

## Neon Tommy Submission Guidelines for Adobe Audition

### Saving your Adobe Audition Session as an MP3

1. Make sure you are in “Multi track mode” and that your session file is open.
2. Check to be sure no extraneous wave blocks are lying around beyond the end of your story. Scroll back and forth through the session to check for this.
3. Make sure all the tracks that belong in your final piece are UNMUTED.
4. Save your session.
5. Go to “Edit” and choose “Mix down to file” and then “All Waves (Mono)”
6. Your finished project will appear in single track mode. Listen to it to make sure everything sounds ok.
7. If any extraneous silence is at the end of the mixed piece, highlight and delete **(this is the one time it is ok to do any editing in Single Track Mode!)**
8. Go to “Edit” and choose “Convert Sample Type”
9. Make sure the settings are 44100 Hz, Mono, 16 bit and hit OK. Always hit OK even if everything is already set to these parameters.
10. Go to “Effects” and choose “Amplitude” and “Normalize”
11. Make sure “Decibels format” is checked.
12. Type “-3db” in the text field and click OK.
13. Go to “File” and choose “Save as.”
14. Under “Save as type” make sure it is set to “mp3PRO.”
15. Title your file and Save.