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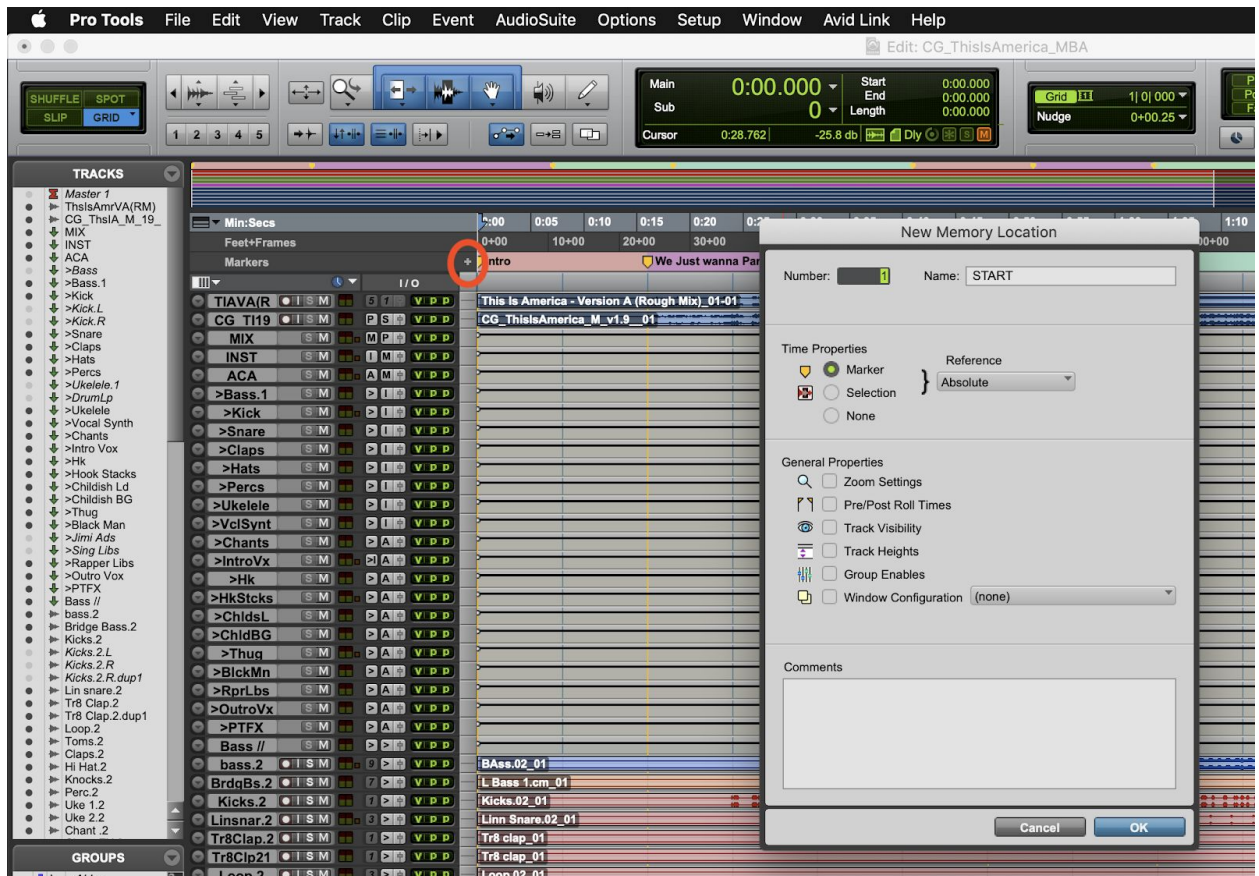
2. Click the menu on