DigiBase and DigiBase Pro
Guide

Version 6.1 for TDM or LE Systems on Windows or Macintosh

digidesign

contents

chapter 1

Introduction

DigiBase and the DigiBase Pro option (included with TDM systems only) combine an intuitive, browser-style interface with an integrated databasing engine, optimized for Pro Tools data and media management.

DigiBase browsers provide extensive databasing tools for searching, sorting, auditioning, and importing of audio, session, OMF, and other types of files. Multiple browsers can be displayed and arranged, with custom display settings provided to optimize your work environment.

Features

DigiBase (All Systems)

With DigiBase you can:

- View mounted volumes (disks).
- View all content on mounted volumes.
- Search across multiple volumes simultaneously.
- Copy, rename, and move files.
- Audition files.
- Drag and drop audio or entire session files from browsers into the session.
- View, pause, or resume tasks (such as copying files and creating fades) using the Task window.

DigiBase Pro (TDM Systems Only)

DigiBase Pro provides additional features for TDM systems. With DigiBase Pro, you can:

- Create and share custom Catalogs that reference files wherever they are stored.
- Search on any combination of file metadata.
- View, search, and spot cataloged files even if they are on offline volumes.

Conventions Used in This Guide

All Digidesign guides use the following conventions to indicate menu choices and key commands:

Convention	Action
File > Save Session	Choose Save Session from the File menu
Control+N	Hold down the Control key and press the N key
Control-click	Hold down the Control key and click the mouse button
Right-click (Windows)	Click with the right mouse button

The following symbols are used to highlight important information:

☼ *User Tips are helpful hints for getting the most from your Pro Tools system.*

⚠ *Important Notices include information that could affect your Pro Tools session data or the performance of your Pro Tools system.*

▣ *Shortcuts show you useful keyboard or mouse shortcuts.*

▤ *Cross References point to related sections in the Pro Tools Guides.*

chapter 2

Overview

DigiBase is a database management tool for Pro Tools. DigiBase expands upon basic Pro Tools search and import capabilities by providing powerful tools to manage your data both inside and outside of your sessions, regardless of where it is stored.

A *database* is a way of organizing data such that it can easily be searched, sorted, managed, and utilized. Your checkbook is an example of a database file. For every check you write, you enter a new record. That record contains information about the check, such as when you wrote it, to whom you wrote it, and for what amount. This information is written in specific columns, or fields. Everything you need to know (the check's *metadata*) is there, even though the check itself is not.

DigiBase Elements

Figure 1 shows the various elements of DigiBase. Arrows show how files can be moved between the elements.
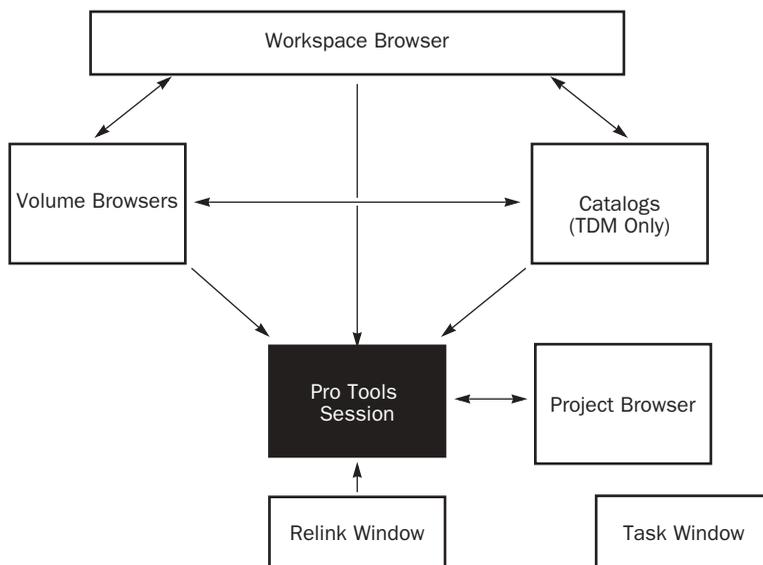
Figure 1. Data flow

DigiBase Browsers

DigiBase databases are accessed through Digi-Base *browsers*. Browsers provide an intuitive user interface to DigiBase databases with many convenient features optimized for various file management tasks (such as search and sort functions).

Browsers in Pro Tools are analogous to windows in your computer's operating system, but are designed and optimized for Pro Tools workflow. Multiple browsers can be displayed simultaneously, and arranged independently with custom display settings for each.

Browsers let you search and sort audio files, video files, and sessions. Audio and session files displayed in browsers can be dragged directly into the current Pro Tools session.

When offline items are needed, Pro Tools lets you find the correct matching files, then relink to online media.

The main elements of a DigiBase browser (see Figure 2 on page 5) include the following.

- The Title bar shows the browser type (Workspace, Volume, Project or Catalog), and the name of its associated volume, session or catalog.

- The Toolbar provides the Browser menu, Search icon, View Presets (numbered 1–5), and browser navigation tools.

- The Items List displays the contents of a volume, folder, session, or Catalog database.

- Each column in the items list displays metadata (such as file name and format) for volumes, folders, and files in the Items List.
  - Columns can be resized by dragging the column border, or rearranged by dragging the Column headers.
  - Columns can be dragged to either of two available panes, the Fixed or Scrolling panes.
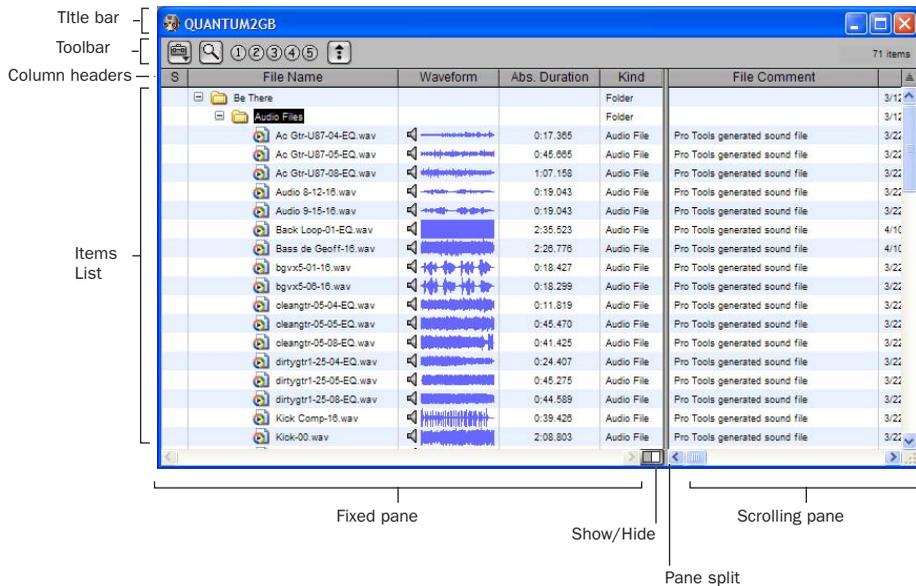
Figure 2. Main elements of a DigiBase browser (Volume browser shown).

There are three types of Pro Tools browsers available on all supported systems:

• The Workspace browser

• Volume browsers

• The Project browser

DigiBase Pro provides one additional browser:

   • Catalogs

Workspace Browser

The Workspace browser provides access to all your mounted volumes, as well as the folders and files they contain.

Using the Workspace browser, you can:

• Access all mounted volumes.

• Access all Catalogs.

• Search across multiple volumes and Catalogs simultaneously.

• Designate volumes for Record and Playback, Playback Only, or Transfer.

• Unmount volumes.

• View, manage, audition and import individual items in any catalog or mounted volume.

• Update databases for entire volumes.

For detailed information about the Workspace browser, see Chapter 5, "Workspace Browser."

Volume Browsers

Volume browsers provide file management for local and network *volumes*. Volumes are formatted partitions on a physical drive (hard drive). Open a Volume browser by double-clicking a volume in the Workspace browser. Any changes made in Volume browsers (such as copying, deleting, or moving files and folders) is mirrored on the volumes themselves. Volumes include mounted hard drives, network storage, and CD-ROMs.

Using Volume browsers you can:

• View, manage, audition and import individual items on the volume.

• Update a database for contents of the volume.

Project Browser

The Project browser provides powerful search and management tools for the files referenced in your current session, regardless of where they are stored. Using the Project browser, you can:

• Show all the media files associated with the current session, including any missing files.

• View, manage, audition and spot individual items.

📄 *For detailed information about the Project browser, see Chapter 6, "Project Browser."*

Catalogs (TDM Systems Only)

Catalogs provide the highest level of Pro Tools file management. Catalogs make it easy to organize files from multiple sources into libraries of favorite files. Catalogs can be sorted and searched, even when the files they reference are offline. Catalogs can also be shared with other Pro Tools TDM users.

Using Catalogs, you can:

• Collect and organize files from any combination of volumes.

• Create catalogs of complete volumes to view and search even if a volume is offline.

• View, manage, audition, and import individual items in the catalog.

• Update a database for contents of catalog.

📄 *For detailed information about the Catalogs, see Chapter 7, "Catalogs in DigiBase Pro (TDM Systems Only)."*

Task Window

The Task window is a utility for viewing and managing all of the background tasks that you initiate with Pro Tools. Use the Task window to monitor, pause, or cancel background tasks such as file copies, searches, indexing, and fade creation.

📄 *For detailed information about the Task window, see Chapter 8, "Task Window."*

Relink Window

The Relink window provides tools and features for relinking sessions and catalogs to media files. Use Relink tools to search and reacquire missing files for use in the current session.

📄 *For detailed information about the Relink window, see Chapter 4, "Linking and the Relink Window."*

Performance and Transfer Volumes

DigiBase lets you view, manage, and import sessions and media from both Performance and Transfer volumes.

Performance Volumes Are storage volumes (hard drives) that are suitable for playback and have been designated in the Workspace browser as Record and Playback (R) or Playback Only (P) of media files in a Pro Tools session.

Transfer Volumes Are volumes that are not supported for media playback in Pro Tools (such as shared network volumes or CD-ROMs), or storage volumes (hard drives) that have been designated in the Workspace browser as Transfer (T) volumes. Transfer volumes *cannot* be used to record or play back media in a Pro Tools session. Designated Transfer (T) volumes can be useful for transferring session and media files between different Pro Tools systems.

For more information on volume designations, see "Audio and Video Volume Designators" on page 50.

Digidesign Databases

The information displayed in browsers is stored in individual databases. Pro Tools creates these databases automatically for all mounted volumes, including Transfer volumes.

Digidesign databases use three file types:

volume.ddb Stores media and session file metadata for a particular volume.

catalog.ddb (TDM Systems Only) Stores media and session file metadata for a user defined Catalog. Cataloged media and session files are can reside on multiple volumes, including Transfer volumes.

cache.wfm Stores waveform overviews for read-only audio files.

Read/Write Volume Databases (Hard Drives)

For each volume, a database file is created in a folder named Digidesign Databases, on the root level of the volume. The database is stored with the volume it describes so that if the volume is later moved to a different system the database does not have to be recreated.

⚠ *If you delete the Digidesign Database folder, all existing database information for that volume is lost. To recreate a deleted Digidesign Database folder, re-index the volume (see "Updating and Indexing a Database" on page 9).*

Read-Only Volume Databases (CD-ROMs and Write-Protected Volumes)

Since data cannot be written to read-only volumes, databases for read-only volumes are stored locally on your system drive. On Windows, these databases are stored in the Program Files\Digidesign\Pro Tools\Databases\Volumes folder. On Macintosh, they are stored in the Library/Application Support/Digidesign/Databases/Volumes folder.

Shared Network Volume Databases

Though a shared volume may be read/write, Pro Tools treats it as if it were a Transfer volume and no database is stored on the shared volume. Consequently, databases for shared volumes are stored locally on your system drive. On Windows, these databases are stored in the Program

Files\Digidesign\Pro Tools\Databases\Volumes folder. On Macintosh, they are stored in the Library/Application Support/Digidesign/Databases/Volumes folder.

Sharing Database Files

Database files can be shared among users. This is particularly useful for Transfer volumes, eliminating duplicate processing (indexing) time.

For example, shared volumes (such as network storage volumes) tend to be large, and indexing can be a time consuming task. To avoid duplicate effort, one user can manually index part or all of the shared volume just once, then email the database files to other users. Database files can be added by placing them within each user's Volumes folder. Periodic manual indexing then keeps all databases current.

Sharing Catalogs (TDM Systems Only)

On Pro Tools TDM systems, Catalogs can be created for a particular project and then shared among multiple systems to help facilitate more efficient workflow. DigiBase Pro Catalogs are stored as database files on your system drive. On Windows, Catalog database files are stored in the Program Files\Digidesign\Pro Tools\Databases\Catalogs folder. On Macintosh, they are stored in the Library/Application Support/Digidesign/Databases/Catalogs folder. Catalog database files can only be shared with other Pro Tools TDM systems.

Getting Started with DigiBase and DigiBase Pro

This section provides an overview of DigiBase features with steps for first time configuration.

Opening DigiBase Browsers

As you work with Pro Tools sessions, DigiBase provides an intuitive environment for opening volumes and folders, auditioning and copying files, and importing data into sessions.

To open the Workspace browser:

■ Choose Windows > Show Workspace.

Press Alt+; (Windows) or Option+; (Macintosh) to open the Workspace browser.

To display contents of a volume or folder:

1 Open the Workspace browser (Windows > Show Workspace).

2 Click the Expand/Collapse icon next to the item to show its contents in the Workspace browser.

– or –

Double-click a volume or folder in the Workspace browser.

The contents of the volume or folder are displayed in a new Volume browser.
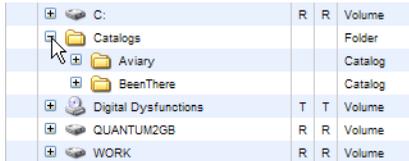
To open the Project browser:

1 Open a Pro Tools session (if one is not already open).

2 Choose Windows > Show Project browser.

Press Alt+O (Windows) or Option+O (Macintosh) to open the Project browser.

To open a DigiBase Pro Catalog (TDM only):

1 Open the Workspace browser.

2 If the Catalogs folder is not already expanded, click its Expand/Collapse icon.

Catalogs in the Workspace browser

3 Double-click a Catalog (if present). A new DigiBase Pro Catalog browser opens.

To open the Task window:

■ Choose Windows > Show Task window.

SHIFT *Press Alt+' (Windows) or Option+' (Macintosh) to open the Project browser.*

Updating and Indexing a Database

The process of indexing is how Pro Tools updates databases. Once indexed, volumes, folders, and items can be searched much more quickly than if they are not indexed. This is vital if you are working with large databases, such as sound libraries.

Pro Tools automatically indexes the contents of each folder when you open its browser. If its contents have not been previously indexed, the contents begin to appear item-by-item. For large databases, the automatic indexing process may take a while.

You can also manually index the entire contents of selected volumes or folders by using the Update Database for Selected command in the Browser menu. You may want to manually index volumes or folders prior to starting a project to avoid having to wait for automatic indexing of a volume or folder during the project. Regular periodic indexing of volumes or folders can also help speed up your workflow when you are working on a project.

If you're going to run preliminary indexing passes on large amounts of data, you may want to do it overnight.

To manually index a volume, including all subfolders:

1 Open the Workspace browser (Windows > Show Workspace).

2 Select the volume, folder, or item in the Items List.

3 From the Browser menu, choose Update Database for Selected.
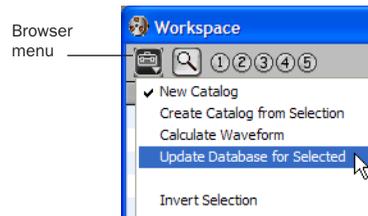
Browser menu

Indexing a volume updates the database for the entire contents of the volume. Indexing a folder updates the database for the items inside that folder, as well as items in any sub-folders.

