

Pro Tools Stems Export and Upload Instructions

Congratulations on finishing a mix! The next step is to export all the mix stems for uploading. **Please follow these instructions carefully** to ensure that the artist receives all the files in this document.

Overview

Mix stems are individually exported audio tracks including effects from your mix. This means that when you import every stem into a blank project, then everything should line up and sound exactly like the **approved mix!**

You will be uploading **1 .zip file** containing **mix stems** AND **mains** (Instrumental, Acapella, Clean, Show, and the approved mix) .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 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 Mains & Stems

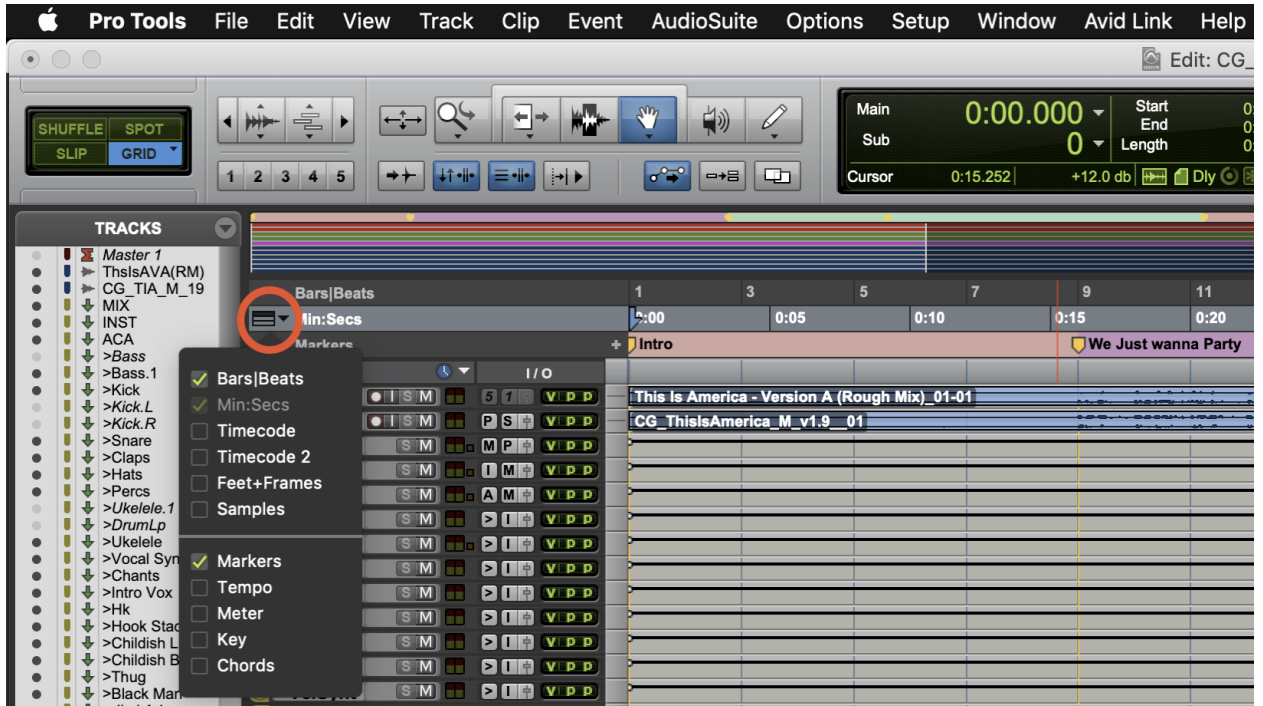
Prepping session for Exporting

1. Save the Pro Tools mix session as a new session file for exporting purposes so we don't risk accidentally altering the approved mix.