the left side above the track I/Os and make sure that Markers are enabled.
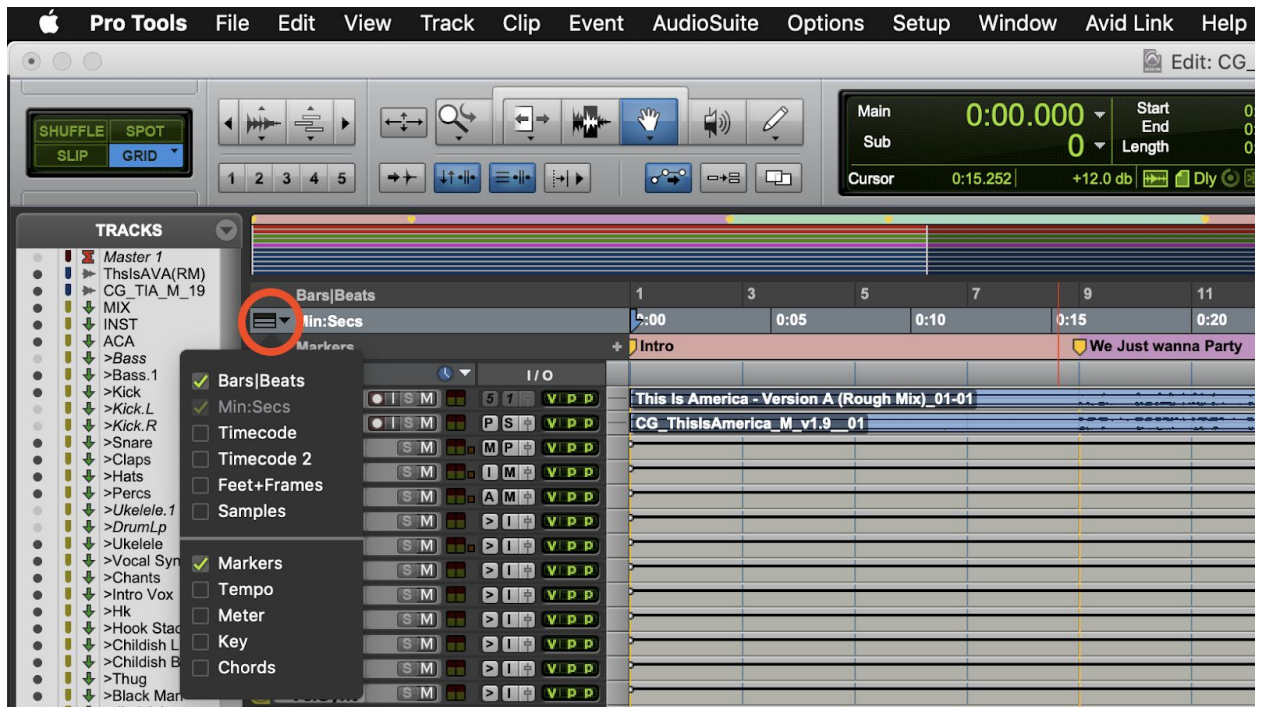


