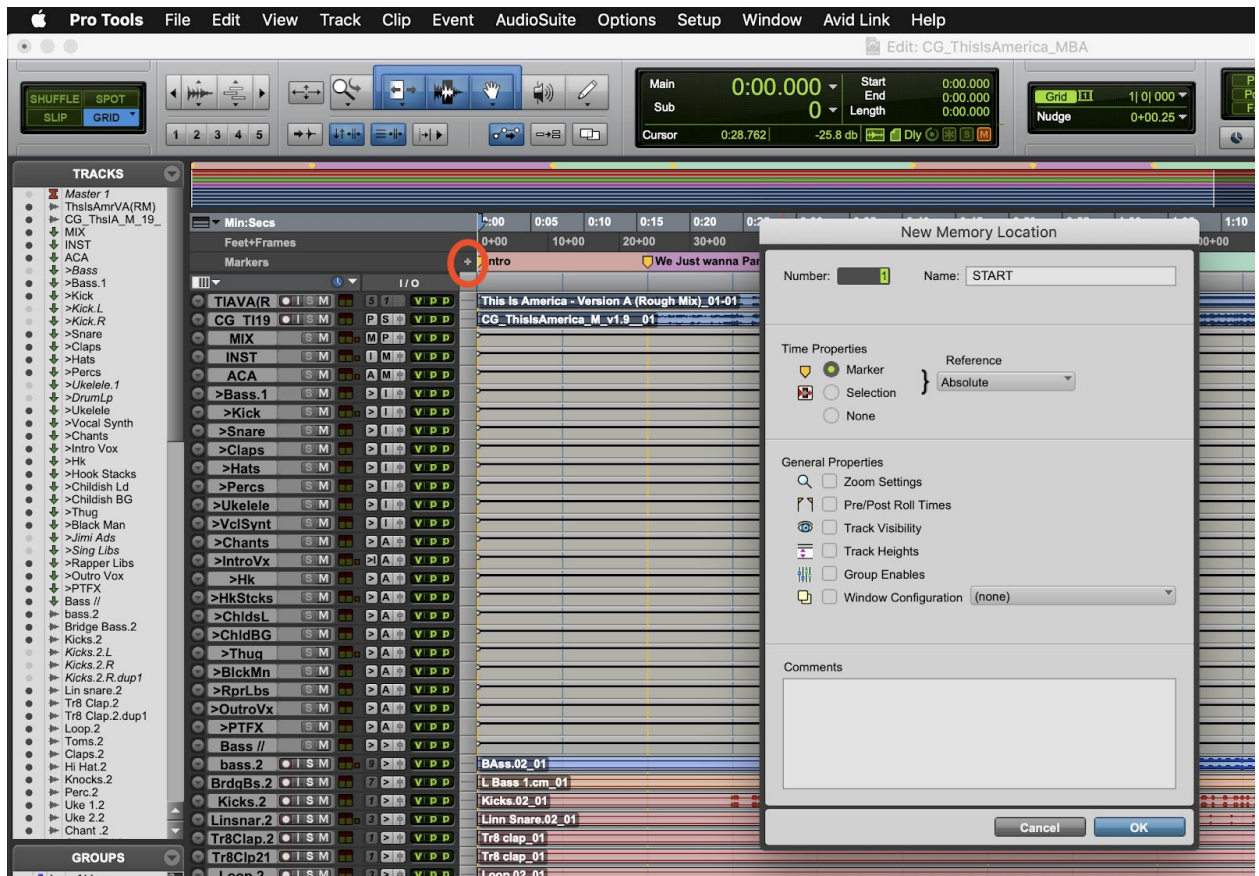


2. Click the menu on the left side above the track I/Os and make sure that Markers are enabled.