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

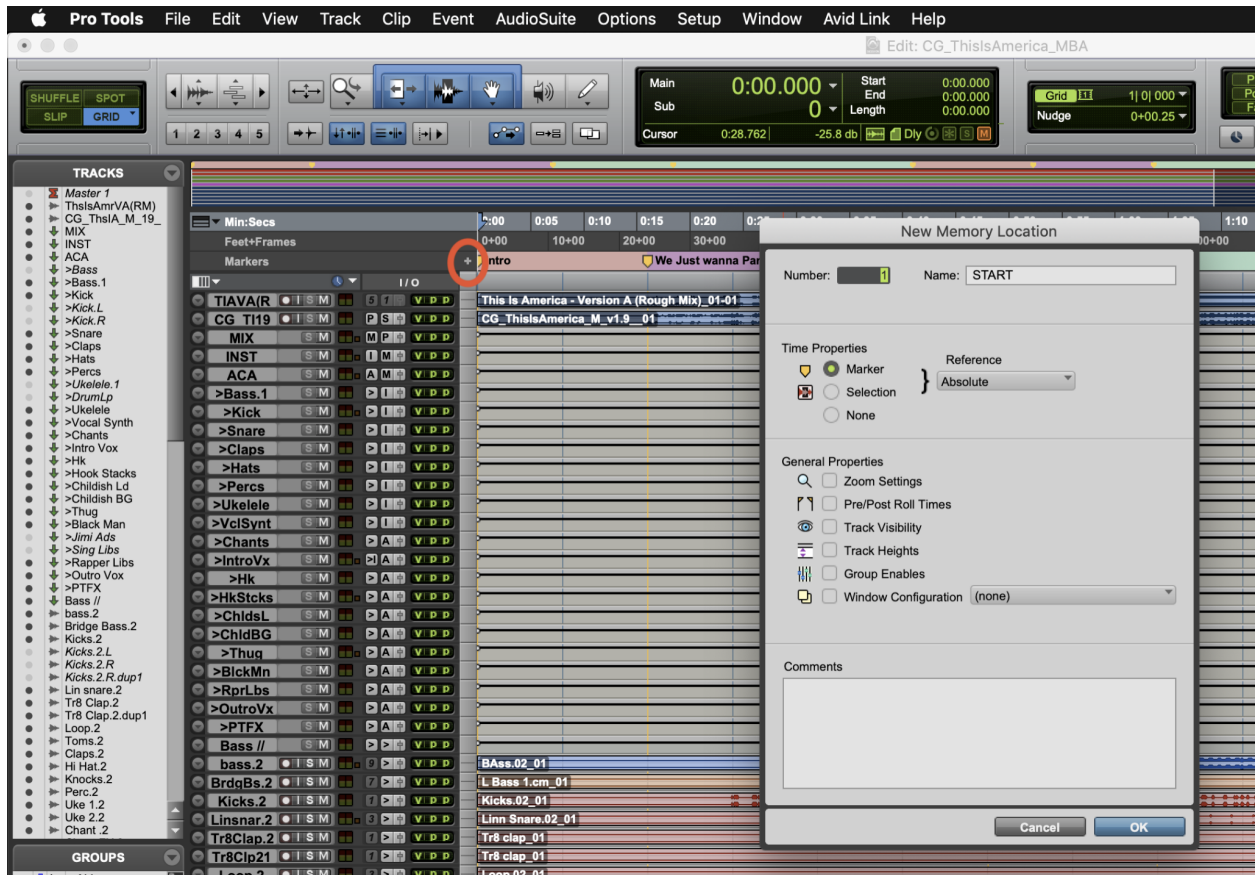


3. Click the menu on the left side above the track I/Os and make sure that Markers are enabled.



4. Make sure your track cursor is at the start of the song and 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 the Plus button again to add a New Memory Location, rename it 'END' and

hit Ok.

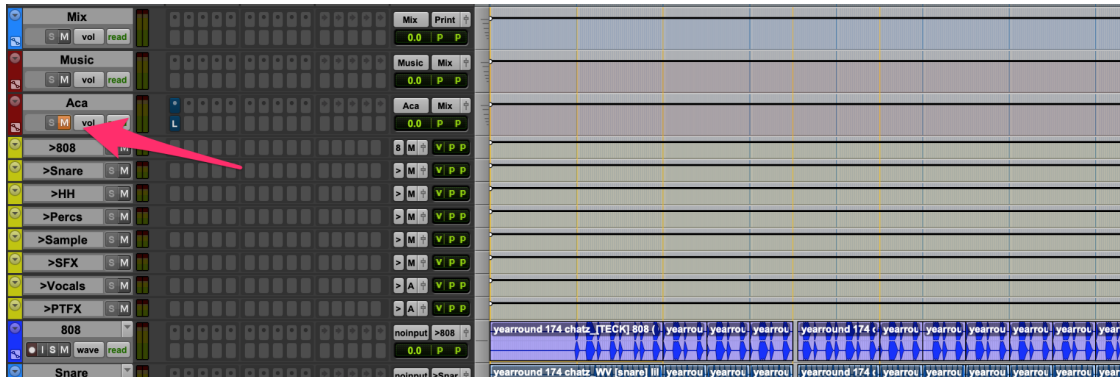


7. You'll be using these two exact markers to export the stems so make sure they cover the entire length of the song
8. Make sure nothing that you want in the song is muted in your session and nothing should be solo'd.
9. Now you're ready to export the **mains** by starting with the instrumental first.

