



## Keyboard Shortcuts For Macintosh Systems

For increased operational speed and ease-of-use, there are many Pro Tools keyboard shortcuts to give you fast access to a wide variety of tasks. This guide details the many keyboard shortcuts that are not shown within Pro Tools menus. The shortcuts are grouped by functional area for your added convenience and quick reference.

### GLOBAL KEYBOARD COMMANDS

Change all audio channel strips .....option - applicable function

Change audio channel strip and all selected

audio channel strips .....option - shift - applicable function

#### applicable functions:

- automation mode
- record, solo and mute enables
- record and solo safes
- volume/peak indicator
- track heights
- playlist enables
- creating Plug-Ins instances
- I/O, Bus, Send assignment
- extend selection
- clear clip meter

Toggle item & set all others to same new state .....option - click on applicable item

Toggle item & set all others to opposite state .....⌘ - click on applicable item

#### applies to:

- tracks in Show/Hide Tracks List
- Group enables/activation
- Automation Enable window
- memory location parameters

Fine Tune.....⌘ - click on control slider/pot/breakpoints

#### applies to:

- Plug-In parameter editing
- fader movement
- scrubbing
- automation data trimming (requires larger track view for highest resolution)


### MIX AND EDIT GROUPS

Temporarily isolate channel strip from Group operation ....hold down control - any operation that affects Groups

New Group .....⌘ - G (with two or more tracks selected)

Suspend/Resume all Groups .....⌘ - shift - G or ⌘ - click on Groups pop-up menu

Rename Group .....double-click to far left of group name in the Groups List

Group Enable/Disable.....type ID letter on keyboard (To enable keyboard selection of Groups, click  box at top right of Groups List)

Show Group members only .....control - click on group(s) in Groups List  
(control - shift - click for multiple groups)

#### Grouping affects:

- volume level/faders
- solos and mutes
- automation modes
- track display format
- track height
- editing
- playlist enables

#### Grouping does not affect:

- record enables
- pan
- voice and output assignments
- creating instances of TDM Plug-Ins

### RECORD AND PLAYBACK

Open New Track Dialog .....⌘ - shift - N

Cycle up/down through New Track options .....⌘ - ↑/↓

Start record .....⌘ - spacebar/F12

Stop record .....spacebar

Stop record and discard take .....⌘ - period key

Start/stop playback .....spacebar

Half-speed record .....⌘ - shift - spacebar

Half-speed playback .....shift - spacebar

Pause (pre-prime deck for instant playback & record) ....control - spacebar or option - click on Transport play button

Enable/disable online record .....⌘ - option - spacebar

Enable/disable online playback .....⌘ - J / option - spacebar

Toggle record modes (normal/Destructive/Loop/QuickPunch) ....control - click on Transport record button

Loop playback toggle .....⌘ - shift - L or control - click on Transport play button

Record-safe track .....⌘ - click on Record enable button

Solo-safe track .....⌘ - click on Solo button

QuickPunch .....⌘ - shift - P

Enter/Exit record during playback in QuickPunch .....⌘ - spacebar/click Transport record button

Set and enable pre/post-roll time .....option - click with selector before/after selection

Disable pre/post-roll time .....option - click within selection closer to front/back

Scroll to selection start/end .....←/→ (when selection exceeds window view)

Toggle Transport Master (Pro Tools/Machine/MMC) .....⌘ - \

### AUDDITIONING

#### When Transport = Pro Tools:

Play by pre-roll value up to selection start/end .....option - ←/→

Play by post-roll value after selection start/end .....⌘ - ←/→

Play by pre & post-roll value through selection start/end .....⌘ - option - ←/→

Play by pre-roll value to current location counter time ....option - ←/→ (when no selection)

Play by post-roll value from current location counter time ....⌘ - ←/→ (when no selection)

#### When Transport = Machine/MMC:

Cue transport to selection start/end .....⌘ - ←/→

Cue transport with pre/post-roll to selection start/end .....option - ←/→

### SCRUB (JOG) / SHUTTLE

Temporary scrub mode when using Selector .....control - click - drag

Extend selection while scrubbing .....shift - click - drag w/ Scrubber, (also in temporary scrub mode)

Shuttle .....option - click - drag w/ Scrubber, (also in temporary scrub mode)


Shuttle-lock .....control - number key (1-9, where 5 = real-time, 9 = max speed)

Change direction during Shuttle .....+/- (eg. shuttle backward = control - number key - minus key)

Shuttle-lock stop .....0 (press number key to resume shuttle)