Columns and Views

Column width and position can be customized in each browser. Additionally, five View Presets are provided to store and recall custom display configurations.

To customize the data displayed in a DigiBase browser, do any of the following:

■ Drag columns into the Fixed or Scrolling pane by dragging their column headers.

■ Arrange columns within the Fixed and Scrolling pane by dragging their column headers.

■ Resize columns by dragging the borders between column headers.

View Presets

DigiBase lets you save different browser layouts as View Presets. View Presets save the current column width and position.
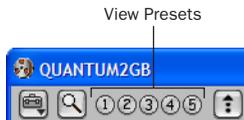
View Presets

View Presets

View Presets are specific to each type of browser—the Workspace, Volumes, the Project browser and Catalogs, and the Relink Window.

To store a View Preset:

1 Open the Workspace browser

2 Arrange columns and sorting for your first view.

3 Control-click (Windows) or Command-click (Macintosh) a View Preset button (1–5).

4 Repeat in other browsers as needed.

To recall each saved preset:

■ Click the appropriate View preset button.

📖 *For more detailed information, see "View Presets" on page 26.*

Sorting Items in Browsers

Lists can be sorted by most columns to rearrange contents of that browser's Items List. Secondary sorts are available, up to a maximum of four levels. Secondary sorts let you progressively sort items by successive columns, such as Tape then Timestamp.

To sort the data displayed in a browser:

■ Click a column header (such as Kind). The number "1" appears in the far right of the column header, indicating the primary sort.

To add a secondary sort:

■ Alt-click (Windows) or Option-click (Macintosh) the appropriate column. The number "2" is displayed in the far right of the column header, indicating the secondary sort.
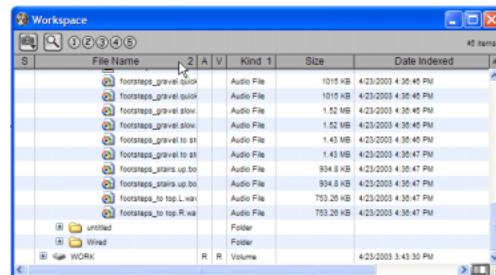
Performing a secondary sort

To toggle the current sort order between ascending and descending:

■ Click the Sort toggle arrow, at the top of the vertical scroll bars.
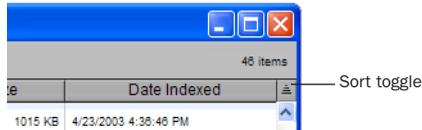
Sort toggle arrow

Searching for Items in Browsers

Use DigiBase to find files by name, modification date, and kind.

With DigiBase Pro, you can search multiple criteria simultaneously, and search on any criteria. DigiBase Pro also lets you search Catalogs.

To start a search:

1 Open any browser.

2 Click the Search icon.
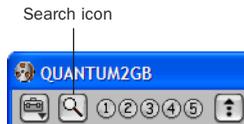
Search icon

You can also start a search by pressing Control+F (Windows) or Command+F (Macintosh).

3 If in the Workspace browser, select volumes or folders to search.
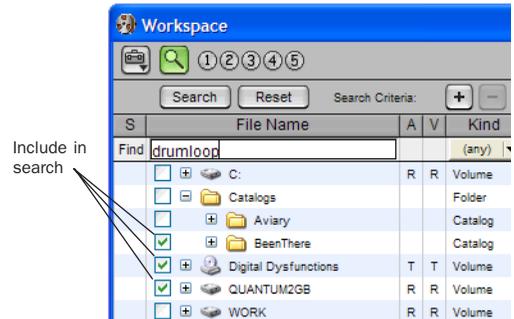
Selecting volumes and folders to search

4 Enter a Name, Date, or Kind to search in the appropriate Find field.

– or –

If using DigiBase Pro (TDM systems only), enter search criteria in any column Find field.

5 Click the Search button, or press Enter. Searching begins, indicated by the spinning arrows in the toolbar, and by the Search button changing to Stop. The browser fills with items that match the search criteria. Items can be selected and auditioned as they are found.

6 Click the Stop button at any time to stop the search, and keep the list of files already found (if any).

For detailed information on DigiBase search functions, see "Searching Items" on page 32.

Transfer and Missing Files when Opening Sessions

DigiBase provides powerful tools to locate and acquire needed files when opening a session.

To open a session if one is not already open:

■ Double-click a session file in a browser.

As the session opens, Pro Tools locates all media files associated with the session. You will be prompted if any files are located but reside on Transfer volumes (such as CD-ROMs), or if any required files cannot be found.

Transfer Files

Media must reside on Performance volumes in order to be playable in the session. Performance volumes include all currently online volumes designated as audio or video R (Record and Playback) or P (Playback only) in the Workspace browser.

If any files required by the session reside on "T" (Transfer) or other volumes unsuitable for playback, a warning dialog will appear prompting you to copy the files to a suitable volume. If you encounter this warning dialog, do one of the following:

◆ From the warning dialog, click Yes to copy the files to a suitable Performance volume and relink to the copies.

– or –

◆ Click No to leave files where they currently reside. The session opens with the relevant files in *Transfer* status. Transfer files will not play in the session, but can be copied and relinked at any time from the Project browser. (For more information, see Chapter 4, "Linking and the Relink Window.")

Missing Files

If any files are missing, the Missing Files dialog is displayed.
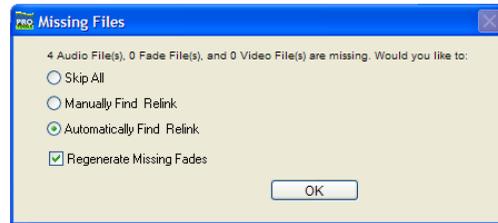
Missing Files dialog when opening a session

If a session contains missing files:

1 Select one of the following options:

• Select Skip All to skip searching for missing files (including any missing fade files).

• Select Manually Find and Relink to search for missing files before opening the session.

• Select Automatically Find and Relink to let Pro Tools search, match, and relink files immediately.

2 Select Regenerate Missing Fade Files if you want to exclude fade files from the relink process, and regenerate them instead.

3 Click OK.

📄 *See Chapter 4, "Linking and the Relink Window" for more information.*

Importing Items using Drag and Drop from DigiBase

You can drag and drop audio files and sessions from browsers (and Catalogs) into the current session. Importing items from a browser works much the same as importing files using the Audio Regions List menu commands.

Audio and session files can be dropped into the current session, with options determined by whether you drop items to the Timeline, or to the Audio Regions List.

You cannot drag files from the Relink window or the Task window.

Importing Audio

To import audio from browsers:

1 Open any browser.

2 Select one or more files to import.

3 Do any of the following:

- To place audio in an existing track, select an audio file in a browser and drag it onto a track at the desired location. Enable Spot mode to place dropped items with the Spot dialog.

- To import audio files to the session Audio Regions List only, drag selected audio files from a browser into the Audio Regions List.

- To import and add all audio from one session into the current session's Audio Regions List, drag the source session into the Audio Regions List.

- To import all tracks or other session data from one session into the current session, drag a session file from a browser to the Edit window. The Import Session Data dialog will open. Select specific tracks and session data to import (see "Importing Session Data" on page 14).

With the DigiTranslator 2.0 Integrated Option, you can drag and drop AAF sequences or OMF sequences and files from DigiBase browsers. For more information, see the DigiTranslator 2.0 Integrated Option Guide.

DigiBase does not currently support drag and drop of video files.

Imported files may initially appear to be offline until copying or conversion is completed (see "Timeline and Session Status LEDs" on page 15 for more information).

Importing Session Data

To import tracks and other session data:

1 Select a session in a browser.

2 To import data as new tracks, drag a session to a blank (non-track) area of the Timeline.

– or –

Shift-drag a session to the Timeline.

3 From the Import Session Data dialog, configure import options and click OK.
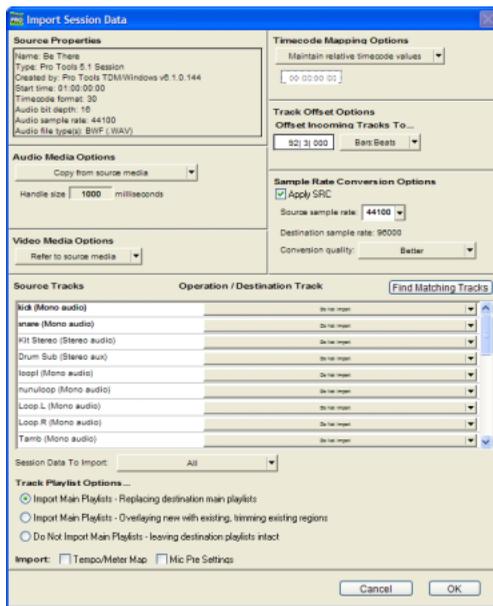
Import Session Data dialog (TDM version)

📄 *For more information about Import Session Data, see the Pro Tools Reference Guide.*

Converting and Copying Imported Files

When importing audio from DigiBase browsers, the following file copying and conversion rules apply.

• Imported items located on Transfer volumes will be copied to the session Audio Files folder.

• Imported items that match the session sample rate, bit depth, and which reside on Record or Playback volumes can be added to the session without conversion or copying.

• Items that do not match the current session sample rate and bit depth will automatically be converted during importing.

💡 *To suppress automatic sample rate conversion during import, hold the Shift key (Windows or Macintosh) while dragging and dropping from a DigiBase browser to the Edit window.*

Options for Copying Imported Files

You can configure Pro Tools to automatically copy imported files that require no conversion, or use key commands to manually copy imported media to the session Audio Files folder.

To enable automatic file copying to the Session Audio Files folder during import:

1 In Pro Tools, choose Setups > Preferences.

2 Click the Operation tab.

3 Select Automatically Copy Files on Import.

Automatically Copy Files on Import Preference

4 Click Done.

To manually copy an item while importing:

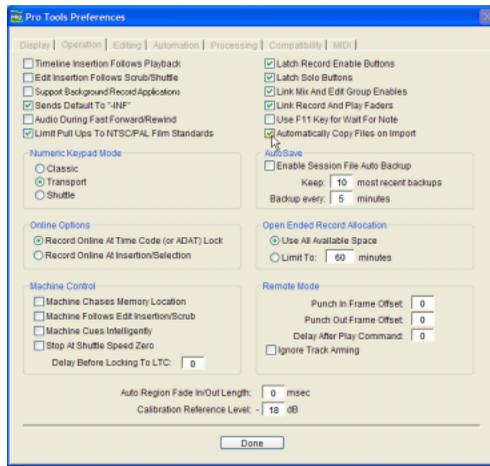■ Alt-drag (Windows) or Option-drag (Macintosh) items.

📄 *For more information, see "Copying during Import" on page 39.*

Background Processing and the Task Window

Pro Tools handles tasks such as file copying, file conversion, relinking, and fade generation in the background. These and similar tasks can be checked, paused, and resumed in the Task window (Windows > Show Task window).

Background processes in the Task window

Timeline and Session Status LEDs

Directly above the Audio Regions List are the Timeline and Session Status LEDs.

Timeline and Session Status LEDs

Timeline The Timeline status LED is green when all files in use in track playlists are available for playback.

Session The Session status LED is green when all audio and fade files referenced by the session are available for playback.

If files are offline, being processed, or otherwise unavailable for playback, the Timeline and Session status LEDs are red.

- Offline items are listed in italicized text in the Audio Regions List and in the Project browser.

- A "T" next to an item in a browser indicates that it resides on a Transfer volume.

Designating Volumes in the Workspace

Volumes (such as hard drives) can be designated Record and Playback (R), Playback only (P), or Transfer (T).

To designate volumes in the Workspace:

1 Launch Pro Tools.

2 Choose Windows > Show Workspace to display the Workspace browser if it is not already open and in the foreground.

3 In the list of volumes, click and select in the A (audio) column to designate volumes as R (Record, for recording and playback), P (Playback, for playback only), or T (Transfer, for copying and storage only). Volumes which are unsuitable for playback, such as CD-ROMs and network drives, are Transfer volumes by default.

Designating a volume in the Workspace

4 If you are working with video files, click and select in the V (video) column to designate volumes as R (Record, for recording and playback), P (Play, for playback only), or T (Transfer, for copying and storage only).

Workflow Example

(TDM Only)

This example demonstrates how DigiBase browser features, including DigiBase Pro Catalogs, can be used in a typical post production project.

For this example, imagine posting audio for an animated television commercial for a line of products from the Aviary Fish & Chips company.

Launch Pro Tools and Check the Workspace:

1 Launch Pro Tools. The Workspace browser displays all mounted volumes. It also shows the Catalogs icon.
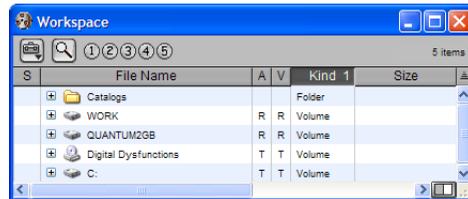
Items in the Workspace browser

2 Click the Expand/Collapse icon next to the Catalogs icon to show all the Catalogs in the Catalogs folder. Since this project does not have a Catalog, start by creating one.

Create a Catalog:

3 From the Browser menu select New Catalog.
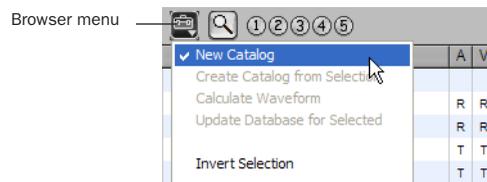
Selecting New Catalog from the browser menu

4 Name the Catalog Aviary.

5 Click OK.

A new folder named Aviary appears under the Catalog icon in the Workspace browser.

A new Catalog shown in the Workspace browser

Find and Select Audio for the Project:

6 You need to use the sound of footsteps for this project and you already have some footsteps recorded into the session on a local hard drive. To view them, return to the Workspace browser and open the Volume browser for this drive.

7 To find all footstep recordings, click the Search icon in the Volume browser to show the Search tools.

Search icon

the Search icon in the Browser toolbar

8 In the File Name Find field, type "foot" and press Enter (or click Search).

Matching files are displayed as they are found.
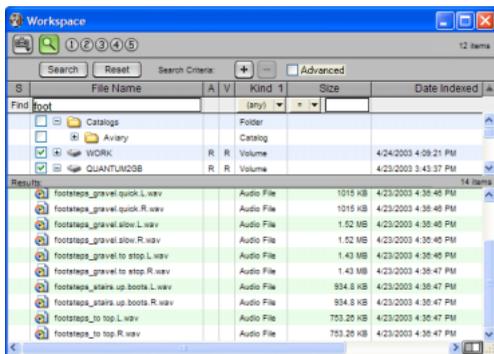
Search results in the Workspace browser

9 Select all the files found on that volume and drag them onto the Aviary Catalog icon (listed in the Workspace browser).

10 Close the Volume browser and double-click the Aviary Catalog, the Aviary Catalog browser opens, showing the footstep files completely indexed.
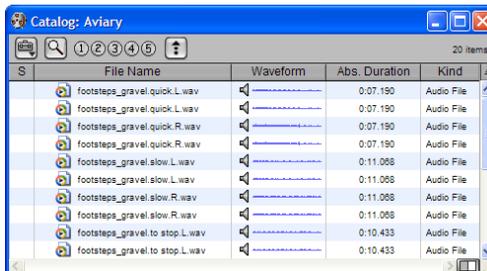
Items in the Catalog

11 Next, you need to find some mouse squeaks from a new sound effects CD-ROM. Mount the CD-ROM and it appears as a new volume in the Workspace browser.

12 To avoid having to index and search through every file on the CD-ROM, double-click on the CD-ROM's icon in the Workspace browser to open the Volume browser for the CD-ROM. The browser shows twenty or more folders (typical of sound effects libraries, where sounds are organized by contents).