Exporting Mains

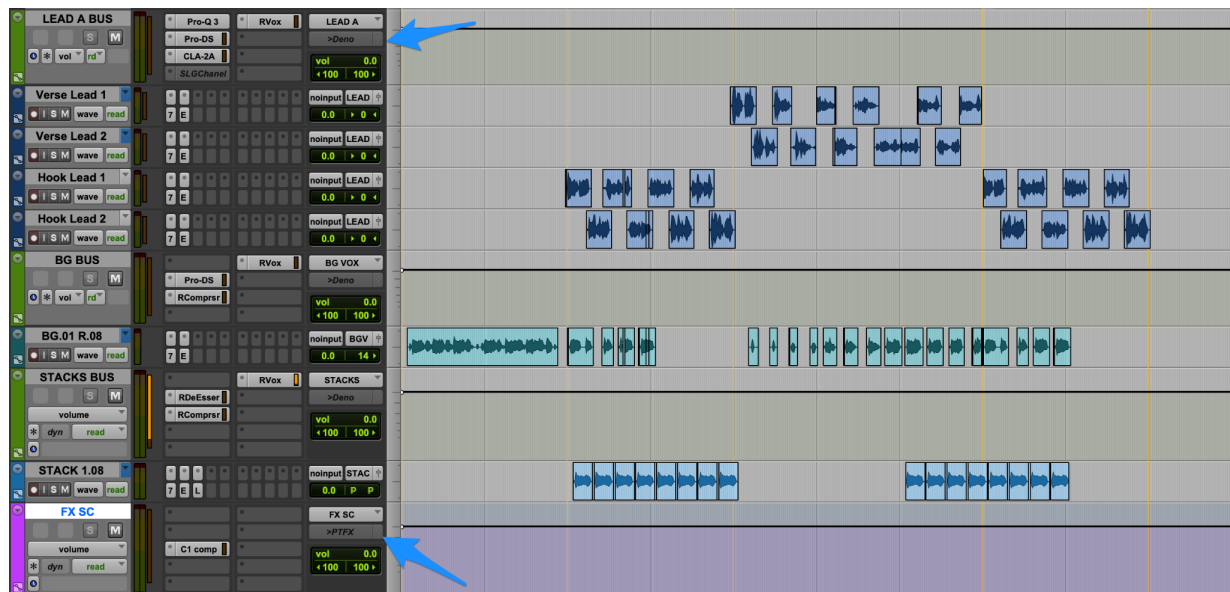
10. Open a new Finder window (Windows Explorer on PC)
 - Make a new folder titled "MAINS"
 - Move the approved mix (.wav file) into that folder
 - You will be exporting the **mains** (Instrumental, Acapella, Show, and Clean version) into this new folder

10. In our example, our vocals and effects are bussed through the "Aca" aux so we only have to mute that one aux.



11. Instrumental

- Mute all vocals and vocal effects.
 - If you don't have vocals and vocal effects summed into one bus, you can deactivate the outputs of all vocal and effect channels by holding down "Control" and "Command" (Windows logo key for PC) while clicking the output as shown below

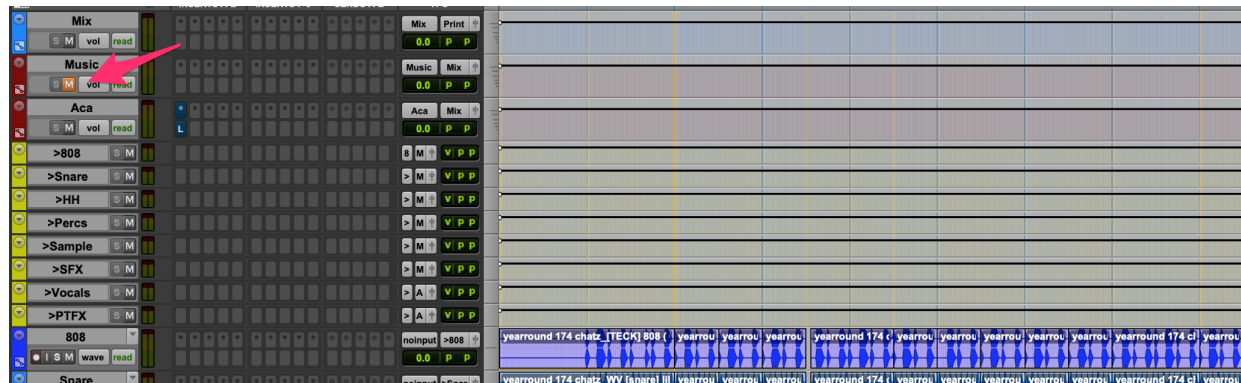


- Left click the "Start" marker you created from before, then hold shift and left click the "End" marker to highlight the entire length of the song
- Go to File > Bounce to > Disk...

- File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Name as “Artist_Title_Main_Inst_”
 - Choose the export destination to the “MAINS” folder you created
 - Export Offline (or in real time if you want to listen for errors)
- After the instrumental export completes, unmute the vocals to do the acapella next.

12. Acapella

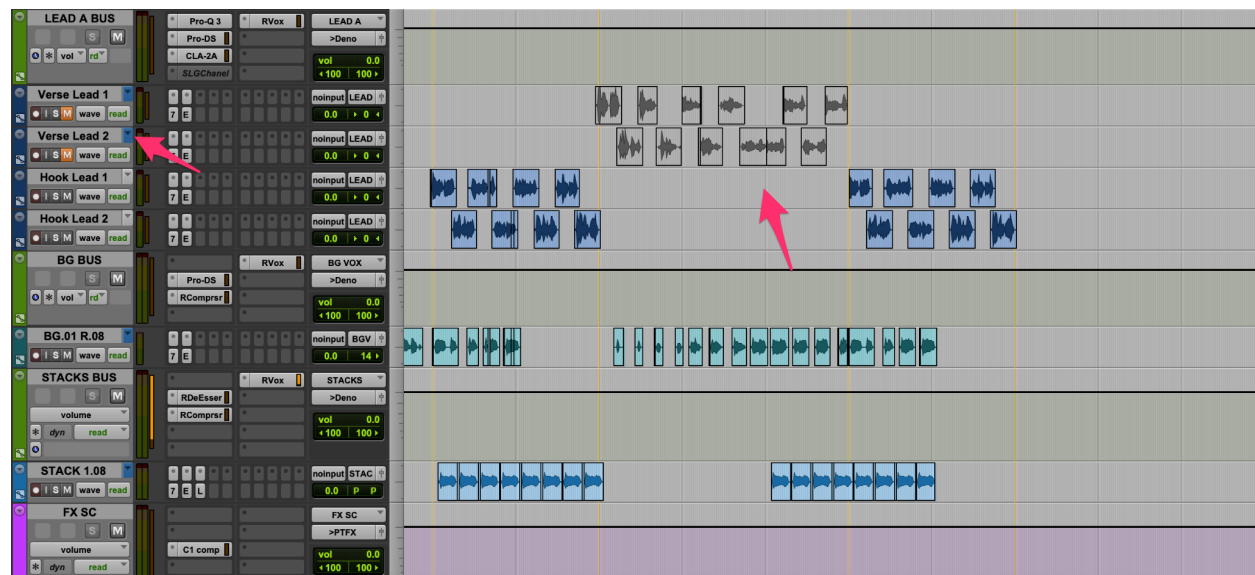
- Mute the instrumental tracks and effects.