3. Make sure your track cursor is at the start of the song and click.

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.

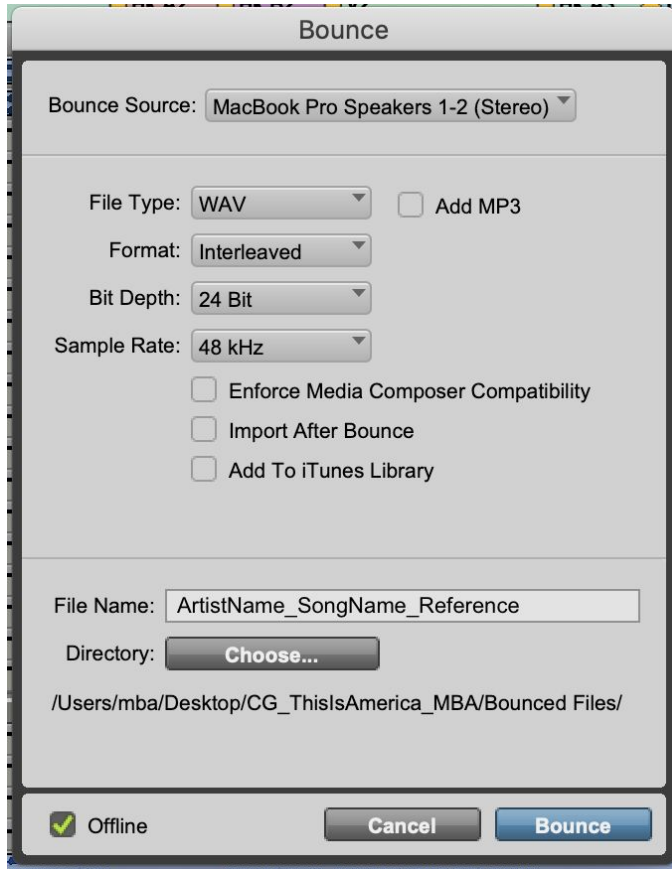7. Hit the plus button again to add a New Memory Location, rename it 'END' and hit Ok.
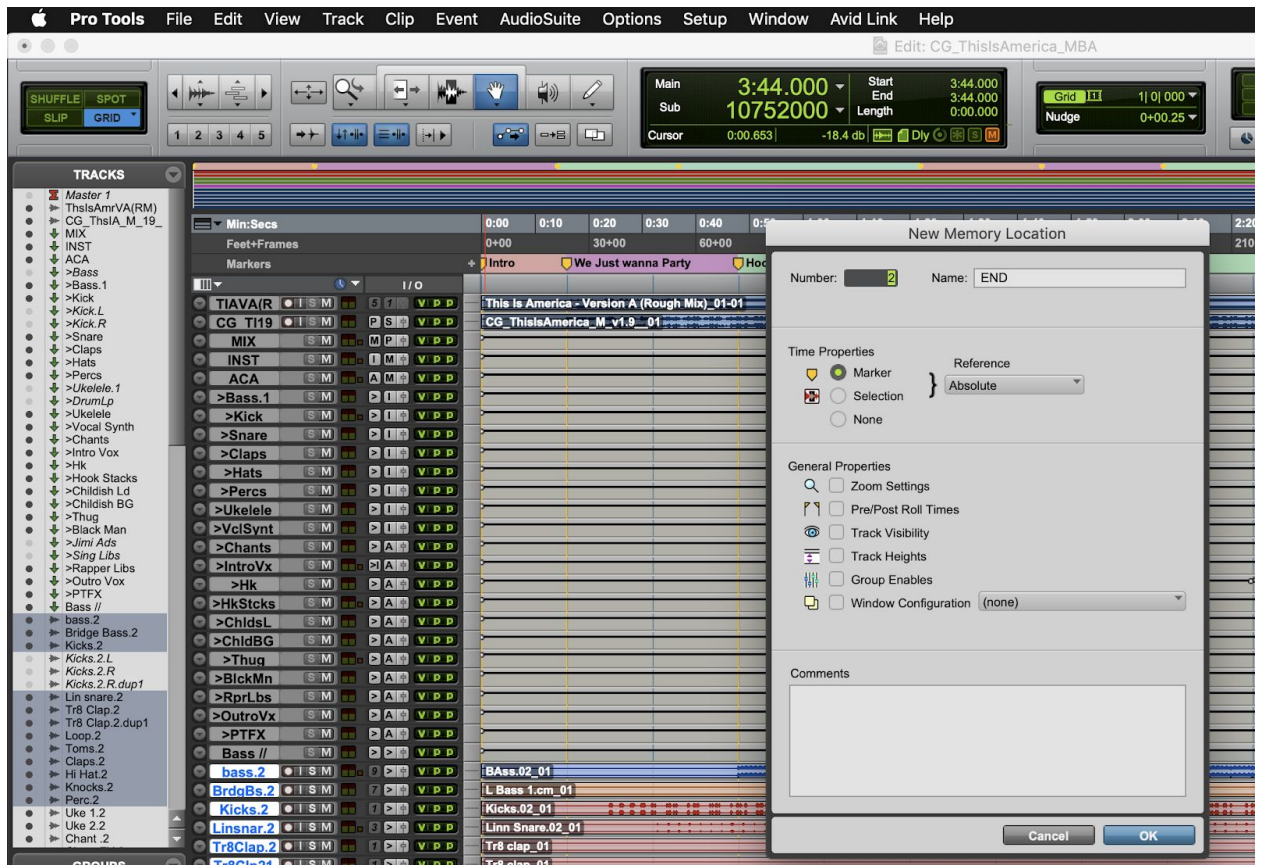


8. Make sure nothing that you want in the song is muted in your session and nothing should be solo'd.
9. Click the START marker and hold shift and click the END marker in the marker timeline.