Exit Shuttle-lock mode .....spacebar or ⌘ - period key

## EDIT SELECTION DEFINITION AND NAVIGATION

Locate play/edit cursor to next region-boundary/sync point	tab
Locate play/edit cursor to previous region-boundary/sync point	option - tab
Go to and select next region	control - tab
Go to and select previous region	control - option - tab
Extend selection to next region-boundary	shift - tab
Extend selection to previous region-boundary	option - shift - tab
Extend selection to include next region	control - shift - tab
Extend selection to include previous region	control - option - shift - tab
Return to start of session	return
Go to end of session	option - return
Extend selection to start of session	shift - return
Extend selection to end of session	option - shift - return
Set selection start/end during playback	↓/↑
Set selection start/end to incoming time code while stopped	↓/↑
Select entire region in Edit window	double-click with Selector
Select entire track in Edit window	triple-click with Selector / ⌘ - A
Extend selection to a memory location	shift - period key - mem loc number - period key*
Place play/edit cursor or create selection across all tracks	option - click in Rulers
Extend play/edit cursor or selection across all tracks	enable "All" Edit group (! key) and shift - click on any other track (To enable keyboard selection of Groups, click  at top right of Groups List)

## EDITING, NUDGING & TRIMMING

(+/- key usage is on numeric keypad only)

Change Grid value	control - option - +/-
Change Nudge value	⌘ - option - +/-
Nudge selection or region right/left by Nudge value	+/-
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	control - +/-
Nudge left selection boundary right/left by Nudge value	option - shift - +/-
Nudge right selection boundary right/left by Nudge value	⌘ - shift - +/-
Nudge back/forward by next Nudge value	see Command Focus Mode section of this guide
Trim left edge of region to right/left by Nudge value	option - +/-
Trim right edge of region to right/left by Nudge value	⌘ - +/-
Reverse Trimmer direction when trimming region	option - Trimmer
Trim boundary between two regions	hold down ⌘ key while trimming
Duplicate region(s) in Edit Window	option - click selection and drag to destination
Delete selection in Edit Window playlist	delete
Constrain audio region to vertical movement	control - move audio region with Grabber
Snap region start to stationary playhead or edit selection start	control - click new region with Grabber
Snap region to stationary playhead or edit selection sync point	option - control - click new region with Grabber
Snap region end to stationary playhead or edit selection start	⌘ - control - click new region with Grabber

## ZOOM

Horizontal zoom in/out	⌘ - ] / [
Vertical zoom in/out	⌘ - option - ] / [
Fill window with selection	option - click on Zoomer
View entire session	double-click on Zoomer
Zoom vertical and horizontal axis	hold down ⌘ key while using Zoomer
Zoom to previous orientation	option - click on display scale arrows
Max zoom before waveform drawn from disk	⌘ - click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levels	see Command Focus Mode section of this guide

## MEMORY LOCATIONS

Create memory location	enter
Reset a memory location	control - click on memory location button
Delete memory location	option - click on a memory location button
Recall a memory location	period key - memory location number - period key (or click on memory location button)*


## SELECT EDIT TOOLS / MODES

Shuffle	.F1 or option - 1 on alpha keyboard
Slip	.F2 or option - 2 on alpha keyboard
Spot	.F3 or option - 3 on alpha keyboard
Grid	.F4 or option - 4 on alpha keyboard
Zoomer	.F5 or ⌘ - 1 on alpha keyboard
Trimmer	.F6 or ⌘ - 2 on alpha keyboard
Selector	.F7 or ⌘ - 3 on alpha keyboard
Grabber	.F8 or ⌘ - 4 on alpha keyboard
Scrubber	.F9 or ⌘ - 5 on alpha keyboard
Pencil	.F10 or ⌘ - 6 on alpha keyboard
SmartTool	(F6 & F7) or (F7 & F8) or ⌘ - 7 on alpha keyboard
Cycle through edit tools	escape key
Cycle through edit modes	~ key

\*The first period key press is not required with "Classic" numeric keypad mode selected in Preferences.