- Left click the “Start” marker you created from before, then hold shift and left click the “End” marker to highlight the entire length of the song
- Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Choose the export destination to the “MAINS” folder you created
 - Name as “Artist_Title_Main_Aca_”
 - Export
- After the acapella export completes, unmute the vocals to do the show version next.

13. Show

- Mute only the lead vocals of verses. Leave all music, hook vocals, and verse background vocals playing.

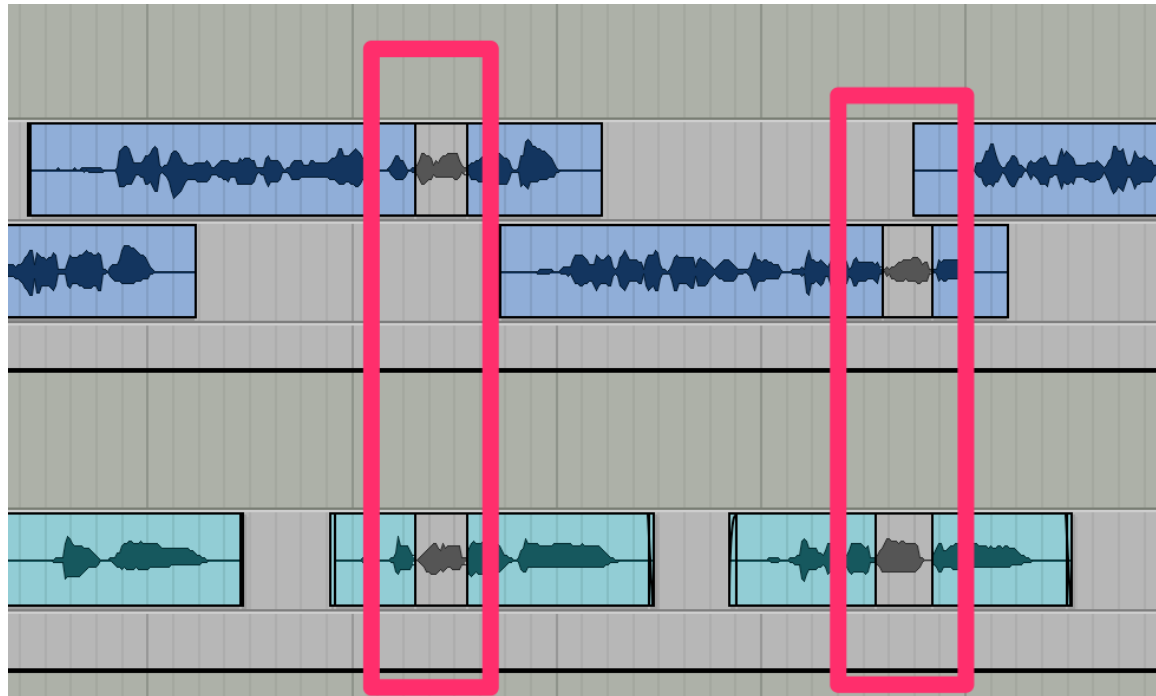


- Left click the “Start” marker you created from before, then hold shift and left click the “End” marker to highlight the entire length of the song
- Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as “Artist_Title_Main_Show”
 - Choose the export destination to the “MAINS” folder you created
 - Export
- Unmute all the muted vocals for the next main

14. Clean

- Delete/Mute audio clips containing explicit lyrics.
 - No curse words or any explicit references to drugs or weapons.
 - Make sure to double check background vocals for lyrics
 - Sometimes in the instrumental there are samples and producer tags with explicit content so take those out

too



- Left click the “Start” marker you created from before, then hold shift and left click the “End” marker to highlight the entire length of the song
- Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as “Artist_Title_Main_Cln”
 - Choose the export destination to the “MAINS” folder you created
- Unmute all the muted vocals so you can move on to exporting mix stems.