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, 'Reference', BPM, and Song key with underscores as separators (*ie: "ArtistName_SongName_Reference_BPM_SongKey"*)
f. Export the file to the 'Bounced Files' folder within your session folder
g. Click 'Bounce'

**Bounce**

Bounce Source: MacBook Pro Speakers 1-2 (Stereo)

File Type: WAV          ☐ Add MP3
Format: Interleaved
Bit Depth: 24 Bit
Sample Rate: 48 kHz
                ☐ Enforce Media Composer Compatibility
                ☐ Import After Bounce
                ☐ Add To iTunes Library

File Name: ArtistName_SongName_Reference
Directory: Choose...
/Users/mba/Desktop/CG_ThisIsAmerica_MBA/Bounced Files/

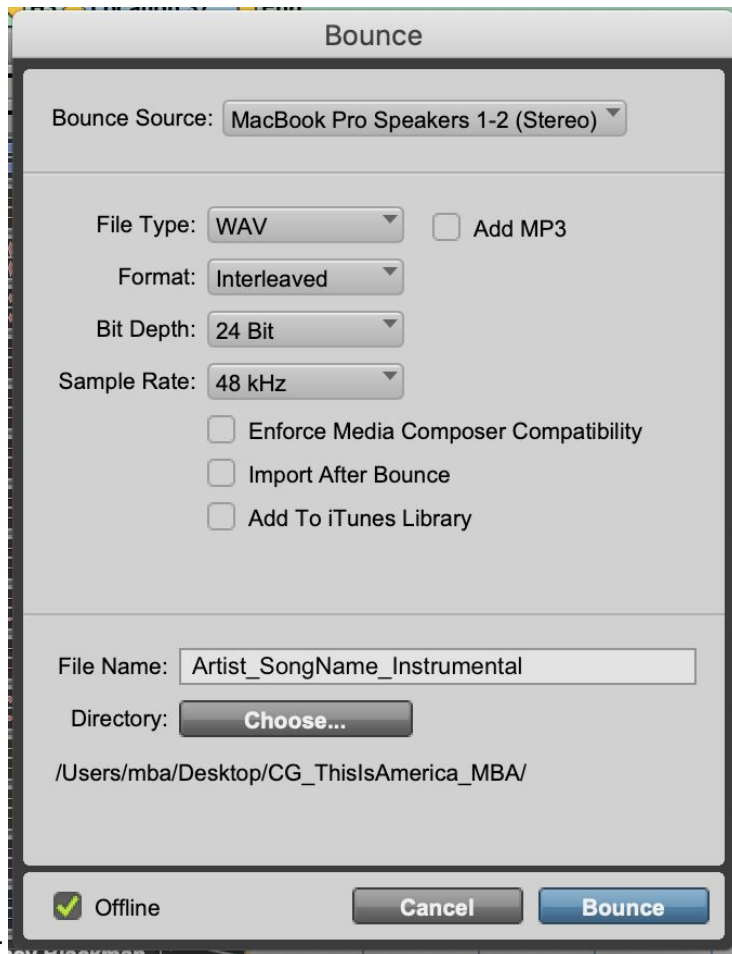☑ Offline          Cancel          Bounce

11.  Solo (S) all instrument / beat (non-vocal) tracks in your
     session.

12. Click the START marker and hold shift and click the END marker in the marker timeline.
13. 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

## Bounce

Bounce Source:  MacBook Pro Speakers 1-2 (Stereo) ▼

File Type:  WAV ▼       ☐ Add MP3

Format:  Interleaved ▼

Bit Depth:  24 Bit ▼

Sample Rate:  48 kHz ▼

☐ Enforce Media Composer Compatibility
☐ Import After Bounce
☐ Add To iTunes Library

File Name:  Artist_SongName_Instrumental

Directory:  **Choose...**

/Users/mba/Desktop/CG_ThisIsAmerica_MBA/

☑ Offline          **Cancel**     **Bounce**

session folder
14.  Un-solo all of the tracks.