13 Click to select (highlight) just the folder named Animals, and select Update Database for Selected from the Browser menu. This indexes only the selected folder, rather than the entire disc.

14 With the folder indexed, perform a search on "Mouse." Several files are found and listed in the browser.

15 Audition each item by clicking the Speaker icon next to the waveform.

16 Select the three best files, and drag them to the Aviary Catalog browser. They now appear there next to the footsteps we found in the previous step.

17 Close the browser for the CD-ROM.

Search on Multiple Criteria:

18 Next, you need a car crash that is exactly 5–6 seconds long. A Catalog already exists for a five-disc sound effects library, and even though the CD-ROMs are not mounted their contents can be searched.

19 Click the Search icon in the Workspace browser, select the five Catalogs to be included in the search, type "car crash" in the File Name Find field, and configure the Absolute Duration field to find files that are between 5 and 6 seconds in duration. Despite the fact that the CD-ROMs are offline (not mounted), matching candidates can still be found.

Searching for audio files between 5 and 6 seconds

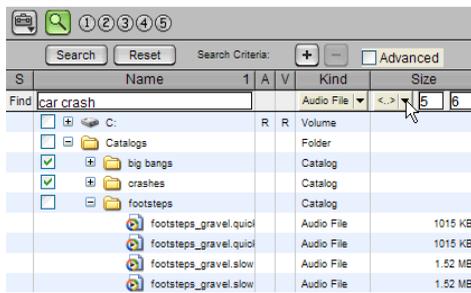**20** Four files are found that match the search criteria. Drag them onto the Aviary Catalog browser to add them to the Catalog (they appear as offline items).

Spot Files from the Catalog:

21 Close all the browsers except the Aviary Catalog.

22 From the Aviary Catalog browser, drag files onto the current session Timeline to spot the files to the desired locations:

- The footsteps are immediately available and playable because they are already located in the Audio Files folder.

- When mouse squeaks are added, copies of the files are automatically made from the mounted CD-ROM to the Audio Files folder for the session. Copying, and any necessary conversion, takes place in the background.

- Spot the desired car crash from the Catalog (the crash found on one of the offline CD-ROMs). Even though the disc is not mounted, the car crash file appears in the Timeline and the Audio Regions List as an offline audio file. When you are ready to listen to and work with the (offline) car crash effects, mount the CD-ROM with the car crashes. Because the CD-ROM is not a qualified playback drive, the file still appears in the Timeline as offline.
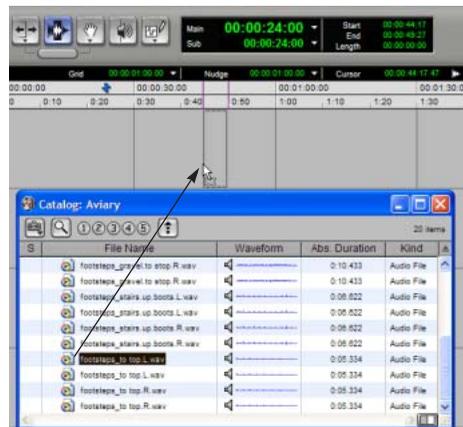
Spotting audio from a Catalog into the session

23 In the Project browser, highlight the desired file and choose Copy and Relink from the Browser menu. Then select an available playback volume for the file. Once the copy is completed, the file appears online in the session, indicating it is ready to play.

📖 *For more information about linking, see Chapter 4, "Linking and the Relink Window."*

chapter 3

Working with Browsers

Browser Windows and Tools
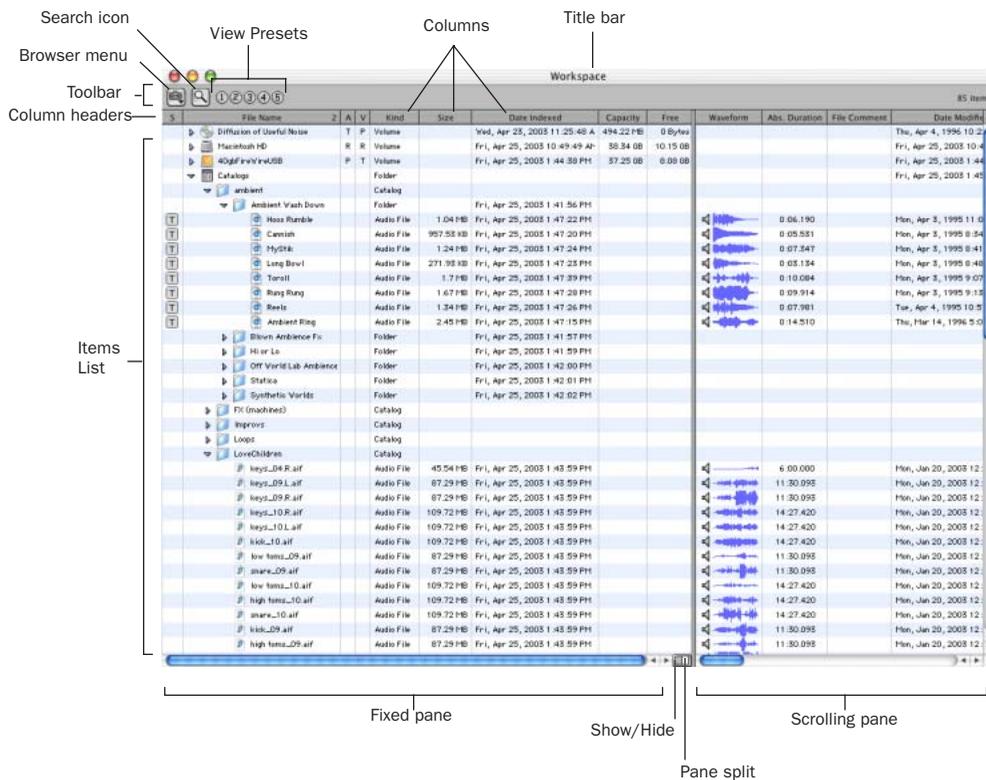
Figure 3. Basic browser tools, panes, and columns (Workspace browser shown)

Browsers display all files in their database, including Pro Tools and non-Pro Tools files. Unknown file types can be shown, as well as aliases, and desktop folders.

To maximize processing speed and protect vital components, DigiBase does not display all folders. For example, on Windows DigiBase browsers do not display the Program Files, Windows, Digidesign Databases, WU Temp, or System Volume Information folders; and on Macintosh DigiBase browsers do not display the System, Applications, Library, or Digidesign Databases folders. This excludes them from being indexed, searched, sorted, or affected in any way by DigiBase tasks. You should not store Pro Tools session or media files in any of these folders.

The main elements of a DigiBase browser include the following:

Title Bar Shows the browser type (Workspace, Volume, or Project), and the name of its associated volume or Catalog.

Toolbar Includes the Browser menu, Search icon, View Presets, and browser navigation tools.

Items List Displays the contents of a volume, folder, session, or Catalog database.

Columns Display metadata (such as file name and format) for volumes, folders, and files in the Items List.

Each row of data in a browser represents an Item (such as a file or folder). Data about each item is displayed in columns. Columns can be arranged and placed in either the Fixed pane or the Scrolling pane.

Opening Browsers

There are several ways to open, close, and navigate within browsers.

To open the Workspace browser:

■ Choose Windows > Show Workspace.

To open a Volume browser:

1 Open the Workspace browser (Windows > Show Workspace).

2 Double-click a volume or folder in the Items List. A new Volume browser opens.

To open the Project browser:

1 Open a Pro Tools session.

2 Choose Windows > Show Project Browser.

To open a Catalog browser (TDM only):

1 Open the Workspace browser (Windows > Show Workspace).

2 Click the Expand/Collapse icon next to the Catalogs icon to show all Catalogs, if they are not already visible.

3 Double-click a Catalog.

To open another Volume or Catalog in a new browser window and leave the current Volume or Catalog browser open:

■ Control-double-click (Windows) or Command-double-click (Macintosh) the Volume or Catalog.

Viewing the Contents of a Volume, Folder, or Catalog

To expand or collapse the currently selected folder:

■ Click the Expand/Collapse icon next to the folder.

– or –

Select a volume, folder, or Catalog, and press the Right Arrow key to expand, or the left Arrow key to collapse.

To move up one browser level:

■ Click the Back arrow in the Browser toolbar.

⬛ *To move up one browser level, press Control+Up Arrow key (Windows), or Command+Up Arrow key (Macintosh).*

Browser Back arrow
Catalog: Kicks_99

Browser navigation icon

Moving Browsers to the Foreground or Background

To bring all open browsers to the foreground:

■ Choose Windows > Browsers > All.

To send all browsers to the background:

■ Choose Windows > Browsers > Move to Back,

⬛ *To send all browsers to the background, press Alt+Shift+J (Windows) or Option+Shift+J (Macintosh).*

All open browsers are moved to the background, bringing the other windows to the foreground. Browsers remain open and accessible.

To bring an open browser to the foreground:

■ Choose Windows > Browsers, and select an open browser from the sub-menu.

To cycle to the next or previous browser:

■ Press Control+Left/Right Arrow keys (Windows) or Command+Left/Right Arrow keys (Macintosh).

Closing Browsers

To close all browsers:

■ Alt-click (Windows) or Option-click (Macintosh) the Close box of any browser.

🔅 *Because the Task window is a utility and not a browser, it will remain open.*

Working wIth Items in Browsers

Opening Sessions

To open a Pro Tools session listed in a browser:

■ With no Pro Tools session currently open, double-click a Pro Tools session file in any Digi-Base browser.

Opening AAF and OMF Sequences

(DigiTranslator Only)

On systems with the DigiTranslator 2.0 Option, AAF and OMF sequences can be opened from DigiBase browsers.

⚠️ *Pro Tools does not support embedded AAF. AAF sequences with embedded media will display unknown in the Type column in DigiBase browsers.*

To open an AAF or OMF sequence from a DigiBase browser:

1 With no Pro Tools session currently open, double-click the AAF or OMF sequence in a browser.

– or –

Drag and drop the AAF or OMF sequence from a browser to the Timeline in an open session.

2 Configure the Import Session Data dialog.

3 Click OK.

For more information on importing AAF and OMF sequences, refer to the DigiTranslator 2.0 Integrated Option Guide.

Creating and Opening Folders

Browsers let you create and manipulate folders (file system sub-directories). All folders have Expand/Collapse icons to show their contents. Dragging items onto a folder icon is the same as dragging into an open browser.

To create a new folder in a Volume browser or Catalog:

1 Choose Create Folder from the Browser menu.

2 Enter a name for the folder, and click OK. (Click Cancel to cancel the new folder.)

In Volume browsers, the folder is created on disk. In Catalogs, the folder is created in the Catalog only. The Items List updates as new items are added.

To open a folder in the current browser:

■ Double-click the folder, or click the Expand/Collapse icon for the item.

SHIFT *With the browser in the foreground and the folder selected, press Control+Down Arrow key (Windows) or Command+Down Arrow key (Macintosh) to open a folder in the current browser.*

To create and open a folder in its own new browser:

■ Control-double-click (Windows) or Command-double-click (Macintosh) the folder. The previous (parent) Browser window remains open.

SHIFT *With the browser in the foreground and the folder selected, press Control+Alt+Down Arrow key (Windows) or Command+Option+Down Arrow key (Macintosh) to open a folder in its own new browser.*

Scrolling and Moving Selections

To scroll the active pane up or down:

■ Press the Page Up or Page Down key.

To scroll to the top or bottom of the active pane:

■ Press Home (for the top) or End (for the bottom).

To move items up or down in the current browser:

1 Select items in a browser, and make sure that window is in the foreground.

2 Press the Up or Down Arrow key.

Text Entry in Browsers

Many text fields can be edited to replace or update data for an item.

To enter an edit to a text field and exit, and return to the previous display state:

■ Press Enter.

To revert to the previous text and cancel a text edit:

■ Press Esc.

📖 *For details on column editing, see "Column Data" on page 27.*

Designating Volumes for Record, Playback, and Transfer

To manage volumes and data, the Workspace browser lets you designate volumes as R (Record and Playback), P (Playback only), or T (Transfer). Separate columns are provided for audio designation ("A") and video ("V").

For detailed information on volume designation, see "Audio and Video Volume Designators" on page 50.

Indexing DigiBase Databases

Indexing is the process of reading media files, extracting just the metadata for each file, then storing that data in an associated database so that it may be displayed in the columns of a browser. Once a volume or folder has been fully indexed, it can be searched very quickly because all of the metadata has already been sorted and organized.

If a volume or folder has not been indexed, it will be indexed automatically the first time it is opened in a DigiBase browser. Volumes or folders containing a lot of media files can take a long time to index. For this reason, you may want to manually index specific volumes or files prior to starting a project to help expedite workflow.

Indexing while Browsing

The first time you open a Volume browser for a volume or folder that has never been indexed, Pro Tools automatically begins to fill the database for that level of the volume. You will see files and folders start to appear in the browser Items List, along with metadata in the columns for each item. Indexing continues until you either close the browser, or until that folder is completely indexed.

The next time you open that browser, metadata for items that have already been indexed is visible immediately. If the browser or folder was closed before indexing was complete, or if the contents of the folder have changed since the last time it was browsed, Pro Tools will automatically update the database the next time it is opened. This way, the database is always up to date for the folder you are browsing. (View the Task Manager to see current activity.)

Indexing while Browsing saves time because it only fills the database for items on the level of the volume that you are currently browsing. For example, if you are browsing the root level of the volume, it will index only the folders and files on the root level. If you open a folder, Pro Tools will index just the items in that folder. As a result, a database is only indexed for the parts of the volume that you have browsed. However, searches are faster and more complete when a volume is already completely indexed.

Manual Indexing

Manual indexing fills in all missing data, and updates changed data for selected folders and all of their sub-folders.

To update the index for a folder and all sub-folders:

1 Select the item in a browser Items List.

2 Choose Update Database for Selected from the Browser menu.

To update the index for an entire volume:

1 Select the volume to update in the Workspace browser.

2 Choose Update Database for Selected from the Browser menu.

Last Indexed Date Display

The Last Indexed column shows the date that the index for that folder and all of its sub-folders was updated. Keep in mind that individual sub-folders may have been updated more recently.

Automatic Updating for Pro Tools Actions

Whenever Pro Tools adds, deletes, or modifies a file on a volume or in a session, the appropriate database is immediately updated to reflect the change.

⚠ *Changes that are made with Windows Explorer or the Macintosh Finder (such as copying or moving files) are not tracked by Pro Tools and will only be indexed if the necessary folder is browsed or if a manual index is performed.*

The Browser Menu

All Browser windows provide a Browser menu in the upper left corner of their toolbar. The Browser menu provides commands specific to each type of browser, as described below.

Browser menu icon

Not all browser commands are available in all browsers, as noted.

Update Database for Selected Updates the database for the currently selected volumes or folders.

New Catalog Creates a new, empty Catalog. Requires DigiBase Pro (TDM systems only).

Create Catalog from Selection Creates a fully indexed catalog of the selected items. Requires DigiBase Pro (TDM systems only).

Calculate Waveform Calculates the waveform displays for selected audio files, or all files contained in selected folders.

New Folder Creates a new folder on the current volume, or within the current Catalog. In Volume browsers, a new folder is created on disk.

Reveal in Finder Opens the corresponding parent window in the Finder for the currently selected file.

Reveal in Browser Opens the parent browser for the selected item. The selected item is highlighted in its parent browser.

Select Offline Files Selects all files that are currently offline.

Select Transfer Files Selects all files identified as Transfer files (files found on media that do not support playback).

Select Online Files Selects all files that are online.

Invert Selection Reverses (inverts) the current selection.