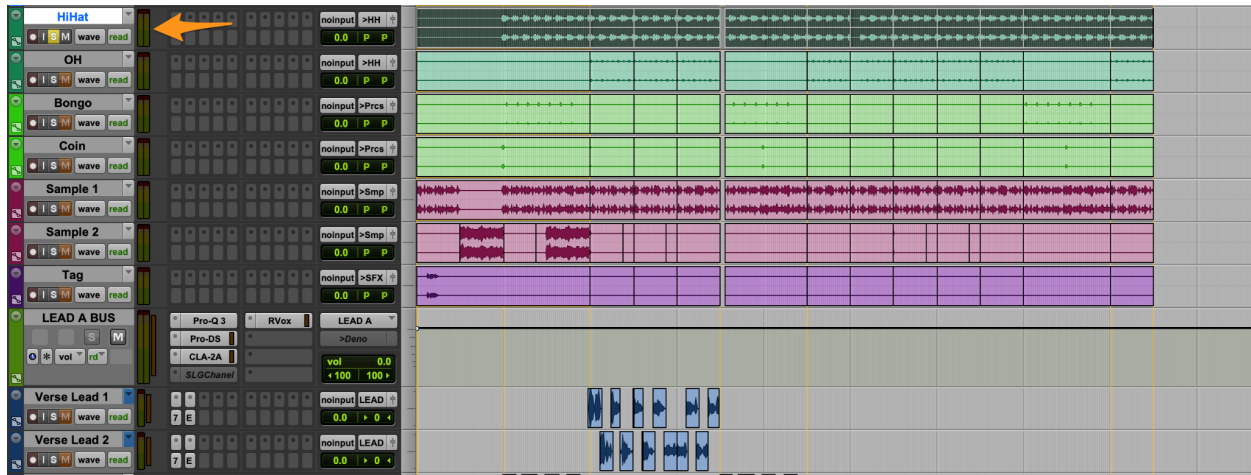
15. Exporting Stems

- Open a new Finder window (Windows Explorer on PC)
 - Make a new folder titled “STEMS”

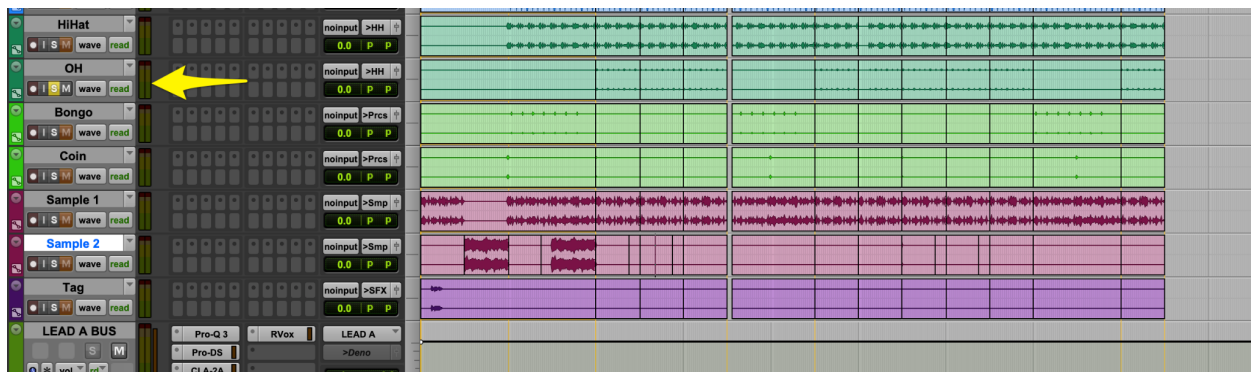
- You will be exporting the **stems** (each individual track) into this new folder

16. Instrumental Stems

- Solo the first track (we can use the Hi Hat track as an example)

