

Recording an Audio Track

Used for Singing, Podcasting, Freestyling,
Playing Instruments

1. Open **Pro Tools 12**, found in the bottom left hand side of the first monitor.
2. When the plugins are done loading, you will see the **Dashboard**. Click, **Create**, and give your session a name. You do not need to change any other settings on the dashboard. Click the blue **Create** button to launch your session.
3. The middle monitor will display the **Edit** window. To open the **Mix** window from the toolbar on the far left monitor, click **Window > Mix**.
4. Confirm that the **Octa-Capture** is selected as the playback engine by going to **Setup > Playback Engine**, and verify that **OCTA-CAPTURE** is set as the Playback Engine. If not, choose it from the drop down list and click **OK**.
5. To insert an **Audio Track**, go to **Track > New**. A window will open called **New Tracks**. From here you can select the number of tracks you desire, and what type of track you would like it to be. Vocals, and even instruments are recorded as **Audio Track**. Click **Create**. You'll notice the fader on the Control Surface spring up.
6. When recording vocals on an **Audio Track**, you must verify that the input selected in the mix window matches the input attached to the microphone you are using in the booth. Each input cable is labelled

1-6. In order to verify this, in the far left monitor, under **I/O**, it should read, **IN 1- / IN 1**.



7. Go inside the recording booth to verify that the input cable inside the microphone is also labelled "1". If it isn't, change the input cable so that it is. Now you have a track that is set up to receive vocals from the microphone attached to input cable 1.
8. The microphone is ON when two green lights are showing from the base of the microphone. To turn the microphone ON, toggle through the **PRE-AMP** channels on the front of the **Roland OCTA-CAPTURE** as shown in the first picture below until you get to **CH1**. Next, press the **Phantom Power** button as shown in the second picture. The microphone is now ready for recording.



9. Make sure to enable the track for recording by pressing **Track Record Enable** in the **Mix** window of **Pro Tools 12**. It will now flash **red** indicating the track is enabled,



10. When you are ready to record, click the **Record Enable** button and then the **Play** button shown below. When selected, they will turn red and green.



11. The Microphone will now record anything you speak, sing, or play into it.
12. When finished with your recording, click the **Stop** button to stop your recording. You can playback your audio by pressing the **Play** button.

See also

- [Saving Unfinished Sessions & Opening Unfinished Sessions](#)
- [Bounce Completed Sessions](#)