Copy and Relink Copies items currently selected in the Project browser to a chosen location, and relinks the session to the copies instead of the originals. Use this to easily move files from a Transfer to a Performance volume. This command is also available in DigiBase Pro Catalogs to copy items and relink the current Catalog to the copies.

Relink Offline Opens the Relink window. Available in the Project browsers only.

Relink Selected Opens the Relink window, with all *selected* files from the current browser displayed and selected as Files to Match. Available in Catalogs and Project browsers only.

Duplicate Selected Creates a duplicate of the selected items in the same location.

Lock Selected Locks all selected items. Any files already locked will remain so. Locking a folder locks all files and sub-folders it contains.

Unlock Selected Unlocks the selected items.

Unmount Lets you unmount any online volume. Available in the Workspace browser only.

⚠ *While Pro Tools is running, always use the Unmount command in the Workspace browser menu to unmount the volume, or quit Pro Tools and then unmount the volume.*

Delete Selected Deletes any selected item. In the Workspace, Project, and Volume browsers, deleting an item deletes it from the disk. In Catalogs, you are asked whether you want to clear the items from the Catalog (leaving your disks unchanged) or delete the files referenced by the Catalog items.

Additional Commands in DigiBase Pro Catalogs

In Catalogs, the following additional commands are available to manage Comments in selected items.

📄 *For more information on Comments, see "Comments Fields" on page 28.*

Copy OS 9 Finder Comments to Database Comments (Macintosh Only) Copies an item's OS 9 Finder comments to its Database comments.

💡 *OS 9 Finder comments (from the OS 9 Get Info window) are not supported in OS X Get Info windows. Use the Copy OS 9 Finder Comment to Database Comments command to utilize any OS 9 Finder comments stored with your media.*

Copy Database Comments to Clip Names Copies an item's Database comments to its Clip Name.

Copy File Comments to Clip Names (Macintosh Only) Copies an item's File Comments to its Clip Name.

Browser Panes and Display

Browsers display an Items List consisting of various columns (such as file name, size, creation date, and sample rate). The Items List is split into two panes, one Fixed and one Scrolling. The individual columns can be placed in either pane, and all columns can be resized, reordered, and sorted.

Fixed and Scrolling Panes

Columns in browser can be placed in either the Fixed or Scrolling pane. Move columns you frequently need to see into the Fixed pane. Columns that you use less often can be moved to the Scrolling pane.

To move columns from the Fixed pane to the Scrolling pane, or from the Scrolling pane to the Fixed pane:

■ Click the column header and drag to the desired pane.

To show or hide the Scrolling pane:

■ Click the Show/Hide icon in the lower right corner of the Fixed pane.

Show/Hide

Show/Hide Scrolling Pane icon

Arranging and Resizing Columns

To rearrange columns in a pane:

■ Drag the column header to a new position.

To resize a column:

■ Drag the column header boundary to the desired width.

View Presets

Pro Tools lets you save up to five preset views for each type of browser, and the Relink window. Presets can be recalled by clicking a View Preset button. View Presets are specific to each type of browser.

To store a View Preset:

1 Open a browser, or the Relink window.

2 Arrange columns and views.

3 Control-click (Windows) or Command-click (Macintosh) one of the five View Preset buttons.

Browser View Presets
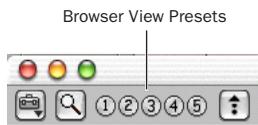
View preset buttons

To recall a saved preset:

■ Click the appropriate View Preset button.

About View Preset 1

Preset 1 becomes the default layout for other browsers of its type when they are opened for the first time.

Sorting Columns

Columns can be sorted in ascending or descending order, and multiple sorts can be applied (up to four levels).

To sort by columns:

■ Click the column title header.

It is often helpful to perform a secondary sort (for example, to sort by tape and timestamp).

To add a secondary sort:

■ Alt-click (Windows) or Option-click (Macintosh) the column title for the secondary sort criteria.

Performing a secondary sort

To toggle the current sort order between ascending and descending:

■ Click the Sort toggle arrow, at the top of the vertical scroll bars.

Column Data

In browsers, each row of data represents an item in a database (such as a file, session, or volume). Each column displays specific data for an item, as follows.

Status The Status column is the first column on the left, and it displays the status of each item, as follows.

Status Icons and Display

Icon	Text	Status
none	Black	Online
none	Blue *italics*	Offline
T	Blue *italics*	Transfer

File Name Displays the name of the file, folder, volume, catalog, or session. This text field is editable in all browsers except Catalogs.

A Designates volumes for audio R (Record and Playback), P (Playback only), or T (Transfer). Available in the Workspace browser only.

V Designates volumes as video R (Record and Playback), P (Playback only), or T (Transfer). Available in the Workspace browser only.

📄 *For more information, see "Audio and Video Volume Designators" on page 50.*

Kind Displays whether the volume, folder, catalog, or file. For files, this column will display what kind of file it is: session file, audio file, video file, or other. This field cannot be edited.

Date Created Displays the creation date of an item. This field cannot be edited.

Date Modified Displays the last modified date for the item. This field cannot be edited.

Date Indexed Displays the last indexed date for the item. This field cannot be edited.

Size Displays the size of a file in kB. For folders, the total size of all files in the folder is displayed. This field cannot be edited.

Capacity Displays the total capacity of a volume. This field cannot be edited.

Free Displays the unused space on volumes. This field cannot be edited.

Abs. Duration (Pro Tools 6.1) or Duration (Pro Tools 6.0) Displays the duration of a file in absolute time (wall clock), regardless of the time code format. Absolute Duration is different from Avid's Duration display: Avid's Duration display is a time code value that equals the end time code location minus the start time code location. This field cannot be edited.

Number of Channels Displays the number of channels in an audio file: mono, stereo, or 3–8 as appropriate for supported multichannel files. This field cannot be edited.

Sample Rate Displays an audio file's sample rate. This field can be edited in browsers. This can be useful when dealing with audio that has been pulled up or down, or to force a sample rate conversion to occur if that is necessary before importing a file that otherwise would not require conversion.

Bit Depth Displays an audio file's bit depth. This field cannot be edited.

Format Displays the audio file format (such as BWF (.WAV) or AIFF). This field cannot be edited.

Waveform Displays a graphical overview of an audio file. See "Waveforms and Auditioning" on page 29 for more information.

File Comment Displays any embedded comments associated with the file. File comments are supported with BWF and SD II files, but are not supported with AIFF files. File Comments always remain with the file when copied, converted, or transferred. See "Comments Fields" on page 28 for more information.

Database Comment Displays user comments stored with the database, with support for Finder comments. Available in the Project browser and Catalogs only. See "Comments Fields" on page 28 for more information.

Path Displays the directory path to the item.

Link Path Displays the path to the file used for relinking. Available in the Relink window only.

UID Displays the unique ID for a Pro Tools file.

Clip Name Displays the name of the file, or the Avid clip name when the selected item is an OMF file. The Clip Name is what appears in the Timeline and Audio Regions list when a file is imported into a session. This field can be edited in Catalogs only, and can be generated using ei-

ther of the Copy Comments to Clip Name commands in the Browser menu (see "Additional Commands in DigiBase Pro Catalogs" on page 25).

Tape When DigiTranslator 2.0 is installed, this column displays the original Avid tape name if the item is an OMF file (audio or video). If an audio file was originally recorded in Pro Tools, this field displays the name of the original session. Video files originally recorded in Pro Tools with AVoption|XL will not display a tape name.

FPS When DigiTranslator 2.0 is installed, this field displays the frame rate of the selected item if the item is an AAF sequence or an OMF sequence or file: 24, 25, 29.97, 30, drop or non-drop. For sequences, the frame rate at the start of the sequence will be displayed.

Original Timestamp Displays the original timestamp (time code location) of audio or video files. (See the *Pro Tools Reference* guide for more information.)

User Timestamp Displays the user timestamp, if any, of audio files only. (For more information, see the *Pro Tools Reference Guide*.)

Comments Fields

Comments about individual files can be stored in the database, and embedded with the file's metadata wrapper.

There are two types of comments fields: File Comments and Database Comments.

File Comments

File Comments are stored with the metadata of the file itself. Not all file types support File Comments. Indexing stores File Comments in the database, allowing them to be searched and viewed even if the file is offline. File Comments can be edited in browsers, as long as the files or their parent media are not defined as read-only.

You can also add and edit File Comments to Pro Tools Session files from the Project browser. File Comments cannot be edited in Catalogs.

Database Comments

(Catalogs and Project Browsers Only)

Database Comments in a Catalog are stored in the Catalog database. Database comments in the Project browser are stored in the Session. Database Comments, which can be up to 256 characters in length, are searchable, cross-platform, and editable. For more information, see "Comments and Catalogs" on page 58.

Adding and Editing Comments

To add, view, or edit a Comment:

1 Click the Comments field. The field expands to display the entire contents of the field if necessary.

2 Enter or edit a comment.

3 Press Enter, or click outside the text box to close it.

Waveforms and Auditioning

The Waveform column shows the waveforms calculated for items that are audio files. Waveform display depends on the following:

• Waveforms are displayed if they have already been calculated and stored, either with the file metadata or in the global Waveform cache.

• When a file is imported into a session, a waveform is automatically calculated for it, if necessary.

Waveform displays in a browser

• Waveforms are grey if they have not been stored with the file metadata or in the global Waveform cache.

Item waveforms prior to calculation

The waveform overview is stored in the file, or in the appropriate Digidesign Databases folder. For more information, see "Waveform Cache" on page 30.

Summed Waveforms for Multichannel Files

Waveform displays for stereo and multichannel files are summed.

Calculating Waveforms for Display

If an audio file item does not have a waveform, the waveform must be calculated to be visible in a browser Waveform display.

To calculate waveforms in a browser:

1 Select online audio files, or folders containing audio files, in a browser.

2 Choose Calculate Waveform from the Browser menu.

Auditioning Audio Files

Audio items can be auditioned from within Di-giBase browsers to preview items before importing, copying, or deleting them.

Auditioning is routed through Direct I/O, and follows the master Audition path as selected in the Output pane of the Pro Tools I/O Setup dialog. Level is determined by the Master Fader (or Auxiliary Input) level in effect on the Audition path.

When auditioned from DigiBase, interleaved audio files with more than two channels are summed to mono for auditioning. Multi-mono files must be auditioned one file at a time.

⚠ *Some Pro Tools operations can cause temporary interruptions in DigiBase auditioning.*

To audition from the start of an audio file in a browser:

1 Select an audio file in a browser Items List. Make sure the browser is the foreground (active) window.

2 Click and hold the Speaker icon (to the left of the waveform display). Playback stops when the mouse button is released.

– or –

Press the Spacebar. The Spacebar can start and stop playback if the file's browser is the current window.

To loop audition:

1 Select an audio file in a browser Items List. Make sure the browser is the foreground (active) window.

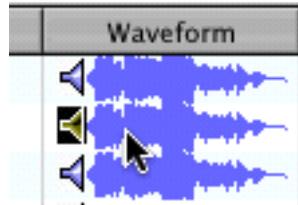**2** Press Alt+Spacebar (Windows) or Option+Spacebar (Macintosh).

To stop loop audition:

■ Click in the Waveform.

– or –

Press the Spacebar.

To audition from a specific location within the file:

■ Click and hold in the waveform display at the desired location. Playback stops when the mouse button is released.

Auditioning an audio file

Waveform Cache

A global Waveform cache file stores waveforms that cannot be written back to the sound file, such as read-only files, files on network and other read-only volumes, and interleaved files. The global Waveform cache is stored in the Digidesign Databases folder on your Pro Tools startup volume. For write-enabled volumes, the cache is stored with the volume's Digidesign Database files, on that volume.

Selecting Items

To select a single item in a browser:

■ Click the icon for an item. When selected, the item Name is highlighted.

To select multiple items:

■ Marquee-select a group of items, or Shift-click additional items. Control-click (Windows) or Command-click (Macintosh) to select multiple discontiguous items.

To select all items listed:

■ Press Control-A (Windows) or Command-A (Macintosh).

To select all Transfer files in the current window:

■ Choose Select Transfer Files from the Browser menu.

To select all offline files:

■ Choose Select Offline Files from the Browser menu.

To select all online files:

■ Choose Select Online Files from the Browser menu.

To reverse the current selection:

■ Choose Invert Selected from the Browser menu.

Moving, Copying, Duplicating, and Deleting Items

Moving, copying, duplicating, and deleting items in browsers follow the same rules and behavior as in the operating system. For example, moving a file to another volume copies the file, and Pro Tools warns you if an items is about to be overwritten or replaced. Dragging an item from a Catalog to a Volume browser always makes a new copy of the item.

Moving Items

To move items:

1 Select one or more items and drag them to a new location. Moving to a new location on the same volume moves the item, while moving to a different volume copies the item.

You can drag items directly into the Timeline or Regions List of the current session. See "Importing Audio, Tracks, and Sessions with Drag and Drop" on page 37.

Copying Items

To copy and move items:

■ Select one or more items and Option-drag them to a new location.

Duplicating Items

To duplicate one or more items:

1 Select one or more items.

2 Choose Duplicate Selected from the Browser menu.

SHIFT To Duplicate selected items in the Browser, press Control-D (Windows) or Command-D (Macintosh).

Deleting Items and Folders

You can select and delete files and folders in all browsers. If a selected item resides on a read-only volume, it cannot be deleted.

If using DigiBase Pro, see "Deleting Catalog Items" on page 32 for additional information.

To delete one or more items:

1 Select one or more items.

2 Press Delete, or choose Delete Selected from the Browser menu.

3 Pro Tools asks you to verify that you want to permanently delete selected files from disk. Click Delete to proceed, or click Cancel to leave your files and disks unchanged.

☼ *To skip the warning dialog, hold down the Option key while pressing Delete (or while choosing Delete Selected).*

To delete locked files:

1 Select one or more items.

2 Press Control+Delete (Windows) or Command+Delete (Macintosh).

Deleting Catalog Items

(DigiBase Pro Only)

When you delete a folder or item from a Digi-Base Pro Catalog, Pro Tools lets you choose whether to delete only the alias from the Catalog, or also delete the original files from the disk.

To delete an item from a Catalog.

1 Open a Catalog and select one or more items.

2 Press Delete, or choose Delete Selected from the Browser menu.

3 When prompted, do one of the following:
- To remove the aliases for the selected items from the Catalog, click Aliases.
- To delete the selected items from disk (and remove their aliases from the Catalog), click Files.

Deleting Folders in Catalogs

Deleting a folder from a Catalog does not delete the folder on disk (even if you choose to delete all files from disk). Because Catalogs are "snap-shots" of items, their aliases will only include files that resided in the corresponding folder at the time the Catalog was created. To avoid potential data loss, folders are never deleted from disk, even though you might choose to delete Files instead of Aliasas.

Searching Items

DigiBase provides powerful search capabilities so you can quickly search and find files.

The Workspace browser lets you search across multiple volumes and catalogs (if available). All other browsers let you search the currently displayed contents of that individual browser.

Performing a search filters the Items List or Search Results pane to display only found items that match the search criteria.

DigiBase Pro lets you search on multiple criteria in a single search pass, and search Catalogs.

The Relink window provides specialized search capabilities for finding and relinking missing files. See Chapter 4, "Linking and the Relink Window" for more information.

Search Features for All Systems

All systems provide the following search capability:

• Search by item Name, Kind, and Date Modified.

• Results of a search are displayed in the Items List, where they can immediately be selected for auditioning, copying, and other operations. In the Workspace browser, a separate "Search Results" pane displays found items.

• Utilize search syntax modifiers, such as OR, wildcard characters, and greater than/less than. See "Search Modifiers" on page 34.

• Search in Quick or Advanced Search mode. Quick mode assumes (fills in) wildcard characters for faster data entry while searching. Advanced Search mode lets you specify wildcard characters for more precise searching. See "Search Modes" on page 35 for more information.