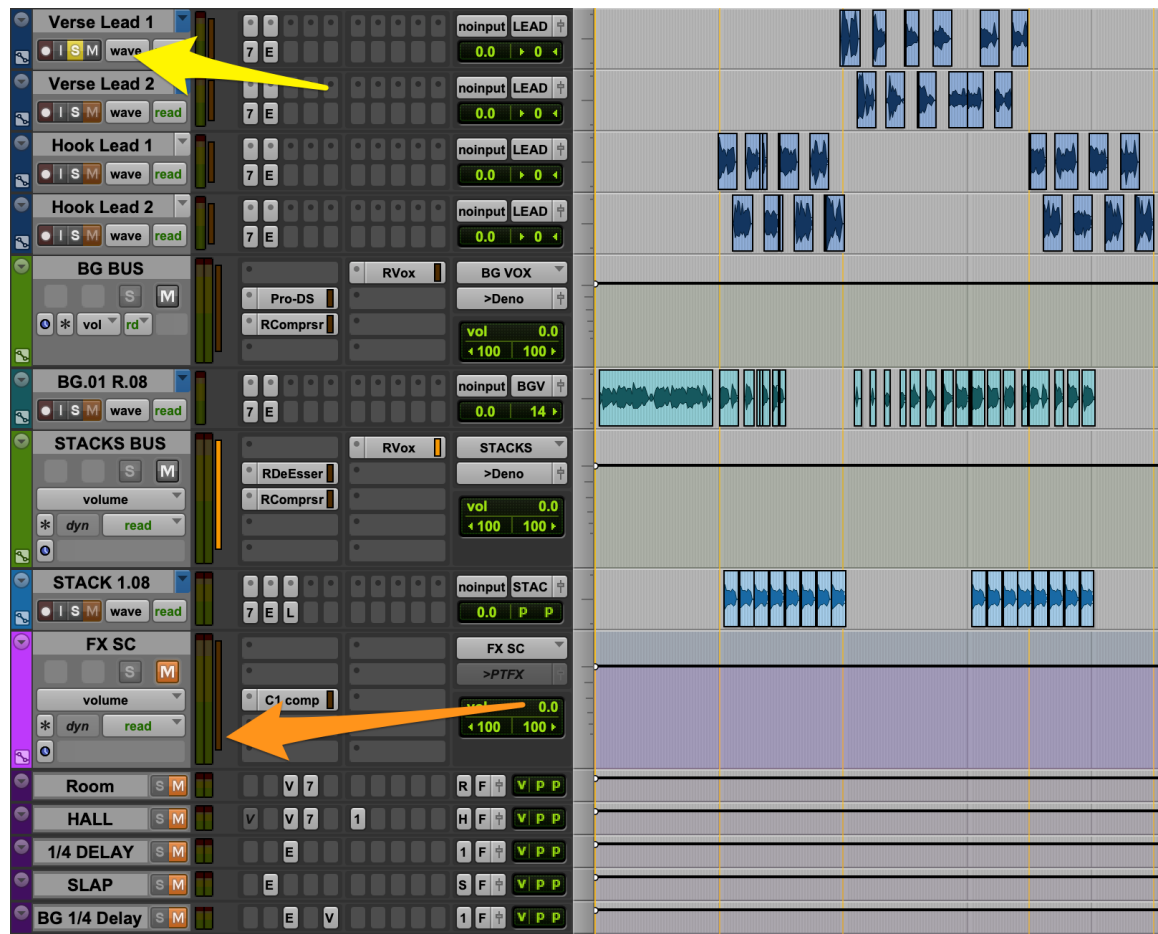


- Click the START marker and hold shift and click the END marker in the marker timeline.
- Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as "Artist_Title_Stem_HiHat"
 - Choose the export destination to the "STEMS" folder you created
 - Export
- Un-solo the previous Hi Hat track and solo the next instrumental track



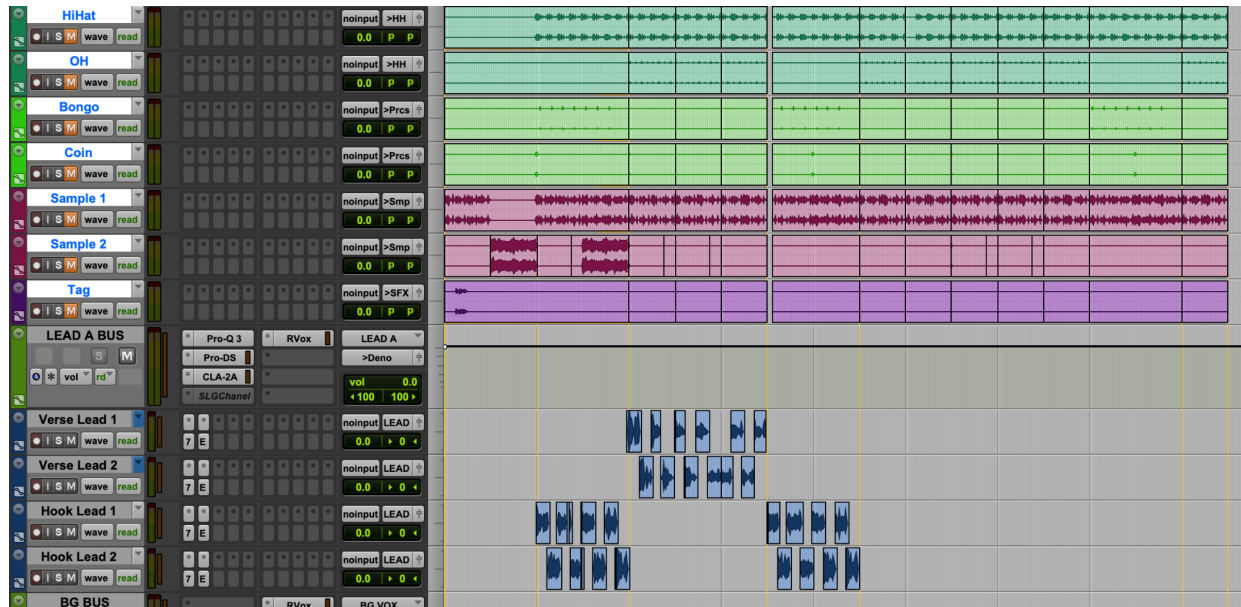
- Click the START marker and hold shift and click the END marker in the marker timeline.
 - Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as "Artist_Title_Stem_OH (Name of the next track)"
 - Choose the export destination to the "STEMS" folder you created
 - Export
17. Keep soloing and exporting all the instrumental stems.
- After you finish exporting all the stems for the instrumental
 - Un-solo all of the tracks so the full song should play
 - Mute (M) all of the instrument tracks, only vocals should be playing.
 - Continue to exporting vocal stems
18. Vocal Stems
- For each individual vocal track
 - Mute all effect returns like (reverb, delay, flangers)
 - Keep plugins on the actual vocal audio tracks like (EQ, Compression)

