

## Basic ProTools techniques

### Importing audio into session

- Click on Audio Regions List heading (the word Audio) to access pop-up window and select Import Audio
- In the Import Audio dialog, navigate to the desired folder and select an audio file
- Press the Play button to hear a selected file or region
- Select any files you wish to import (shift-click for multiple files) and click Add or Convert or Add All or Convert All (to import all regions and files in the current directory)
- Click Done
- Select Show Full Pathnames from Audio Regions List pop-up menu to confirm that the files are stored where you expect. Deselect to save screen space.

### Selecting regions

- Grabber: used to select or move entire regions and to edit or insert automation breakpoints. Option-click with Grabber to delete automation breakpoints.  
Alternate Grabbers available from pop-up menu: Separation Grabber to separate selections into new regions; Object Grabber to select discontinuous regions, even on separate tracks
- Selector: drag in playlist or timeline to select for editing, shift-click to adjust length of current selection, shift-click in other tracks to extend selections to them
- Strive to start and stop regions as they taper to 0. Use Zoomer (see card: double click, drag, opt-drag)
- = to select Current Location Indicator, . to cycle through fields
- Select with selection indicators
- During playback, select regions with up- and down-arrow keys. Move to them with <-- and -->
- Opt-Shift-drag with selector for all tracks
- Tab moves cursor to next region boundary
- Shift-Tab or Opt-Shift-Tab moves selection to region boundary
- Add markers by pressing enter during playback
- Shift-Click a marker in Memory Location window to extend a selection to marker
- In Audio Region List, OPT-click name to audition

### Placing regions in track and moving

- Drag into playlist of desired track (Edit mode setting determines how placed. See below.)
- Ctl-drag to put at current edit cursor location
- Align with selected region by Ctl-clicking
- Replace selected region by Command-clicking

### Creating new audio regions

- Select, Edit > Capture Region OR Separate Regions (Heal Separation recombines)
- Select, Edit > Trim Region removes all but selected portion
- Select, Edit > Strip Silence (use Identify Silence first)
- Cut, Copy, Paste, Clear, Duplicate

### Edit Modes

- Shuffle -- always contiguous, order changeable
- Slip -- move freely, allowing space and overlap
- Spot -- drag to specific time location
- Grid -- Move to quantized position on time grid (set with Nudge/Grid pop-up). + or – moves

### Setting tempo

- Capture a region that you want to define as a single bar (or beat or multiple of bars/beats)
- Place at beginning of track
- Select region with Grabber and choose Edit → Identify Beat
- In the Bar|Beat Markers dialog, specify the start and end points for the region
- Specify Time Signature
- Click OK

### Automating volume, pan, and other data

- Windows --> Show Automation Enable window
- Highlight desired item(s) to enable (red text with white button)  
Deselect other items
- Select Automation Mode from track's pop-up menu: off, read, touch, latch, write
- Click play and edit desired automated parameter
- Alternatively: Select automation type from pop-up window at bottom L of track display  
Write automation data with pencil or grabber tool

### Automation (volume, pan, etc.) Modes

- Off – no automation plays
- Read – plays automation previously written for track
- Write – automation for automation-enabled data writes continuously during playback
- Touch – writes automation only when a fader or switch is touched or clicked with the mouse. Returns to previous automation data after release.
- Latch -- writes automation only when a fader or switch is touched or clicked with the mouse but continues to overwrite existing automation after release of fader or switch.