Additional Search Features for DigiBase Pro (Pro Tools TDM Only)
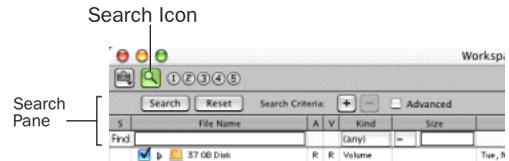
With DigiBase Pro you can also:

• Search by any data column, such as Comments fields, sample rate, format, and so on.

• Save the results of a search as a new Catalog (Catalogs are only available on TDM systems).

Starting a Search

To search the current browser:

1 Click the Search icon to display the Search pane.

To start a search, press Control+F (Windows) or Command+F (Macintosh).

Search icon and Search Pane

2 On all systems, enter text into the File Name field to search by name, or enter a date, or select a kind from the pop-up menu. See "Entering Data for Searches" on page 34 for more information.

– or –

If using DigiBase Pro (TDM systems only), choose additional search criteria as needed. Press Tab to move to the next available search field, or Shift+Tab to move to the previous.

3 Click the Search button, or press Enter (Windows) or Return (Macintosh).

The search begins (indicated by the Search button becoming a Stop button). Results of the search are displayed in the Items List.

Complete, current indexing provides faster, better search results. For more information, see "Manual Indexing" on page 24).

To stop a search:

■ During a search, click the Stop button.

This stops the search routine, and the Stop button changes back to Search. Whatever results have already been found continue to be displayed, and all entries in search fields are retained.

To reset your search settings:

■ Click Reset to clear all criteria in search fields, and return to the main Browser view (all items). The Search pane remains open.

To close the search pane and return to the complete Browser view:

■ Click the browser Search icon to toggle the Search pane closed or open.

The search is stopped, the Search (and Search Results pane) close, and the window returns to show the main Browser view.

Entering Data for Searches

Field Formats and Searching

The following describe the types of data formats available (not all search fields are available on all systems).

Text Fields Allow direct entry of text. By default, the field is empty.

Pull-Down Menus Provide options for certain fields. For example, the Bit Depth pull-down provides choices for Any, 16-bit, or 24-bit.

Date and Time Accepts date and time entries in a variety of formats.

Time Code Uses standard Pro Tools time code entry shortcuts in hh:min:sec:frames.

Search Modifiers

Certain fields have small pull-down menus containing *modifiers*, which limit the search criteria entered in the field.

Modifiers include:
- Equal to (=)
- Less Than (<)
- Greater Than (>)
- Less Than or Equal to (<=)
- Greater Than or Equal To (>=)
- Not Equal to (≠)
- Range (< >)

About Range-Limited When enabled, a second search field is added so that a range of two values can be entered (such as two dates). Pro Tools finds all items that fall between or are equal those two values.

Wildcard Characters (* and ?)

An asterisk (*) can be entered at the beginning or end of a text entry when you want to perform wildcard searches. For example, if you want to find all files with a name that ends with *scratch*, you could enter *scratch* in the Search field. This will find files with names such as *vocal.scratch*, and *dialog2.scratch*.

A question mark (?) can be used for single-character wildcards. For example, a search on *f?ee* will find *free*, and *flee*. A similar search on *f*ee* would find *frendlee*, *flippee*, *flee*, *free*, and so on.

OR Searches

The Plus (+) and Minus (–) buttons add and delete OR rows to find results that match the criteria either in the top row or the additional rows.

To add and use OR rows in a search:

1 Click the Plus (+) button to add an OR row identical to the upper row, but with no entries in the search fields.

2 To add an additional OR row, click the Plus (+) button again. (An empty OR row has no effect on the search.)

3 Enter search criteria.

For example, to find all files named either Dog or Bark:

- Type *Dog* in the first File Name field.
- Add an OR row.
- Type *Bark* in the second File Name field.

4 Click Search.

To remove OR rows:

■ Click the Minus (–) button to delete the bottom OR row.

AND Searches

If you enter two or more words in a text field, Pro Tools finds files that contain all of those words. For example, if you type *Dog Bark*, only files that contain both the words *Dog* and *Bark* will be found.

Quotations Marks for Text Strings

Text enclosed in quotation marks is searched as one text string. For example, if you type *"Dog Bark"* (with quotes), only items with *Dog Bark* anywhere in the File Name will be considered a match.

Search Modes

DigiBase provides two different text searching environments:

Quick Search Mode Applies wildcards before and after each text string. For example, a Quick search for *Dog* will find *Dogs*, *dog_bark*, and *howling_dogs*.

Advanced Search Mode Does not automatically apply any wildcards. Therefore, an Advanced search on *Dog* will find *Big Dog*, but not *Dogs* (unless you manually add a wildcard, as described in "Wildcard Characters (* and ?)" on page 34).

In addition, Advanced Search recognizes *word breaks* such as underscores and capitalization. For example, an Advanced search on *Dog* will also find *Big_Dog* (Big-underscore-Dog) and *Big-Dog*, though it would not find *BigDogs*.

To enable Advanced Search mode:

■ Click to enable the Advanced Search mode option.
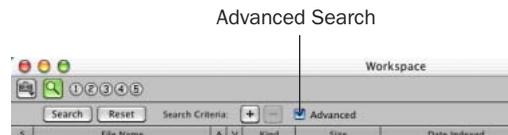
Advanced Search

Search pane

To return to Quick Search mode:

■ Click to deselect the Advanced Search mode.

💡 *Toggling search mode affects all DigiBase browsers.*

About the Searching Process

Searches are conducted in two passes, each indicated by Search Status displayed in the Search pane (and the Task window).

Searching Databases The existing databases are searched first. While this is the fastest search pass, this search pass can only be as accurate as the database (in other words, if the database is not completely up to date you might not find the files you want).

File System Search Pass This is the second pass of a search. This search is not as fast as the Database pass, but it is more thorough because it is not relying on the database, which may or may not be current.

Each pass is completed before the next pass begins.

Saving Search Results as a Catalog

(DigiBase Pro Only)

To save the results of your search as a Catalog:

1 Choose Edit > Select All, or press Control+A (Windows) or Command+A (Macintosh), to select all items in the Items List.

2 From the Browser menu, choose Create Catalog.

For more information, see Chapter 7, "Catalogs in DigiBase Pro (TDM Systems Only)."

Importing Audio, Tracks, and Sessions with Drag and Drop

Figure 4 illustrates some of the options available to import media (audio files and session data) using DigiBase. See "Importing Audio" on page 37, and "Importing Sessions and Tracks" on page 38.
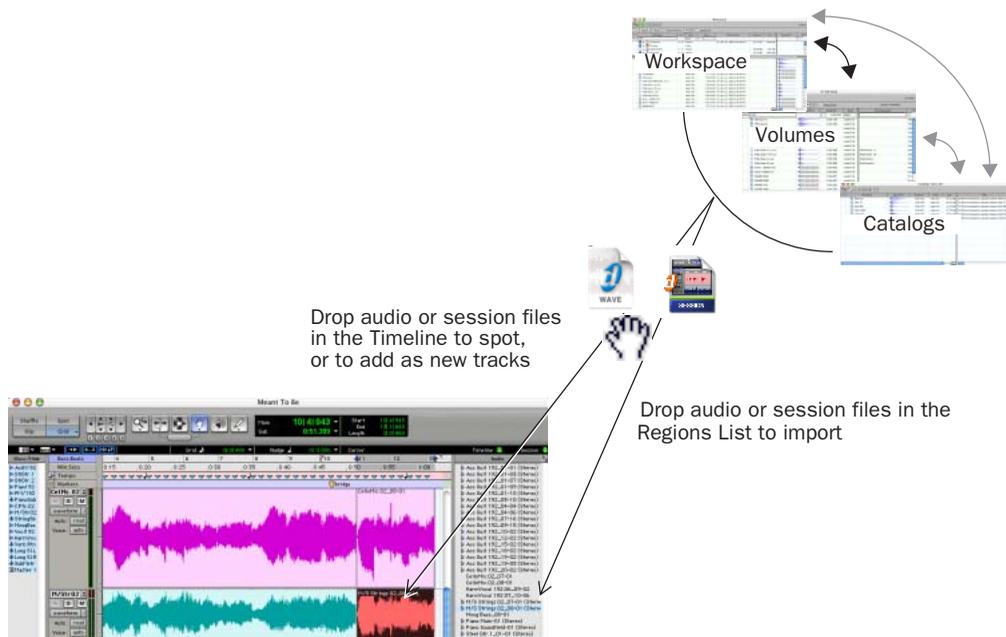

Figure 4. Importing from browsers by drag and drop

Importing Audio

⚠ *Importing does not always convert or copy audio files. See "File Conversion on Import" on page 39 and "Copying during Import" on page 39 for details.*

⚠ *Importing using drag and drop does not necessarily bring the Edit window to the foreground. For example, dragging and dropping a file from a browser into a track leaves the source browser in the foreground (not the Edit window). Always verify the active, foreground window or browser before continuing.*

⚠ *Video files cannot be imported by drag and drop.*

To import audio into the Audio Regions List:

1 Select items in a browser.

2 Drag and drop the selected item onto the Audio Regions List.

To import audio into an existing track:

1 Select an audio file in a browser.

2 Drag and drop the selected file onto an existing track at the desired location. The file is imported and placed where it was dropped.

To import audio as new tracks:

1 Select items in a browser.

2 Shift-drag items and drop anywhere in the Edit window.

– or –

Drop items on to empty space in the Edit window, below or between tracks.

To import and spot audio into a track:

1 Enable Spot mode.

2 Select an audio file in a DigiBase browser.

3 Drag and drop the items onto a Track playlist in the Pro Tools Timeline. The Spot dialog appears.

4 Enter the appropriate time code location (where you want to spot the imported item).

📖 *Auto Spot mode is not supported when importing from DigiBase browsers. Import to the Audio Regions List first, then drag from there to utilize Auto Spot mode. See the Pro Tools Reference Guide for more information.*

To import and spot an audio file by its Waveform:

1 Control-click (Windows) or Command-click (Macintosh) in an item Waveform display at the approximate reference point you want to use for placement in a track.

2 While continuing to press Control (Windows), or Command (Macintosh), drag and drop the waveform onto an existing audio track (the source audio file and the destination audio track must have the same number of channels).

Snapping to Head and Tail

To import and snap to head:

■ Start-drag (Windows) or Control-drag (Macintosh) and drop an item onto a track.

To snap to head and copy the item to the session Audio files folder:

■ Start-Alt-drag (Windows) or Control-Option-drag (Macintosh) and drop an item onto a track.

To snap to tail:

■ Start-Control-drag (Windows) or Control-Command-drag (Macintosh) and drop an item onto a track.

To snap to tail and copy the item to the session Audio Files folder:

■ Start-Control-Alt-drag (Windows) or Control-Command-Option-drag (Macintosh) and drop an item onto a track.

Importing Sessions and Tracks

Session files can be dragged and dropped into the current session to import (and spot) audio files, tracks, and session data.

• Dragging a session to the Regions List imports all the regions from that session (without importing tracks).

• Dragging a session to a Track playlist in Pro Tools LE lets you import tracks.

• On Pro Tools TDM systems, dragging a session to a playlist opens the Import Session Data dialog, letting you select tracks and attributes to import. The imported session data will begin wherever you drop the session in the Timeline.

To import tracks and other session data by drag and drop:

1 Open a browser.

2 Drag and drop a Pro Tools session file, or an AAF or OMFI sequence (requires DigiTranslator 2.0), to the current session, as follows:

- Drag and drop onto an existing track to overlay or overwrite data on the target tracks. Hold the Shift key while dragging if you intend to replace the current track playlists with those being imported (the Shift key pre-configures the settings in the Import Session Data dialog).

- Drag and drop onto an empty (non-track) space in the Edit window Timeline to create new tracks for the imported session data.

- Configure the Import Session Data dialog as appropriate. (See the *Pro Tools Reference Guid*e for details on the Import Session Data dialog.)

File Conversion on Import

By default, files added to the session by drag and drop reference the original media, unless they do not reside on a valid Performance volume, or unless any of the following are true:

- Sample Rate does not match.

- Bit Depth does not match.

- The file is compressed.

- The file is multichannel interleaved.

- The file is WAV format, but the Pro Tools Preference to Convert all imported.WAV files to AES31/BroadcastWave is enabled.

Sample Rate Conversion quality follows the Pro Tools Preference setting.

Assuming that the file resides on a suitable Performance volume, and that the bit-depth matches, automatic sample rate conversion can be suppressed (for example, to speed importing for rough auditioning or when playback speed is not critical).

To suppress automatic conversion during import:

■ Control-Shift-drag (Windows) or Command-Shift-drag (Macintosh) and drop the item to the Timeline from a browser.

– or –

Import audio using the Audio Regions List menu, or the File menu.

If any items are offline or stored on Transfer volumes, they will need to be relinked to files on Performance volumes. (See Chapter 4, "Linking and the Relink Window" for more information.)

Copying during Import

If no conversion is necessary, and the files reside on a suitable Performance volume, Pro Tools references the original version of the media. You can also choose to copy media while importing by using key commands, or enabling the Automatically Copy Files on Import preference. Copies are created in the session's Audio Files Folder.
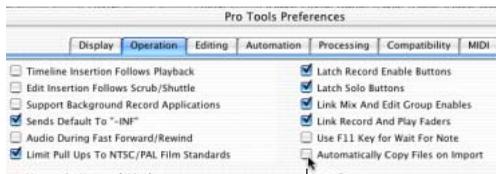
To manually copy files on import:

■ Alt-drag (Windows) or Option-drag (Macintosh) and drop the files. A copy is created in the session Audio Files folder.

When importing sessions or tracks, the Import Session Data dialog lets you specify whether to reference the source media, or copy it.

To automatically copy files on import:

1 Choose Setups > Preferences, and open the Operations tab.

2 Select Automatically Copy Files on Import.

Click to enable

Preference to Automatically Copy Files on Import

3 Click OK to close the Preferences dialog.

Using Undo after Importing

Using Undo after importing removes any affected files from the Timeline. However, imported items remain in the session (in the Audio Regions List and Project browser) and are offline.

If you do not remove or delete the files from the session manually, Pro Tools will report them as missing files the next time the session is opened.

chapter 4

Linking and the Relink Window

This chapter explains what links are, how they affect a session, and how you can manage and restore links between sessions or Catalogs and their associated audio files.

Links and the Relink window replace the functionality of the "Where is..." dialog in previous versions of Pro Tools.

Introduction

A Pro Tools session is made up of references, or *links*, to audio files and other session media. Audio files must be stored on suitable Performance volumes and be properly linked in order to be playable in the session.

The following types of files will not be playable:

Transfer Files Files that are stored on volumes not suitable for playback, such as network volumes or CD-ROMs.

Missing Files Files that cannot be found where the Session expects them, either because they have been moved, or because they are stored on volumes that are not currently mounted (offline volumes).

The process of reacquiring Transfer and missing files is referred to as relinking. Relinking can involve certain sub-tasks, depending on the situation.

• Transfer files must first be copied to a suitable Performance volume. The session is then relinked to the copies on the Performance volumes instead of the original Transfer files.

• Volumes may be searched for missing files and, when the files are found, Pro Tools relinks the session to the file's new location.

• Files that reside on offline volumes must first have their volumes mounted (brought online) before they can be relinked.

DigiBase Pro Catalogs have unique linking characteristics. See "Relink and Aliases in Catalogs" on page 48.

Choosing When to Relink

Pro Tools lets you relink files while opening a session or after a session is already open, as follows:

◆ Relinking when opening a session ensures that the session opens with all media playable. Automatic and manual relinking can be performed. See "Opening a Session with Missing Files" on page 43.