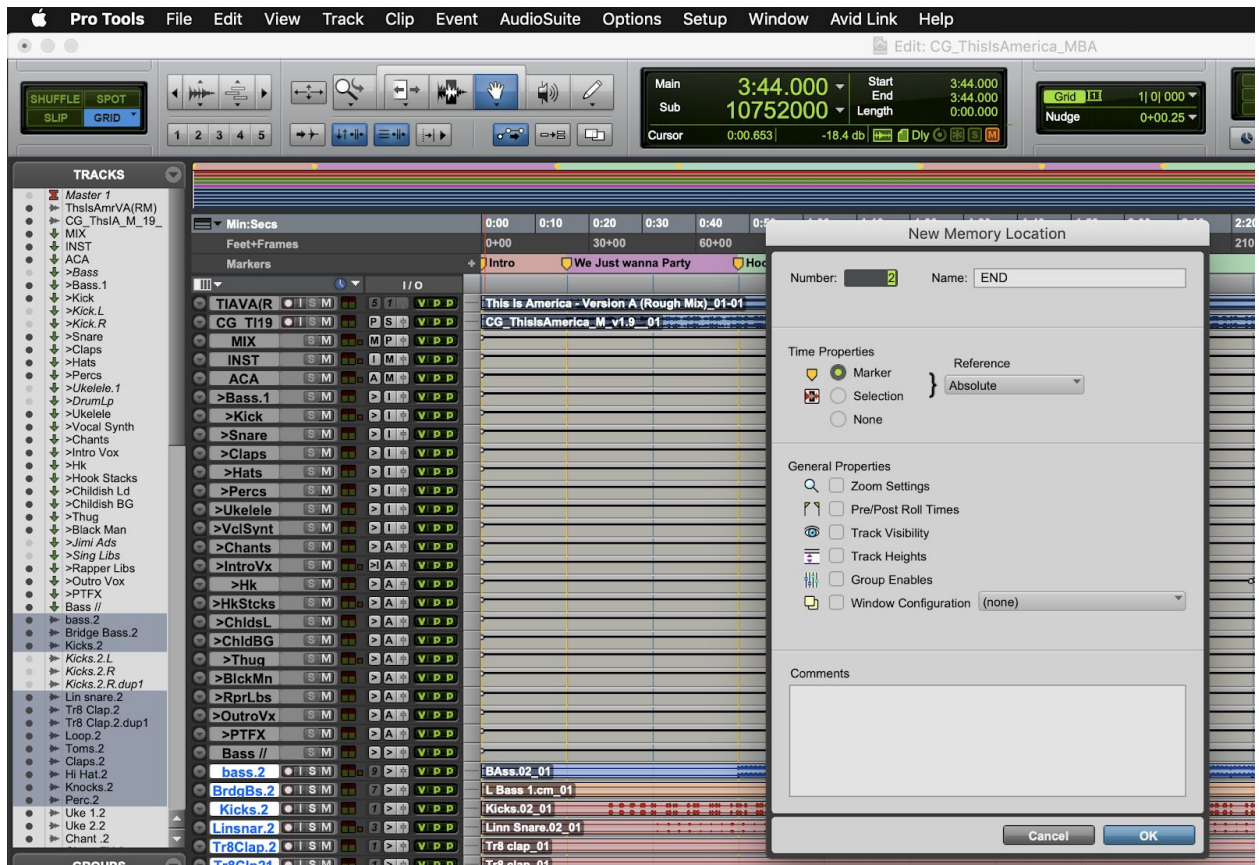
3. Make sure your track cursor is at the start of the song and click.