- Solo the track

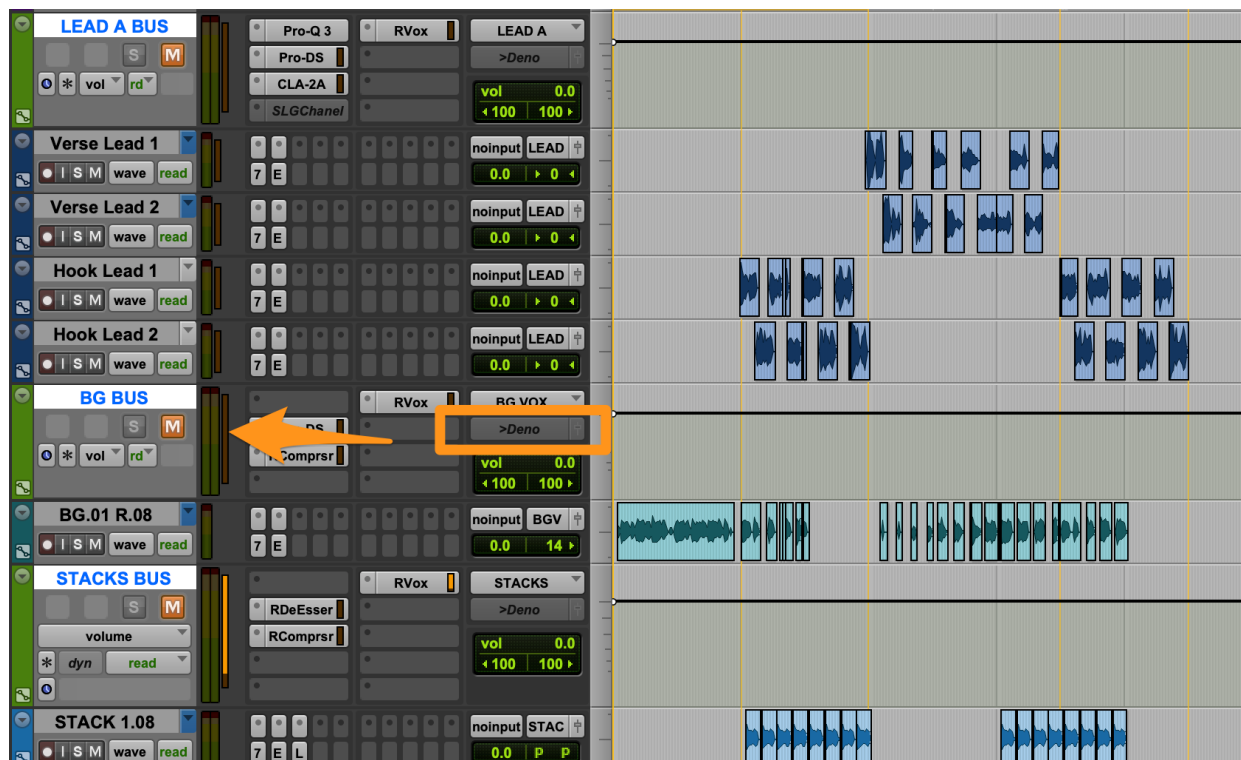


- Click the START marker and hold shift and click the END marker in the marker timeline.
- Go to File > Bounce to > Disk....
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as "Artist_Title_Stem_Verse Lead 1"
 - Choose the export destination to the "STEMS" folder you created
 - Export
- Keep soloing and exporting all the vocal stems with the effect tracks muted.
- After you finish exporting all the vocal tracks
 - Un-solo and un-mute all of the tracks so the full song should play

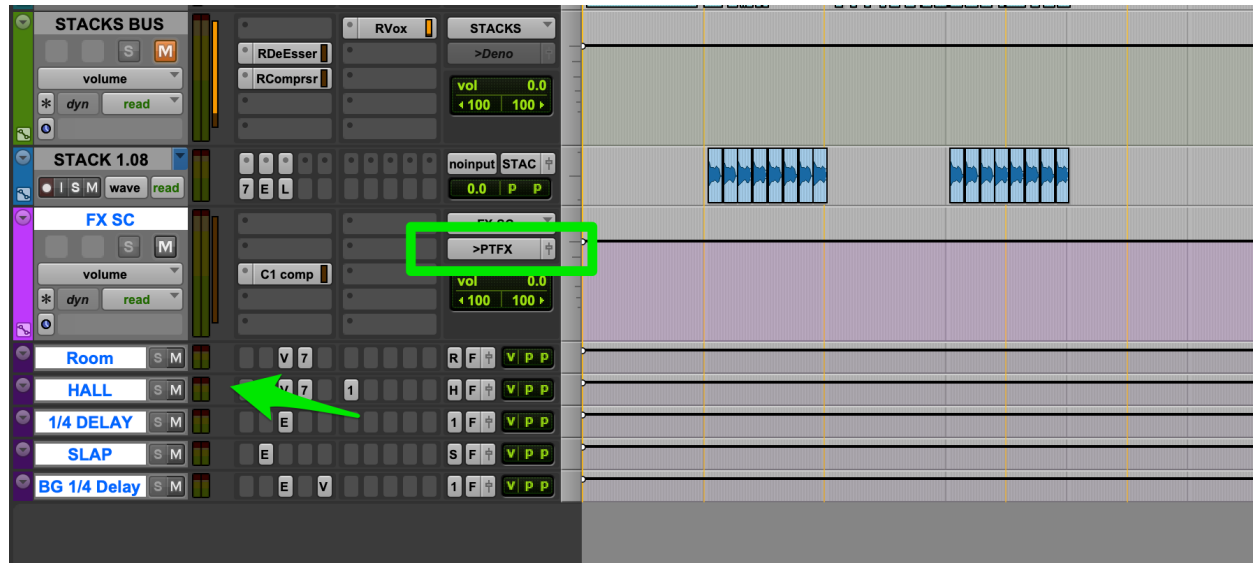
- Move on to exporting last stem (all effects)
- Mute all instrumental tracks



