



## **Infosheet – final check and export of your audio files – Pro Tools**

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In order to guarantee a smooth production process and the best possible quality, you can find hereafter some helpful tips for the final check, export and upload of your files.

### **1. Final check of your audio-files before export**

- Check of audio-formats: WAV/AIFF, Sample-Rate acc. to mix-project: 44.1kHz – 384kHz, Bit-depth: 24-Bit / 32-Bit float / 64-Bit float
- Unambiguous file naming of the audio tracks - e.g. :  
Track-number\_songtitle\_audio-format\_project-name\_version
- Tested audio level. When playing the title / individual tracks, the level does not exceed 0dBFS, no clipping / distortion. (We recommend to keep all audio levels at -6dB in your DAW)
- Checked for clicks, background noises, hum, etc.
- Checked for missing files / single tracks
- Check if everything is printed (beginning to end)

### **2. Multitrack Export in Pro Tools (only for Stem Mastering and Mixing)**

- Copy your session folder and save it with a new project name, for example, “Audio mixdown” and remove all unwanted plugins from the new session before export.
- Select all tracks of your session
- Next go to the Edit menu and select “Consolidate Clip”.
- After this step all clips should have the exact same length.
- For multitrack export, press <Shift + Command + K> for Mac and <Ctrl + Shift + K> for Windows.
- Choose WAV file type, interleaved format or mono format, original sample rate of your recording and bit depth 24 bits.
- Choose the export location and create a folder with the song name and bpm

### **3. Metadata, upload and other information**

- Please download and fill in the metadata-sheet ([www.vtmastering.com/downloads](http://www.vtmastering.com/downloads))
- Please submit a project request or fill in our contact form
- Create a folder with the name of your project, drop all of your files + information in it and upload it directly on our website ([www.vtmastering.com/file-upload](http://www.vtmastering.com/file-upload))

## **data-safety**

All transmitted data is located exclusively on encrypted hard drives and storages VT Mastering does not pass on any data to third parties without a written request from the owner.

Data safety regulations: <https://www.vtmastering.com/general-terms-and-conditions>

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