4. Add a New Memory Location by hitting the plus button to the left of the Marker timeline.



5. Name the New Memory Location 'START' and hit Ok.
6. Move your track cursor to the end of the song and click.

7. Hit the plus button again to add a New Memory Location, rename it 'END' and hit Ok.

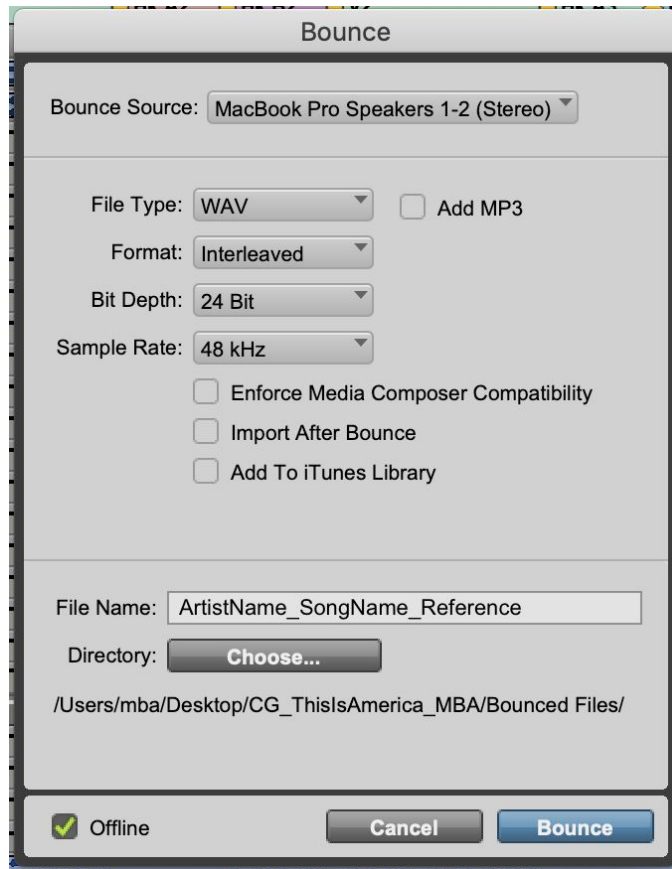


8. Make sure nothing that you want in the song is muted in your session and nothing should be solo'd.
9. Click the START marker and hold shift and click the END marker in the marker timeline.

10. Go to File > Bounce to > Disk...

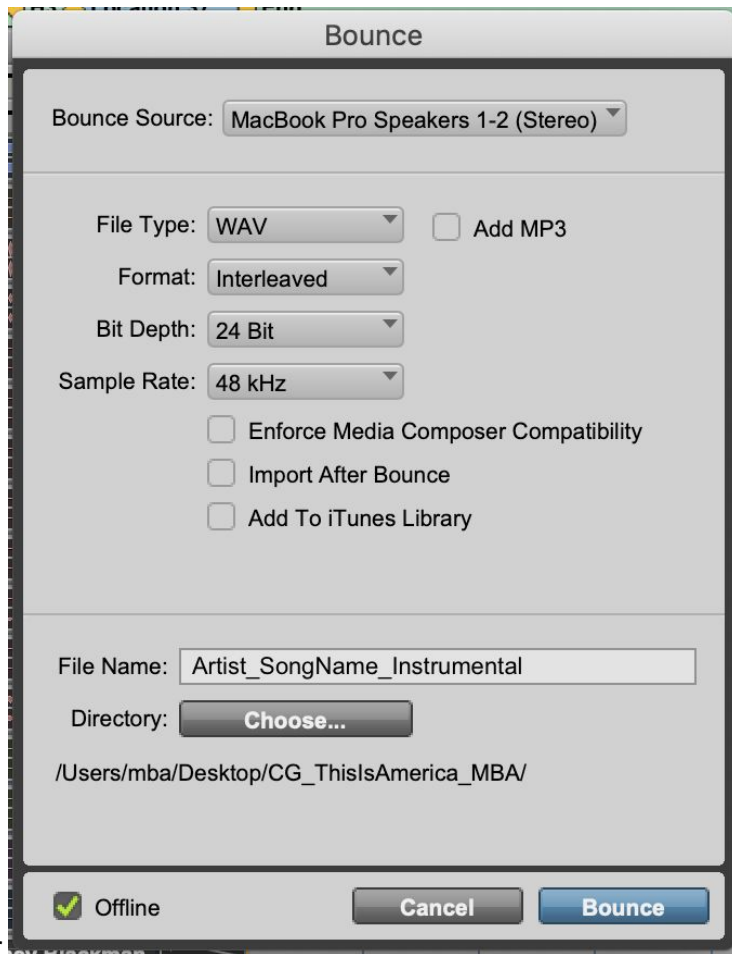


- a. File Type: WAV
- b. Format: Interleaved
- c. Bit Depth: 24
- d. Leave the sample rate as selected
- e. Name the file your Artist name, your song name, and 'Reference' with underscores as separators
- f. Export the file to the 'Bounced Files' folder within your session folder
- g. Click 'Bounce to Disk'