◆ Relinking later (after a session is already open) is the fastest way to open the session, but all missing items will remain offline and unplayable. When items are needed, you can go to the Project browser to relink offline items. See "Missing Files in an Open Session" on page 44.

Transfer Files

Unlike missing files, Transfer files are files that have been found but which reside on volumes unsuitable for playback, such as CD-ROMs or network drives. These volumes appear as Transfer volumes in the Workspace browser.

Opening a Session with Transfer Files

If a session finds files on a volume unsuitable for playback, a dialog appears prompting you to copy them to a suitable volume. Do one of the following:

◆ Click Yes to open the Copy and Relink dialog.

– or –

◆ Click No to open the session with all Transfer files offline. When opened, the session's Project browser indicates Transfer files with a "T" in their Status column.

Transfer Files in an Open Session

To make Transfer files playable in the current session:

1 Choose Windows > Show Project Browser.

2 Double click the Audio Files folder to display all of the audio files.

3 Choose Select Transfer Files from the Browser menu.

4 Choose Copy and Relink from the Browser menu.

5 Specify a location for the copied files on a valid Performance volume and click OK.

6 Repeat for video and fade files, as necessary.

Copy and Relink

The Copy and Relink command is a file management option in the Project browser and in DigiBase Pro Catalogs.

Copy and Relink provides a convenient way to copy files and relink the session or Catalog to the copies rather than to the originals.

To copy items to a new location and Relink to the copies:

1 Choose Windows > Show Project Browser.

– or –

Open the appropriate Catalog.

2 Select the items you want to copy and relink. You can select any media files (online, offline, and Transfer files).

3 Choose Copy and Relink Selected from the Browser menu.

4 If the default location for the copies (the session's Audio Files folder) is not appropriate, specify a different location and click Choose.

5 The files are copied to the chosen destination and the session or Catalog is relinked in the background.
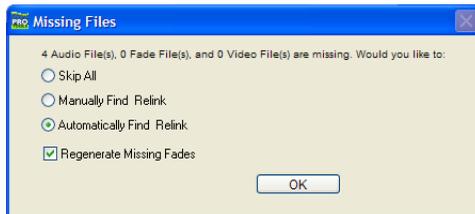
Missing Files

Files will be missing if they are not found in the same location as when the session was last saved. This could be because you moved the files or the session folder, or because the files are on a volume that is not currently mounted.

Opening a Session with Missing Files

To open a session with missing files:

1 When you open a session, Pro Tools opens the session with all available media, then shows you how many files are missing (if any) and asks how you want to proceed. (If told that files are unsuitable for playback, see "Transfer Files" on page 42.)

Missing files warning when opening a session

2 Select one of the following:

- Skip All
- Manually Find Relink
- Automatically Find Relink

3 Select Regenerate Missing Fades to exclude fade files from the relink process and regenerate them instead.

4 Click OK

Skip All

Use the Skip All option to skip all missing files and fades. This option is the fastest way to open the session utilizing all available media. Missing files will be offline in the session, and shown in the Audio Regions List and the Project browser with *italic* text. Missing fades are regenerated if the contributing files are online.

Manually Find and Relink

This option opens the Relink window. Use the Relink window to search, compare, verify, and relink missing files. Files can be relinked one at a time or in batches. See "Relink Window" on page 45 for more information.

Automatically Find and Relink

Automatically Find and Relink is the simplest method to relink sessions to required media, but it provides no way to compare files or verify links. This option cannot be undone. The Automatically Find and Relink option does the following:

- Searches all Performance volumes for all missing items with matching Name, ID, Format, and Length

- Links missing items to the first matches found

- Commits links for all items possible, in the background

⚠ *Links, once committed, are final and cannot be undone once the session is opened. The only way to revert to previous links is to close the session without saving changes.*

- If some files remain unlinked, the Task window opens and a failed task appears in the Paused Tasks pane. Double-click the Task icon to open the Relink window and manually find and relink files.

📄 *Even if all of the missing files are later found and relinked, the failed task remains in the Task Window. Like all failed tasks, it must be manually selected and deleted. See "About Failed Tasks" on page 65.*

Regenerate Missing Fades

Enable this option to exclude fades from the relinking process (fades will instead be recalculated). This option is available when Automatically Find and Relink or Manually Find and Relink is enabled.

Missing Files in an Open Session

You can open the Project browser to select and relink some or all missing files.

To relink missing (offline) files in an open session:

1 Choose Windows > Show Project Browser.

2 Choose Relink Offline from the Browser menu to open the Relink window.

3 Configure the Relink window as needed. See "Relink Window" on page 45 for more information.

To relink selected files in an open session:

1 Choose Windows > Show Project Browser.

2 Select the files to relink. Any file can be relinked, even if it is not an offline file.

3 Choose Relink Selected from the Browser menu.

4 Configure the Relink window as needed. See "Relink Window" on page 45 for more information.

Relink Window

The Relink window provides tools for all relinking tasks.
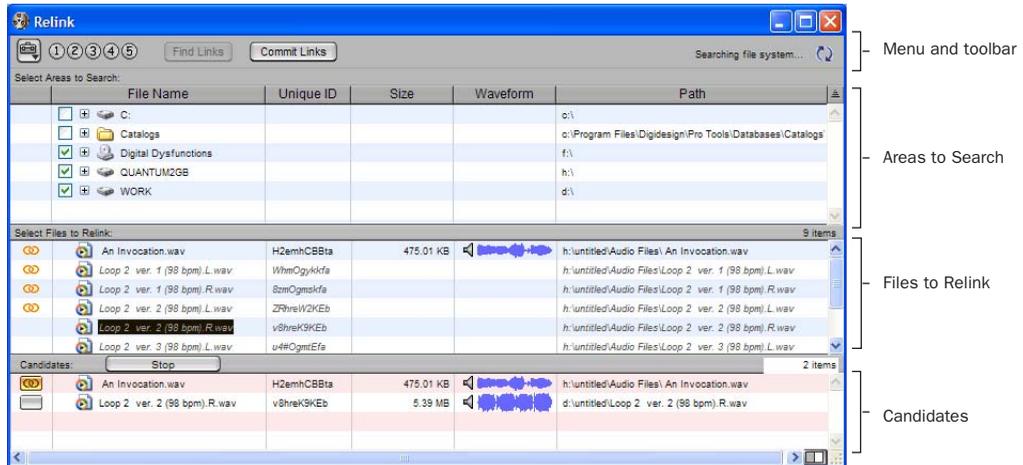
Figure 5. Main elements in the Relink window

The Relink window includes the following:

Menu and Toolbar Includes the Relink menu, View Presets, and relinking buttons. Status is displayed at the far right.

Areas to Search Selects volumes on which to search for missing items.

Files to Relink Lists missing files.

Candidates Lists files that match the "relinking criteria" for a particular missing file. The Link icon next to the candidate can be toggled on or off to link (or unlink) the proposed candidate to the selected missing file.

The Relink window controls each phase of the relinking process.

The following sections explains how to:

• Open the Relink window

• Select volumes and folders to search (and not search)

• Search, compare, and link individual files to one or more candidates

• Quickly match and link missing files in batches, with the ability to adjust the criteria by which files are matched.

• Toggle links on or off for any candidate

• Compare and review links before committing

Opening the Relink Window

When opening a session with missing files, use the Manually Find and Relink option to open the Relink window.

The Relink window can also be accessed after a session is open.

To access the Relink window from an open session:

1 Choose Windows > Show Project Browser.

2 Choose Relink Offline from the Browser menu.

Selecting Areas to Search

Selecting volumes and folders in the Areas to Search pane lets you focus the search for missing files. This can speed the relinking process by limiting the number of volumes or folders to search. In addition, excluding folders from a search for missing files also lets you redirect a session or Catalog to a more appropriate copy of an item.

Volumes selected to include in the search

To select volumes or folders to include or exclude in a search:

1 Configure the Areas to Search pane to display the appropriate volume, Catalog, or folder.

2 Click each item's Search column to toggle it to be included or excluded in the search. A check next to an item indicates it will be included in the search. All folders within items are also checked.

Single and Multi-File Relinking

The Relink window can be used to relink one missing file at a time, or to relink missing files in batches.

Relinking Individual Missing Files

In some situations, individual files must be relinked one at a time in order to relink the session to the correct file. This is necessary if multiple copies of a media file are online, or whenever you want the most control and flexibility over the relinking process.

To relink a missing file:

1 Configure the Areas to Search pane.

2 Select one item in the Files to Relink list.
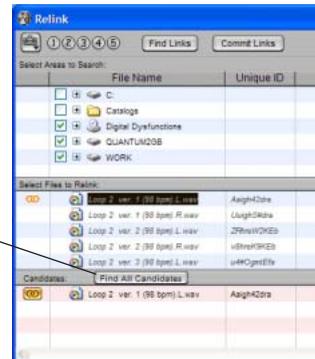
3 Click Find All Candidates.


Relinking a selected missing file

Pro Tools searches the selected volumes and displays all files that match File Name and/or Unique ID in the Candidates list. Link icons indicate if a Candidate is already linked.

⚠ *OMF video clips can only be relinked to a session if they have matching Unique IDs.*

⚠ *QuickTime video clips can only be relinked to a session by file name and file format (QuickTime).*

💡 *To control matching and linking criteria when relinking an individual missing file, use the Find Links button. Find Links is explained in "Relinking Multiple Missing Files" on page 47*

4 Click the Link icon next to the appropriate Candidate to which you want to relink. A Link icon next to an item indicates it will be relinked to the item currently selected in the Files to Relink list.
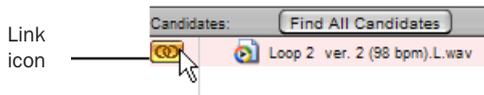
Link icon ⟶

Indication of Linked status

5 Click the Link icon next to other Candidates, if you want to relink to additional missing files.

6 Click the Commit Links button.

Relinking Multiple Missing Files

Using the Find Links button, multiple files can be matched and linked in one procedure.

To relink multiple missing files:

1 Configure Areas to Search. (See "Selecting Areas to Search" on page 46.)

2 Select one or more items in the Files to Relink list. The Find Links button becomes available.

3 Click Find Links.

4 Configure criteria for relinking, if necessary, in the Linking Options dialog.
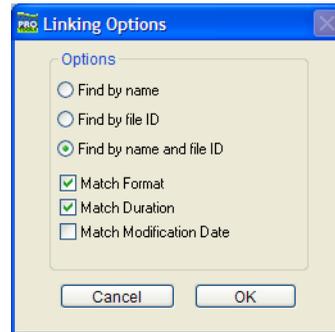
Linking options

- By default, Find by Name and ID is enabled.
- To add additional matching criteria, select an option from the Linking Options dialog. (Modification Date is only applicable to Catalogs.)
- If Match Duration is enabled, Pro Tools will only select files of the same length or *greater.*

5 Click OK to continue (or click Cancel to return to the Relink window).

Pro Tools begins to search for an acceptable candidate for the first missing file (the first item selected in the Files to Relink list). A link icon appears next to each file as Pro Tools finds and links the first acceptable candidate to the missing file. The Link Path column shows the location of the selected candidate. Pro Tools continues searching, matching, and linking for each missing file in the Files to Relink list.

6 To view the selected candidate for a particular missing file, select to highlight the missing file. That file's candidate appears in the Candidates pane, where you can view its file information and waveform.

7 If, after the Find Links process is finished, you are not satisfied with the candidate selected for a particular missing file, you can click Find All Candidates for the selected file (see "Relinking Individual Missing Files" on page 46).

Committing Links

There is no Undo for relinking. Once a file has been relinked and the session saved, the session will always remember the new link (the original link is forgotten). For this reason, no files are actually relinked until you click Commit Links.

⚠ *The Automatically Find and Relink option is the only relinking process that does not ask you to verify links before they are committed. If you use this option and are unsatisfied with the results, close the session without saving to prevent the new links from being committed.*

To commit links:

1 Use the Relink window to link files as explained in "Single and Multi-File Relinking" on page 46.

2 Click Commit. You are asked to verify committing links.
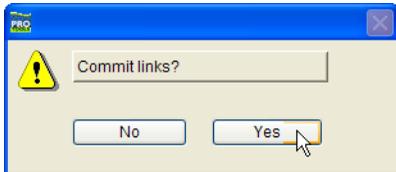
Commit Links dialog

3 Click Yes to commit links.

– or –

Click No to stop without affecting files.

Tips for Relinking

Relink and Aliases in Catalogs

DigiBase Pro Catalogs are collections of "aliases" or "shortcuts" to actual files. If the files are moved, an item in a Catalog can become unlinked from the file it references.

To relink a Catalog:

1 Open the Catalog.

2 Select items to relink.

3 Choose Relink Selected from the Browser menu in that Catalog window.

chapter 5

Workspace Browser

The Workspace browser is your starting point for managing media. The Workspace browser is always available while Pro Tools is running, even if no session is open.

Only the Workspace browser lets you do the following:

- Designate volumes as Performance volumes (Playback or Record volumes) or as Transfer volumes.

- View and access all available volumes

- Unmount volumes

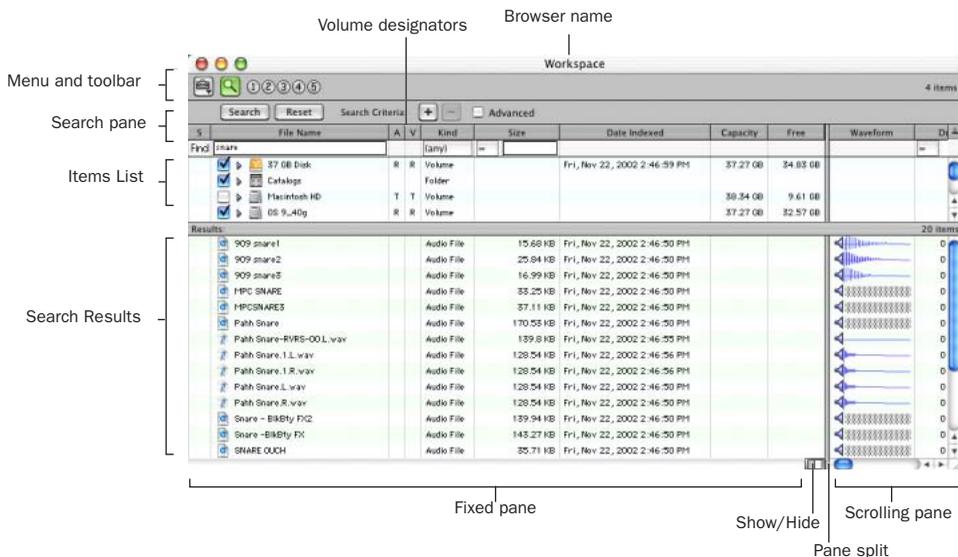- Create, view, and access Catalogs.

- Search multiple volumes and Catalogs simultaneously.

Figure 6. Workspace browser, with the Search pane displayed

The Workspace Browser is similar to your computer's desktop, in that it shows all of the mounted local and network volumes. The Workspace browser has all the common browser elements, including an Items list, View presets, and access to all files. In addition, the Workspace browser provides drive allocation settings, access to catalogs, and the ability to search multiple volumes and catalogs simultaneously. (For a review of common browser features, see Chapter 3, "Working with Browsers.")

Opening the Workspace Browser

To open the Workspace browser:

1 Launch Pro Tools.

2 Choose Windows > Show Workspace.

Press Alt+; (Windows) or Option+; (Macintosh) to open the Workspace browser.

Audio and Video Volume Designators

The Workspace includes columns for Audio and Video Volume Designators. These two columns display, and let you designate, whether a volume is a Record, Playback, or Transfer volume.

R (Record and Playback) Able to play audio and video files already on the volume, and record new files.

P (Playback Only) Can play audio and video files already on the volume, but cannot have new files recorded to it.

T (Transfer) Can only be used for storing, transferring, or auditioning files, and cannot be used for recording or playback.

