

# Consolidating Your Files In Pro Tools For Matchless Mix

1. Open the project file for the song you are sending to mix.
2. View the edit window. To do so, click: *window* then *edit*.
3. Now render any tracks with effects you want to print for mix (steps 4 through 12).
4. To bounce down an audio track: solo the track and select the regions you would like bounced.
5. Open the mix window and bypass all effects on your master fader.
6. Make sure that the channel's fader is set to 0db and panning is centered on the track you are exporting.
7. Now return to the edit window.
8. Click *file - bounce to - disk*. Make sure the bit depth, sample rate and stereo/mono settings correspond with the file you are bouncing. Under conversion options, choose *convert during bounce*. Also, make sure that *import after bounce* is checked.
9. At the *save* window, keep the original name of the file and add the word bounced at the end of it.
10. Select *save* and the file will be bounced in real-time.
11. After your file has been bounced, the audio import options window will appear. Under *destination* select *new track* and under *location* select *selection*. Click OK.
12. Now that you've created a new track, remove the previous version to prevent duplicates.

13. Also, make sure to bounce all virtual instruments within the project file. This is achieved the same way you bounced all effected audio files (follow steps 4 through 12 for each virtual instrument track).

14. Delete all unused audio tracks within the project that you do not want to send to mix.

15. Now you're ready to consolidate your audio files. To view all files: place your cursor over one of the channels in the edit window, hold down option, click on *track height* and select *fit to window*.

16. Choose the *selector tool* and go to the bottom right of your last track. Be sure to select all regions within the project file. This includes all empty space between zero and the start of the first audio track.

\*\*\*Before consolidating, confirm all cross-fades are free of clicks and pops.

17. At the top of your screen click *edit*, then *consolidate regions*.

18. Now minimize Pro Tools.

19. Within your Pro Tools project folder create a new folder. Title that folder with the name of the song and its beats per minute value.

20. Go into the project's audio file folder and sort by most recently created. Select the files you just bounced.

21. Copy and paste them into the new folder you've just created.

\*Now that you've completed this process we suggest creating a new project file, importing the files from the folder you just made and verifying that the tracks are properly synced and all content you want mixed is accounted for.

22. Now make a zip archive of the folder you made in step 19: right-click on it and choose compress. This is the file you'll upload to matchless mix.