11. **For each individual instrumental / beat track:**
 - a. Solo the track.
 - b. Click the START marker and hold shift and click the END marker in the marker timeline.
 - c. Go to File > Bounce to > Disk....
 - i. File Type: WAV
 - ii. Format: Interleaved
 - iii. Bit Depth: 24
 - iv. Leave the sample rate as selected
 - v. Name the file your Artist name, your song name, and a description of the track (ie, 'Bass', 'HiHat') with underscores as separators
 - vi. Export to the file to the 'Bounced Files' folder within your session folder
12. Go to File > Bounce to > Disk....
 - a. File Type: WAV
 - b. Format: Interleaved
 - c. Bit Depth: 24
 - d. Leave the sample rate as selected
 - e. Name the file your Artist name, your song name, and 'Instrumental' with underscores as separators

f. Export to the file to the 'Bounced Files' folder within your



session folder

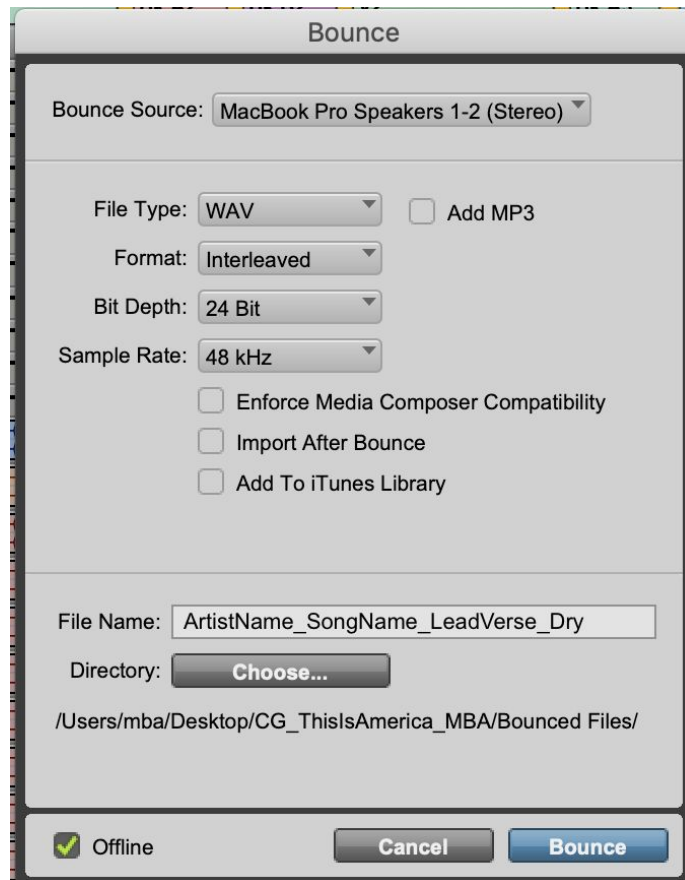
13. Un-solo all of the tracks.