To change a volume designator:

1 Open the Workspace browser.

2 Click and select the appropriate Audio and/or Video designator for the volume.
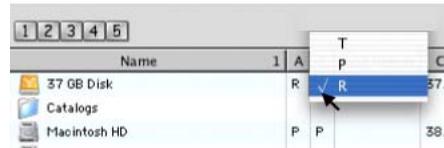
Designating a volume in the Workspace

Mounting and Unmounting Volumes

The Workspace browser lets you unmount volumes while Pro Tools is launched, and shows newly mounted volumes as they come online.

To unmount a volume from within the Workspace browser:

1 Select a volume in the Workspace browser.

2 Choose Unmount Volumes from the Browser menu.

The Workspace browser closes the database file for the selected online volume and removes it from the Workspace browser, and unmounts the disk from the computer. If the item represents a removable volume (such as CD-ROM), it is ejected.

Pro Tools alerts you if the volume being unmounted has files referenced in the Timeline.

⚠ *Always use the Unmount command in the Workspace browser menu to unmount volumes, or quit Pro Tools and then unmount the volume. Do not use any other method to unmount a volume while Pro Tools is launched.*
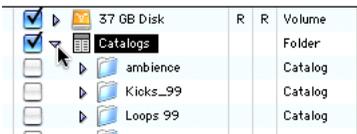
Catalogs in the Workspace Browser

(TDM Systems Only)

With DigiBase Pro, the Workspace browser provides special tools for creating and accessing Catalogs. Once Catalogs have been created, they appear in the Workspace browser in the Catalogs folder.

To show all Catalogs:

1 Open the Workspace browser.

2 Click the Expand/Collapse icon next to the Catalogs folder.
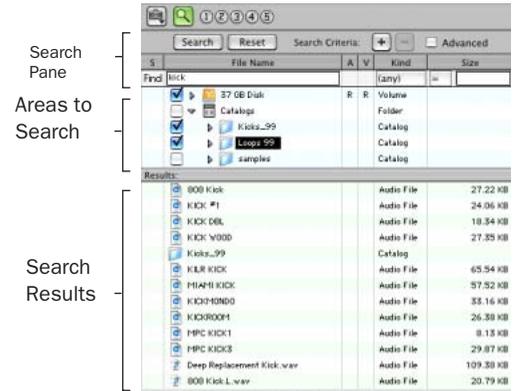

Viewing Catalogs in the Workspace.

To open an individual Catalog:

■ Double-clicking a catalog opens a Browser window for that catalog.

📖 *For complete instructions on creating and working with Catalogs, see Chapter 7, "Catalogs in DigiBase Pro (TDM Systems Only)."*

Searching in the Workspace Browser

The Workspace browser provides the most comprehensive DigiBase search capabilities. The Workspace browser lets you perform searches across a single volumes, multiple volumes, or across any combination of volumes, folders, and Catalogs. You select which volumes to include in the search, and which to exclude. The Workspace also provides a separate Search Results pane to view, select and manage the results of searches.

Search and Search Results panes in the Workspace

The Search Results pane lets you maintain the results of searches, while still viewing and configuring options for additional searches.

To search from the Workspace:

1 Choose Windows > Show Workspace to open the Workspace browser.

2 Click the Search icon to display the Workspace Search pane.

3 Configure search criteria.

4 Click next to each item in the Areas to Search list to include or exclude volumes to be searched. Checked items and their sub-folders will be included in the search. (The next time you open a Search pane in the Workspace, settings will remain in effect.)

5 Click Search.

6 The results of the search are shown in the Search Results pane.

For more information on searching, see "Searching Items" on page 32.

chapter 6

Project Browser

The Project browser displays and manages all the files related to the current session, regardless of what volume they reside on.

The Project browser is similar to the Audio Regions List in that is contains all files associated with a session, with the added data, searching, and sorting capabilities of Pro Tools browsers.

Unlike the Audio Regions List, however, individual regions are not displayed in the Project browser (in which only complete files are listed).

Use the Project browser and its Browser menu commands to:

• View all media files associated with a session

• Identify, select, and relink offline files

• Identify, select, copy, and relink Transfer files

The Project browser shows media files associated with the current session.
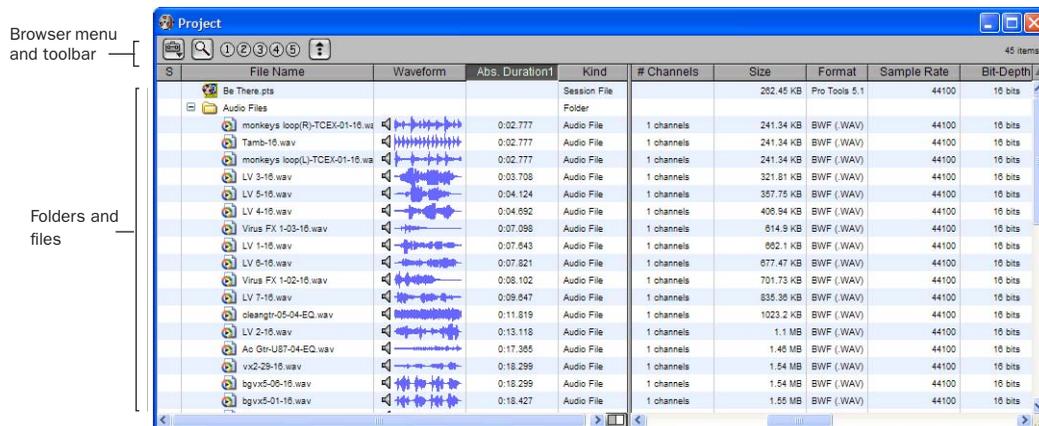
Figure 7. Project browser

Opening the Project Browser

To open the Project browser:

1 Launch Pro Tools and open a session.

2 Choose Windows > Show Project browser.

> *Press Alt+O (Windows) or Option+O (Macintosh) to open the Workspace browser.*

The Project browser displays the following:

Audio Files Folder Contains all of the audio files currently referenced by the session, regardless of where they are located.

Fade Files Folder Contains all of the fade files referenced by the session, regardless of where they are located.

Render Sources Folder Contains all files that have been imported into the session, but are still being converted, copied, or processed.

Video Files Folder Contains any video files referenced by the session.

Each of the folder types in the Project browser have an Expand/Collapse icon. Clicking the icon shows or hides all of the files in the subgroup. The folders displayed in the Project browser are session-specific groupings of files, not physical folders on disk.

Display Options

The Show Parent in Project Browser command is located in the Audio Regions List menu. This setting is latching (meaning it maintains its setting). When enabled, the Project browser automatically highlights the parent file of any file or region selected in the Audio Regions List.

This setting does not change the functionality of the Pro Tools preference for Audio Regions List Selection Follows Track Selection. When both preferences are enabled, selecting a region in the timeline highlights it also in the Audio Regions List, and highlights its parent file in the Project browser.

About the Project Browser

No Drag and Drop to the Project Browser

To import a file from another browser into the current session, you must drag files to the Timeline or Regions List. You cannot import a file into a session by dragging it to the Project browser. (You can, however, spot files from the Project browser into the current session using drag/drop.)

Deleting Items in the Project Browser

Deleting items in the Workspace browser or in Volume browsers deletes the files from disk. Video and session files cannot be deleted in the Project Browser.

Deleting an item from the Project browser lets you remove items from the current session, or delete them from disk (using the Pro Tools Clear Regions dialog).

Copy and Relink Restrictions

In the Project Browser, the Copy and Relink command (in the Browser menu) cannot be used on session files, or on offline audio files. Use the Relink window to first bring items online. In addition, the Relink Selected command cannot be used on session files.

Updating the Project Browser

The Project browser is automatically updated whenever a file is added to or deleted from the session, so it is always fully indexed and up to date.

For instructions on searching, sorting, and other DigiBase capabilities of the Project Browser, see Chapter 3, "Working with Browsers."

chapter 7

Catalogs in DigiBase Pro (TDM Systems Only)

Catalogs are available with DigiBase Pro on all Pro Tools TDM systems. DigiBase Pro is not available on Pro Tools LE systems.

While Volume browsers are designed to be an accurate representation of the file structure on a given volume, Catalogs are similar to having a Favorites folder, and serve as a way to collect and organize frequently used items regardless of where they are stored.

A Catalog is analogous to a folder full of aliases or shortcuts. Placing a file in a Catalog does not create a copy of the file, and does not change where the file is stored. Rather, it stores a reference (or alias) to the file so that it can be found and manipulated without having to search for its physical location.
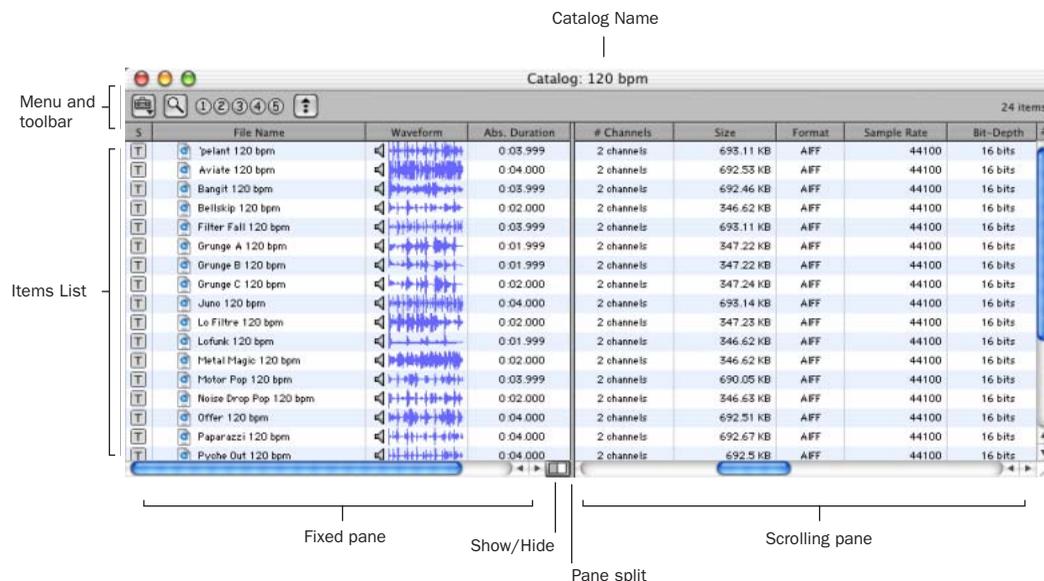
Figure 8. Catalog browser

Opening a Catalog Browser

Catalogs are displayed in the Workspace browser.

S	File Name	1	A	V	
	▶ 🖥 37 GB Disk		R	R	Vol
	▽ 🗒 Catalogs				Fol
	▶ 📁 ambience				Cat
	▶ 📁 Kicks_99				Cat
	▶ 📁 Loops 99				Cat

Catalogs item in the Workspace

To open a Catalog browser:

1 Open the Workspace browser.

2 Click the Catalogs Expand/Collapse icon.

3 Click the Expand/Collapse icon for the desired Catalog to view its contents in the Workspace.

– or –

Double-click the Catalog name to open it in its own browser window.

Clip Names in Catalogs

Clip Names are the names that appear in the timeline and Audio Regions List when a file is imported into a session.

For most files, the Clip name is the same as the file name. For OMF Files, the Clip Name is the name that appears in the Avid bin.

Clip names can only be edited in a catalog. Editing the Clip name does not affect the actual file, however (if you add the same file to a new Catalog, it will retain its original Clip Name). When you drag a file from a Catalog into a session, the edited Clip Name is what appears in the timeline and Audio Regions List.

If the Clip Name is longer than 32 characters, Pro Tools truncates the name automatically when imported into the session.

Comments and Catalogs

Catalogs provide commands for managing OS 9 Finder comments, Database comments, and Clip Names.

Database Comments in a Catalog are stored in the Catalog database. Database Comments, which can be up to 256 characters in length, are searchable, cross-platform, and editable.

Copy OS 9 Finder Comment to Database Comments Copies an item's OS 9 Finder comments to its Database comments.

💡 *OS 9 Finder comments (from the OS 9 Get Info window) are not supported in OS X Get Info windows. Use the Copy OS 9 Finder Comment to Database Comments command to utilize any OS 9 Finder comments stored with your media.*

Copy Database Comments to Clip Names Copies an item's Database comments to their Clip Name.

Copy File Comments to Clip Names Copies an item's File Comments to its Clip Name.

Creating Catalogs

Catalogs can be added to the Workspace as new, empty Catalogs, or you can select items first and then save a Catalog of all selected items.

To create a new, empty Catalog:

1 Open the Workspace browser.

2 Choose New Catalog from the browser menu.

3 Enter a unique name and click OK.

To catalog a selection of items:

1 Open any browser (including an existing Catalog).

2 Select the items you want to include in the new Catalog.

3 Choose Create Catalog from Selection from the Browser menu.

A new, fully indexed Catalog database of the selected items is created.

Creating Catalogs of Folders

To create a Catalog of an entire folder and all its contents:

1 Open the Workspace browser, if not already open.

2 Drag and drop a single folder onto the Catalog icon in the Workspace browser.

Pro Tools first indexes the folder, then a fully indexed Catalog is created, with the same name as the dropped folder.

Renaming a Catalog

Catalogs can be renamed at any time.

To rename a Catalog:

1 Click the Catalog item in the Workspace browser until its name highlights.

2 Enter a new name for the Catalog.

Modifying, Updating, and Relinking Catalogs

Modifying Catalogs

To add items to a Catalog:

■ Open the Catalog and drop new items from another browser.

– or –

■ Click the main Catalogs icon in the Workspace, to expand your view of all existing Catalogs, then drop items onto any Catalog.

To add a folder to a Catalog:

1 Open the Catalog.

2 Choose Create Folder from the Browser menu.

To delete items from a Catalog:

1 Select the items.

2 Press Delete.

Consolidating Files with Catalogs

Catalogs are excellent tools for consolidating files from a variety of sources.

For example, create a Catalog named "Thumps" and fill it with sound effects from three different volumes. You can then drag the Catalog from the Workspace browser to another volume, and a folder named "Thumps" will be created on that volume. All of the files referenced by the Catalog will be automatically copied to the volume. Folders and sub-folders, if any, and their contents are included in the copy.

Updating Catalogs

Since a Catalog database is not linked to any particular volume, there is a limit to the abilities of the Update Index command. When Update Database for Selected is selected from the Browser menu in a Catalog, Pro Tools searches for the items represented by the aliases in the Catalog and updates the following information:

Metadata Metadata for all files found online, including File comments, are updated.

Database Comments Database Comments are not updated, because they are unique to each Catalog and are not part of the file's metadata.

Relinking Catalog Items

If files are ever missing from a Catalog, use the Relink window to locate, copy, and relink files. See Chapter 4, "Linking and the Relink Window" for more information.

Deleting Catalogs

To delete a Catalog:

1 Select one or more Catalogs in the Workspace browser.

2 Press the Delete key, or choose Delete Selected from the Browser menu. A warning dialog appears.
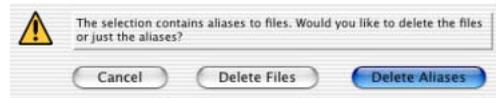
Delete Catalog warning dialog

3 In the warning dialog, click one of the following:

- Click Cancel to cancel the delete operation.
- Click Delete Files to delete aliases and associated files from disk.
- Click Delete Aliases to delete only the aliases and not the associated files.

This operation cannot be undone.

Importing Catalog Items

You can import online and offline items from Catalogs into the current session.

Importing Online Items from a Catalog

Dragging and dropping audio files to the Pro Tools Audio Regions List and Timeline is identical to dragging and dropping from Volume browsers. See "Importing Audio, Tracks, and Sessions with Drag and Drop" on page 37 for more information.