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



16.   Turn off any and all vocal effects so you can export "dry" vocals.
17.   **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
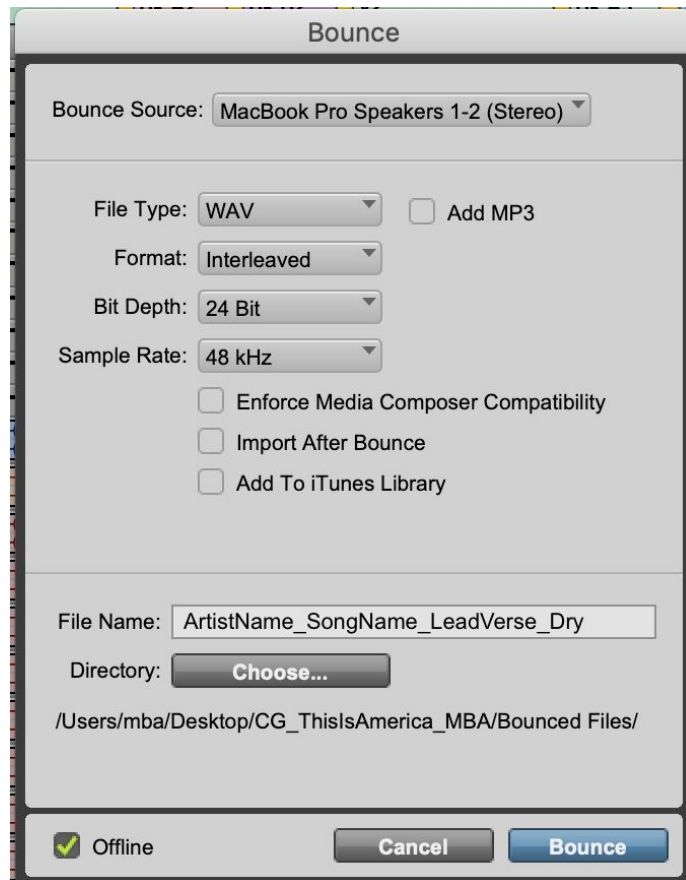


18. Turn back on any and all vocal effects to export "wet" vocals.
19. **For each individual** vocal track:
    a. Solo the track.
    b. Click the START marker and hold shift and click the END marker in the marker timeline.
    c. Go to File > Bounce to > Disk….
        i.   File Type: WAV
        ii.  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
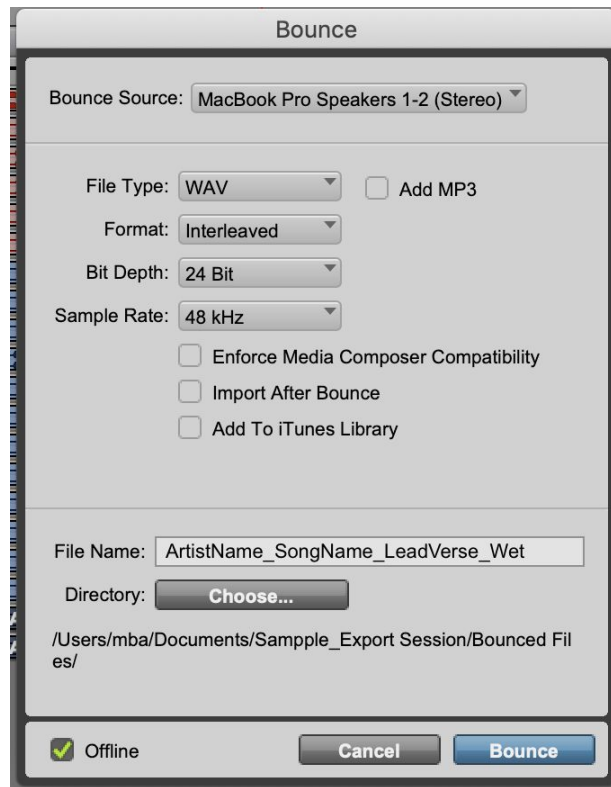


20. Listen back to all of the .wav files in the Bounced Files
    folder and make sure each contains what you expect.
21. On the EngineEars website at the Artist File Upload page,
    click to browse and navigate to, and select the Reference .wav
    file for upload. You will see a progress bar indicating that it
    is uploading.
22. 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).