14. Mute (M) all of the instrument / beat (non-vocal) tracks.



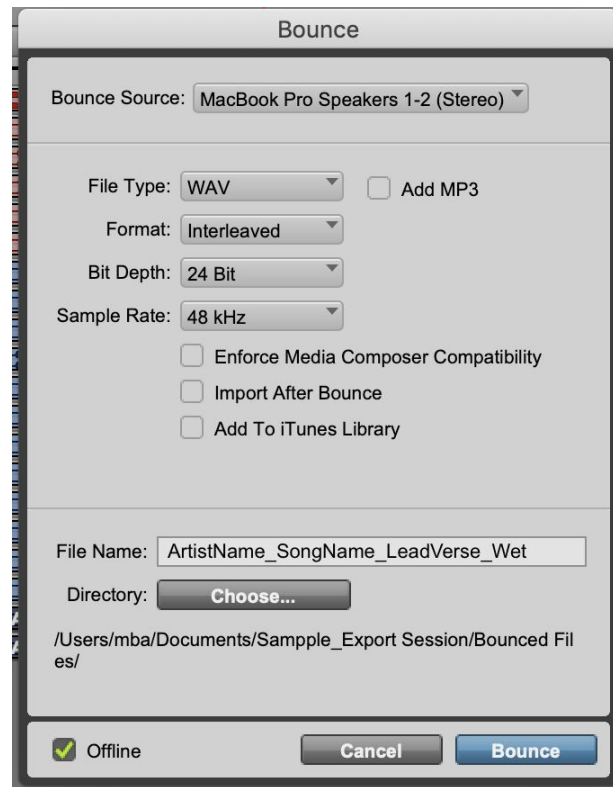
15. Turn off any and all vocal effects so you can export "dry" vocals.
16. **For each individual** vocal track:
 - a. Solo the track.
 - b. Click the START marker and hold shift and click the END marker in the marker timeline.
 - c. Go to File > Bounce to > Disk...
 - i. File Type: WAV
 - ii. Format: Interleaved
 - iii. Bit Depth: 24
 - iv. Leave the sample rate as selected
 - v. Name the file your Artist name, your song name, and a description of the vocal track (ie, 'LeadVerse', 'Adlibs') and **"Dry"** with underscores as separators

- vi. Export to the file to the 'Bounced Files' folder within your session folder



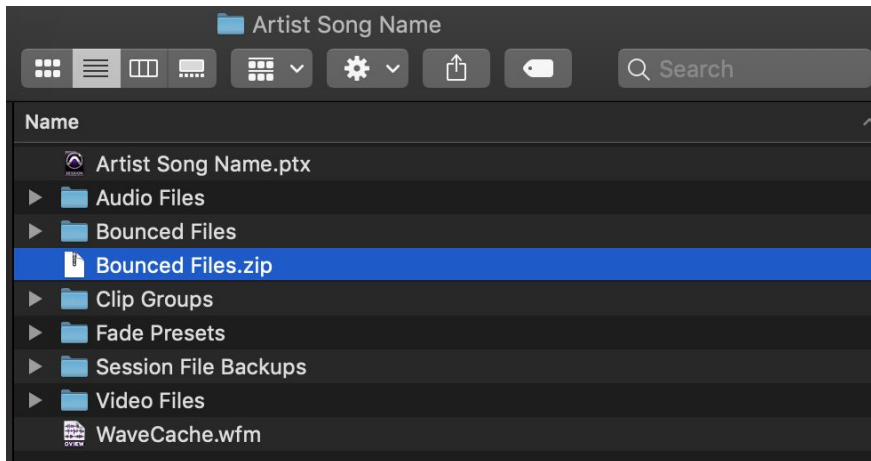
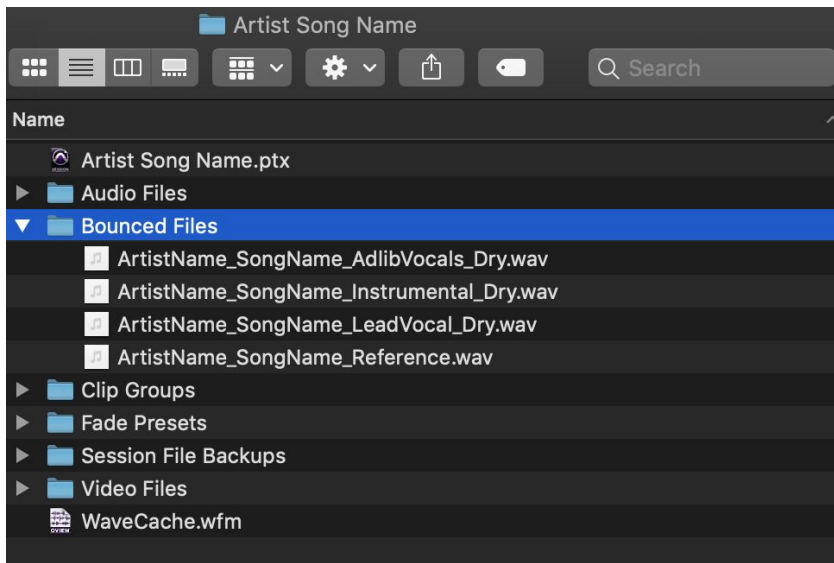
- 17. Turn back on any and all vocal effects to export "wet" vocals.
- 18. **For each individual** vocal track:
 - a. Solo the track.
 - b. Click the START marker and hold shift and click the END marker in the marker timeline.
 - c. Go to File > Bounce to > Disk...
 - i. File Type: WAV
 - ii. Format: Interleaved
 - iii. Bit Depth: 24
 - iv. Leave the sample rate as selected
 - v. Name the file your Artist name, your song name, and a description of the vocal track (ie, 'LeadVerse', 'Adlibs') and "**Wet**" with underscores as separators