- Mute all vocal tracks (I deactivate the outputs just to be extra safe in case there are circumstances like mute automation)



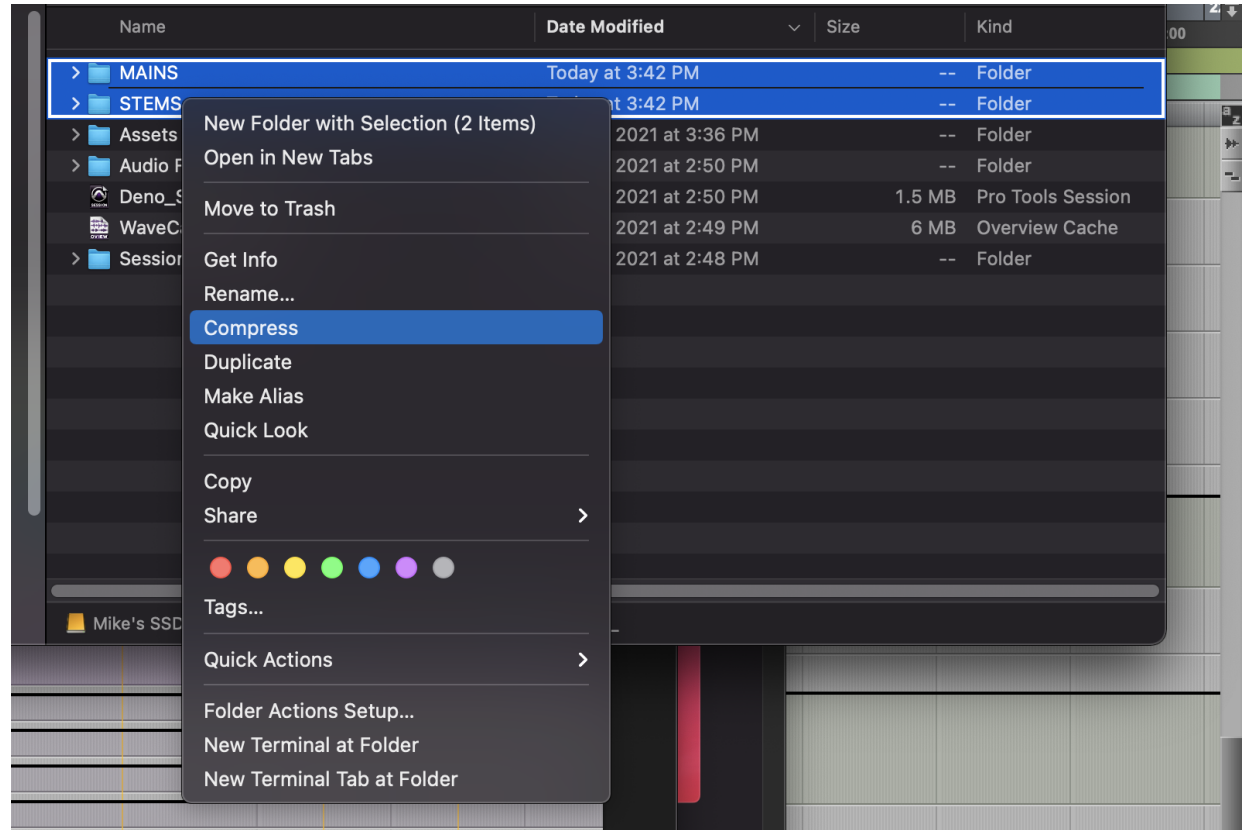
- Unmute effects tracks and make sure the outputs are active.
 - If you play the mix, you should only hear wet effects like reverb, and no original signal.
- If you hear an instrument or vocal that's not an effect, then you should double check to see if you muted everything properly



- Click the START marker and hold shift and click the END marker in the marker timeline.
- Go to File > Bounce to > Disk...
 - File Type: WAV
 - Format: Interleaved
 - Bit Depth: 24
 - Leave the sample rate as selected
 - Label as "Artist_Title_Stem_EFX"
 - Choose the export destination to the "STEMS" folder you created
 - Export

Prepping for File Upload

- Listen back to all of the .wav files in the “MAINS” and “STEMS” folders and make sure each contains what you expect
- Highlight both the folders and compress them into one zip file



- Name the new zip file: “Artist_Title_Deliverables”
- On the EngineEars website, click to browse and navigate to, and select the deliverables zip file for upload. You will see a progress bar indicating the progress after you click submit.

Congrats you’re done with Mains and Stems export!