23. ZIP your Bounced Files folder.
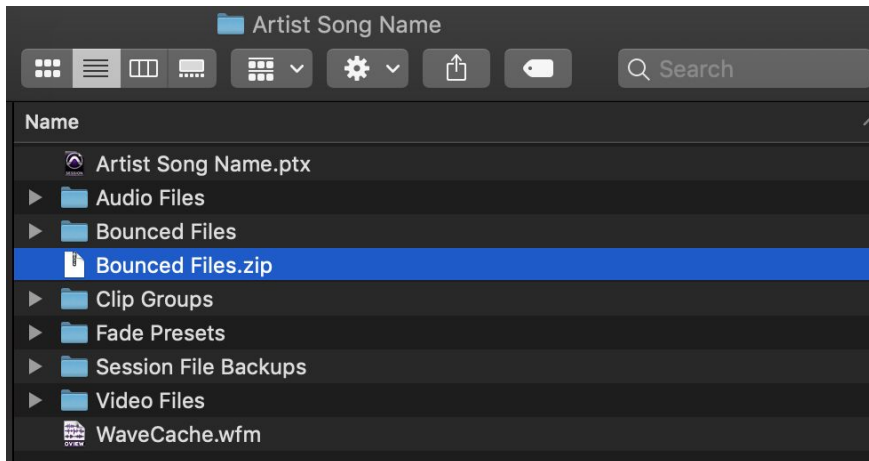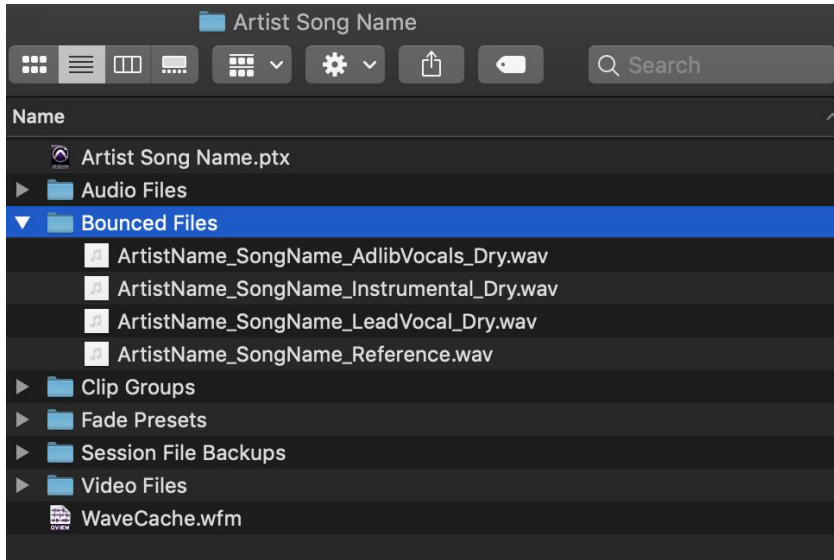




24. Rename the zipped file to artist name, song name and 'Stems'.
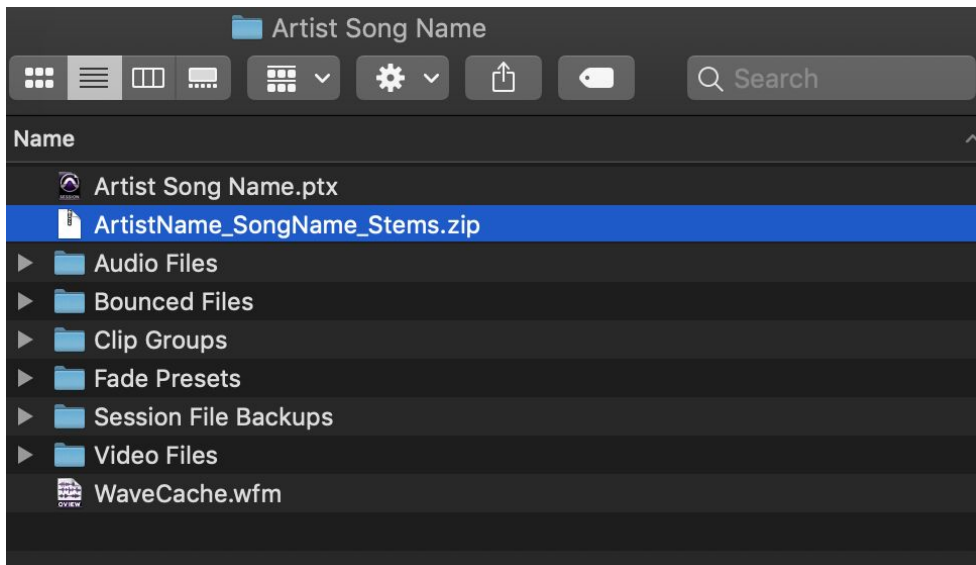
25.  On the EngineEars website at the Artist File Upload page,
     click to browse and navigate to the zipped stems file and select
     it for upload.
26.  Wait for both progress bars to completely fill in, add notes
     for what you're looking for sonically from the mix, and hit
     'Submit Files'.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