- vi. Export to the file to the 'Bounced Files' folder within your session folder

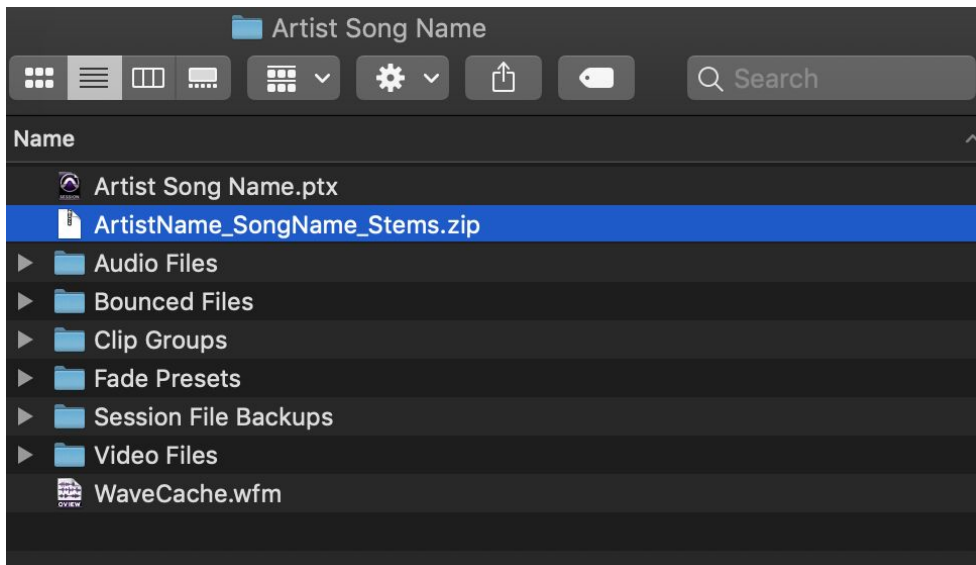


19. Listen back to all of the .wav files in the Bounced Files folder and make sure each contains what you expect.
20. On the EngineEars website at the Artist File Upload page, click to browse and navigate to, and select the Reference .wav file for upload. You will see a progress bar indicating that it is uploading.
21. Add to your bounced files folder a text, pdf or word document which includes metadata about the song. The file should include the song BPM (ex 128), the key (ex C Major) and the time signature (ex 4/4).

22. ZIP your Bounced Files folder.



23. Rename the zipped file to artist name, song name and 'Stems'.



24. On the EngineEars website at the Artist File Upload page, click to browse and navigate to the zipped stems file and select it for upload.
25. Wait for both progress bars to completely fill in, add notes for what you're looking for sonically from the mix, and hit 'Submit Files'. The engineer will review the files you uploaded and let you know if there are any problems with your uploaded files.