Importing Offline Items from a Catalog

With Catalogs, it is possible to search and import files that are offline. For example, if you have a music cue that you know you want to use, but it resides on a CD-ROM or other unmounted volume, you can spot the file from a Catalog to the session timeline, and it will be automatically imported into the session when the volume is mounted.

The first step is to add files to a Catalog (files must be online to be added to a Catalog). Once added to a Catalog, if the items are taken offline they will be listed in italicized text.

Offline files can be dropped from a Catalog to the timeline just like online files. When you drop the files, a dialog appears asking if you want to relink the files or skip relinking. Click Skip All to load all the items as offline files (in the timeline, their regions appear in light blue). In the Project browser, these items will be listed in the Render Sources folder, to ensure that Pro Tools remembers that these items need to be relinked.

Whenever the volume containing the offline items is mounted, Pro Tools automatically starts to import the files, in the background. This is true even if you have saved the session, quit, and relaunched Pro Tools.

Once the items are completely imported, they appear as online items in the timeline, Audio Regions List, and in the Project browser.

If the offline items match the session sample rate, bit depth, and file format, no conversion will be necessary. As long as the volume is playable, the items will become playable in the session as soon as the volume is mounted.

If the volume is unsuitable for playback, you will be informed that some items must be copied to suitable volumes first. For more information on Transfer files, missing files, and relinking, see Chapter 4, "Linking and the Relink Window."

chapter 8

Task Window

For maximum performance and flexibility with file management tasks, Pro Tools provides the Task window. File management with Pro Tools involves nearly constant creating, copying, converting, searching, and indexing files. These tasks occur in the background, letting you continue recording, editing, and mixing without delay.

The Task window lets you monitor, pause and cancel ongoing tasks including file copying, fade creation and indexing.

☆ *You cannot drag and drop items to or from the Task window.*
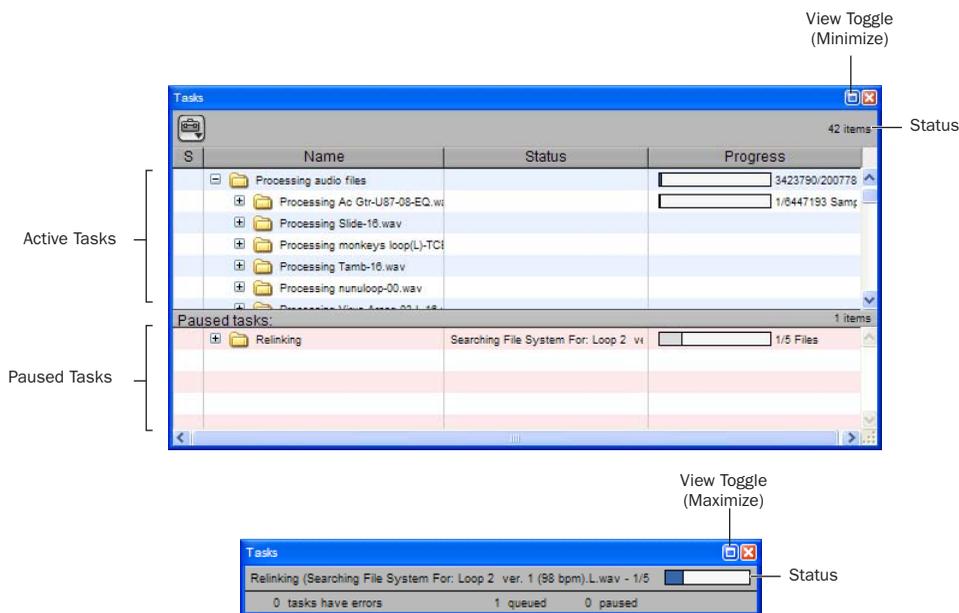
Figure 9. Task window, maximum view (upper) and minimized view (lower)

Opening the Task Window

To open the Task Window:

■ In Pro Tools, choose Windows > Show Task Window.

Press Alt+' (Windows) or Option+' (Macintosh) to open the Workspace browser.

Task Window Messages

If any background task cannot be successfully completed, the Task window comes to the foreground to notify you. The incomplete task is shown in the Paused Tasks pane of the Task window.

Because the Task window is a floating window, it does not interrupt current work. This allows you to continue recording and editing, and postpone file management until a more convenient time.

Window Views

The Task window provides a maximized and minimized view.

To toggle between maximized and minimized views:

■ Click View Toggle icon in the top of the Task window.

Task Window Tools, Columns, and Displays

The Task window menu provides commands for Task window operations.

The following data is always displayed in the Task window (both views):

Item Name Indicates affected item, whether a file, database, or other supported item.

Status Action being taken (for example, Copying, Processing, Indexing and so on).

Progress Indicates the progress of the task or its sub-tasks, which include assessing the size of the items and the estimated amount of time necessary to complete the task.

Progress Indicator Indicates processing is ongoing.

Quantification Shows percentage of progress of the current task.

Active Tasks Pane

The upper Active Tasks pane shows the tasks that are in progress or waiting to start. The currently executing task is at the top. Tasks in this pane will be processed.

As tasks complete, they disappear from the queue.

Any task that fails to complete successfully is moved to the Paused Tasks pane (see below). The Status column displays a description of the failure.

Paused Tasks Pane

The Paused Tasks pane is displayed below the Active Tasks pane, and is separated by a moveable horizontal divider. Tasks listed in this pane will not be processed until they are moved back to the Active Tasks pane.

Pausing and Cancelling Tasks

The Task window lets you pause, resume, and cancel tasks.

To pause a task:

■ Drag the appropriate task from the Active Tasks pane to the Paused Tasks pane.

The task moves to the top of the Paused Tasks pane.

To pause all tasks:

■ Choose Pause All from the Task window menu.

To resume a task:

■ Drag a task from the Paused Tasks pane to the Active Tasks pane. The task returns to its previous position in the queue.

To resume all paused tasks:

■ Select Resume All from the Task window menu. All tasks in the Paused Tasks pane (except failed tasks) are moved to the Active Tasks pane.

To cancel a task:

1 Highlight any task in either pane of the Task window.

2 Press Delete to remove it from the Task window.

To cancel all tasks:

1 Select any single task in either pane.

2 Press Control-A (Windows) or Command-A (Macintosh) to select all the tasks in that pane.

3 Press Delete.

This command cannot be undone.

About Cancelling Tasks

Some tasks involve one or more sub-tasks. Deleting a task cannot undo sub-tasks already completed. For example, if importing and converting multiple files appears a single task, deleting that task before it is completed will stop the import and conversion process, but files already converted and imported will remain on disk. If you want to cancel a task involving multiple sub-tasks, you can instead let the process complete and then use Undo to completely undo all sub-tasks, as available.

Closing Sessions with Pending Tasks

If you close a session or quit Pro Tools while tasks are still pending (either in the Active or Paused Tasks panes of the Task window) Pro Tools asks if you want to cancel, or complete the pending tasks. You can choose to open the Task window and wait for pending tasks to complete, cancel the pending tasks, or quit. If you quit, some tasks will be cancelled. Tasks that involve file copies will be remembered and restarted when you relaunch Pro Tools.

About Failed Tasks

The Paused Tasks pane shows any tasks that could not be completed. The reason for the failure is shown in the Status column.

Failed Tasks cannot be resumed, and must be deleted manually from the Paused Tasks pane.

If Automatically Find and Relink was unable to find all files in a session, a failed task is placed in the Paused Tasks pane of the Task window. It remains there unless you manually remove it from the Task window (even if you have since found the files through a subsequent search and relink task).

Task Prioritization

A task that is in progress may be interrupted by a task of higher priority. When this happens, the partially completed task is halted and rescheduled later in the queue, and shown with a progress bar in the Active Tasks pane. When the higher priority task is finished the first incomplete task in the queue resumes.

Tips for Using the Task Window

Pause Tasks During Playback

A global preference Pause during Playback is provided in the Task window Browser menu. When enabled, Active Tasks are paused whenever Pro Tools is playing (or recording). This setting is especially useful when working on slower CPUs, or whenever you want to minimize system load for maximum playback and recording performance. This Preference maintains its setting until the next time it is changed.

Stored Tasks

Any task that imports files into a session is stored with a session when it is closed, and will resume when the session is re-opened.

For example, if you Import Tracks with Copy Media selected, then save and quit before the copy completes, the copy tasks will resume when the session is reopened.

Grouped Tasks

Some tasks consist of many smaller tasks. For instance, Copy and Relink may require hundreds of individual files to be copied. To help manage these tasks, they are grouped under the originating command. So in the example of a Copy and Relink command, one Copy task would appear with an Expand/Collapse icon in the Task window. Clicking the icon shows each of the individual sub-tasks.

If there is more than one grouped task in the queue, all of the sub-tasks for the first group must be completed before the sub-tasks of the second group can be processed.

If the session is saved and closed while several of these group tasks are in the queue, and if those tasks are the type that are saved across close and reopen, all of the tasks will appear when the session is reopened as part of the same group.

appendix a

Keyboard Shortcuts

Browser and Window Keyboard Shortcuts

Table 2. DigiBase Browser and Window Shortcuts

Action	Windows Shortcut	Macintosh Shortcut
Opens the Workspace browser	Alt+Semi-Colon	Option+Semi-Colon
Opens the Task Manager window	Alt+Comma	Option+Comma
Opens or close the Project browser	Alt+O	Option+O
Brings all browsers to the fore-ground	Alt+J	Option+J
Sends all browsers to the back	Alt+Shift+J	Option+Shift+J
Zoom Presets in the Edit window – or – View Presets in DigiBase browsers	Start 1–5	Control 1–5

Auditioning Keyboard Shortcuts

Table 3. Auditioning Shortcuts

Action	Windows Shortcut	Macintosh Shortcut
Browser Item: Starts or stops auditioning from head – or – Audio Import Dialog: Starts or stops auditioning from head	Spacebar	Spacebar
Browser Item: Starts or stops loop auditioning from head	Alt+Spacebar	Option+Spacebar
Import Audio Dialog: Starts or stops auditioning	Alt+P	Command+P

Delete or Duplicate Keyboard Shortcuts

Table 4. Delete or Duplicate Shortcuts

Action	Windows Shortcut	Macintosh Shortcut
Region List: Deletes a Region from the timeline – or – Browser Item: Deletes items from the browser/disk	Delete	Delete
Deletes locked files selected in a browser	Control+Delete	Command+Delete
Deletes any selected browser item, and suppresses any warning dialog	Alt+Delete	Option+Delete
Creates duplicates of any selected files	Control+D	Command+D

Mouse Click Keyboard Shortcuts

Table 5. DigiBase Mouse Click Modifiers

Action	Windows Shortcut	Macintosh Shortcut
Selects contiguous items in a browser – or – Selects a range of contiguous column headers – or – Selects dis-contiguous items only in the Regions List (must use marquee for contiguous selection)	Shift-Click	Shift-Click
Selects all of the files in a multi-channel file in a browser	Alt-Shift-Click	Option-Shift-Click
Column Headers: Makes a secondary sort order – or – Region List: Auditions a file – or – Browser Find Button: Cancels a search, and closes the Search pane – or – Browser Close Box: Closes all open browsers	Alt-Click	Option-Click
Column Header: Hides a column for the individual browser	Control-Alt-Click	Command-Option-Click

Table 5. DigiBase Mouse Click Modifiers

Action	Windows Shortcut	Macintosh Shortcut
Browser Back Button: Opens the navigation menu – or – Browser Items: Selects dis-contiguous items – or – Column Headers: Selects discontinuous column headers – or – Browser Up Button: Opens menu for navigating up several levels. – or – Browser View Preset Buttons: Stores column order and width, and sort order – or – Region List: Select a region without changing which region is highlighted in timeline	Control-Click	Command-Click
Browser Items: Opens a new window and leaves the original window open	Control-Double-Click	Command-Double-Click

Drag and Drop Keyboard Shortcuts

Table 6. DigiBase Drag and Drop Modifiers

Action	Windows Shortcut	Macintosh Shortcut
Browser Item: From one folder to another folder on the same volume will create a copy of that item in the target location – or – Browser Media File to Region List or Timeline: Creates a copy of the media file in the session's Audio Files folder	Alt-Drag and Drop	Option-Drag and Drop
Browser File: Imports to timeline and creates a new track.	Shift-Drag and Drop	Shift-Drag and Drop
Waveform Display: Sets sync point and spots to timeline – or – Region List: Opens the Replace Region dialog	Control-Drag and Drop	Command-Drag and Drop
Waveform Display: Sets the sync point and spots to the timeline and copies the audio file	Control-Alt-Drag and Drop	Command-Option-Drag and Drop
Browser item to timeline: Suppresses automatic sample rate conversion	Control-Shift-Drag and Drop	Command-Shift-Drag and Drop
Region List: Snaps to head – or – Browser Audio File, from Name or Icon: Snaps to head – or – Browser Audio File, from Waveform Display: Spots to temporary sync point	Start-Drag and Drop	Control-Drag and Drop
Browser Audio File to Timeline: Snaps to head and copies the audio file to the session's Audio Files Folder	Start-Alt-Drag and Drop	Control-Option-Drag and Drop

Table 6. DigiBase Drag and Drop Modifiers

Action	Windows Shortcut	Macintosh Shortcut
Region List: Snaps to sync point – or – Browser Item: Snaps to sync point	Start-Shift-Drag and Drop	Control-Shift-Drag and Drop
Browser Item: Snaps to sync point and copies the audio file to the session's Audio Files Folder	Start-Alt-Shift-Drag and Drop	Control-Option-Shift-Drag and Drop
Region List: Snaps to tail – or – Browser Item: Snaps to tail	Start-Control-Drag and Drop	Control-Command-Drag and Drop
Browser Item: Snaps to tail and copies the audio file to the session's Audio Files Folder	Start-Control-Alt Drag and Drop	Control-Command-Option-Drag and Drop
Browser Item: Spots with variable cursor	Start-Control-Shift Drag and Drop	Control-Command-Shift-Drag and Drop
Browser Item: Spots with variable cursor and copies the audio file to the session's Audio Files Folder	Start-Control-Alt-Shift-Drag and Drop	Control-Command-Option-Shift-Drag and Drop

Spotting without Dragging Keyboard Shortcuts

Table 7. Spotting without Dragging Shortcuts

Action	Windows Shortcut	Macintosh Shortcut
Browser Item: Spots to head without dragging	Start+Alt+H	Control+Option+H
Browser Item: Spots to tail without dragging	Start+Alt+T	Control+Option+T
Browser Item: Spots to sync point without dragging	Start+Alt+S	Control+Option+S
Browser Item: Spots to User Timestamp without dragging	Start+Alt+U	Control+Option+U

Navigation Shortcuts

Table 8. DigiBase Navigation Shortcuts

Action	Windows Shortcut	Macintosh Shortcut
Selection Up	Up Arrow	Up Arrow
Selection Down	Down Arrow	Down Arrow
Scroll Page Up	Page Up	Page Up
Scroll Page Down	Page Down	Page Down
Scroll to Top of Browser	Home	Home
Scroll to Bottom of Browser	End	End
Up one browser level (same as up arrow icon)	Control+Up Arrow	Command+Up Arrow
Open Folder (same window)	Control+Down Arrow	Command+Down Arrow
Open Folder (new window)	Control+Option+Down Arrow	Command+Option+Down Arrow
Open Show/Hide Icon	Right Arrow	Right Arrow
Close Show/Hide Icon	Left Arrow	Left Arrow
Cycle to next or previous Browser	Control+Left/Right Arrows	Command+Left/Right Arrows
Enter/Exit Name Edit field	Enter	Enter/Return
Revert to original text	Esc	Esc
Open/Close Search Pane	Control+F	Command+F
Move to Next Search Field	Tab	Tab
Move to Previous Search Field	Shift+Tab	Shift+Tab

index