## COMMANDS FOCUS MODE (CLICK BUTTON)


### TDM SYSTEMS ONLY

Zoom Level 1-5 	alpha keys 1/2/3/4/5
Play to/from edit start by pre/post-roll value	alpha keys 6/7
Play to/from edit end by pre/post roll amount	alpha keys 8/9
Copy Edit Selection to Timeline Selection	alpha key 0
Copy Timeline Selection to Edit selection	.0
Capture Timecode	=
Center Timeline Start	.Q
Center Timeline End	.W
Fill Window	.E
Zoom Out Horizontally	.R
Zoom In Horizontally	.T
Snap Start (of selected region) to timecode	.Y
Snap sync point (of selected region) to timecode	.U
Snap End (of selected region) to timecode	.I
Snap Start (of selected region) to playhead	.H
Snap Sync point (of selected region) to playhead	.J
Snap End (of selected region) to playhead	.K
Move Edit Selection up	.P
Move Edit Selection down	.; (semi colon)
Tab back	.L
Tab forward	.\ (apostrophe)
Play Timeline selection	.] (right bracket)
Play Edit selection	.[ (left bracket)
Trim Start to Insertion	.A
Trim End to Insertion	.S
Fade to Start <i>(Available if no selection)</i>	.D
Fade (without showing Fades dialog)	.F
Fade to End <i>(Available if no selection)</i>	.G
Undo	.Z
Cut	.X
Copy	.C
Paste	.V
Separate	.B
Timeline Insertion follows Playback (pref toggle)	.N
Nudge back by next Nudge Value	.M
Nudge back by Nudge Value	.<
Nudge forward by Nudge Value	.>
Nudge forward by next Nudge Value	./

## F A D E S

Apply xfade to selection without accessing Fades window	.⌘ - control - F (uses default fade shape)
Edit fade-in only in Fades window	.option - click - drag fade-in curve (in "None" Link mode only)
Edit fade-out only in Fades window	.⌘ - click - drag fade-out curve (in "None" Link mode only)
Audition start/stop in Fades window	.spacebar
Reset to default zoom in Fades window	.⌘ - click on either zoom arrow
Reset standard or S-shape crossfades to default curves	.option - click in xfade window (in Equal Power/Gain modes)
Cycle up/down through Out Shape parameter options	.control - ↑/↓
Cycle up/down through In Shape parameter options	.option - ↑/↓
Cycle up/down through Link parameter options	.↑/↓
Cycle up/down through preset Out Shape curves	.control - ←/→
Cycle up/down through preset In Shape curves	.option - ←/→

## R E G I O N S L I S T

Select region by name	.type letter(s) A-Z (To enable keyboard selection of Regions, click  box at top right of Regions List)
Clear selected region(s) from Regions List	.shift - ⌘ - B
Bypass dialog boxes during deletion of audio files	.option - click "delete"/"yes" button in respective dialog
Audition region in Regions List	.option - click & hold on region in Regions List
Rename region/file	.double-click region in Regions List or double-click with Grabber on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	.control - click - drag region

## I M P O R T A U D I O D I A L O G

Add currently selected region or audio file to list	.enter or return
Audition currently selected audio file/region	.⌘ - P or spacebar
Stop audition of selected file and retain selection	.⌘ - P or ⌘ - S
Stop audition of selected file & go to top of scroll box	.spacebar
Move between file windows	.tab
Done	.⌘ - W
Cancel	.⌘ - period key
Random-access fwd/rew search through selected file	.click right/left side of counter

## C O N V E R T A N D I M P O R T D I A L O G

Add	.⌘ - A
Remove	.⌘ - R
Add All	.⌘ - option - A
Done	.⌘ - W
Cancel	.⌘ - period key
Play/Stop	.spacebar

## MIXING

Set all faders to their automation null points .....option - clicking on either automatch triangle  
 Reset a control to default value .....option - click on control  
 Headroom/Track Level/Channel delay Indicator .....⌘ - click on Track Level Indicator  
 Clear peak/clip-hold from meter .....click on indicator  
 Peak counter reset in Headroom Indicator mode .....click on Headroom Indicator  
 Bypass Plug-In Insert .....option - click on insert name in Inserts view  
 Send mute .....option - click on send name in Sends view  
 Toggle Send Display between "All" & "Individual" mode .....⌘ - click on Send pop up

## AUTOMATION

Leave upper/lower-most  
 extremity breakpoints while trimming .....hold down shift key while trimming  
 Disable auto-creation of anchor breakpoints  
 when trimming automation of a selection .....option - Trimmer  
 Access Plug-In Automation dialog .....⌘ - option - control - click on Plug-In Insert or  
 track display format selector (in edit window)  
 Disable/enable automation playlist on selected track .....⌘ - click on track display format selector  
 Disable/enable ALL automation playlists on selected track . . .⌘ - shift - click on track display format selector  
 Vertically constrain automation movement .....shift - move automation with Grabber  
 Special Paste of automation data between different controls . . .control - ⌘ - V  
 Write automation to end of session/selection.....control - click on Transport End button  
 Write automation to start of session/selection .....control - click on Transport RTZ button  
 Write automation from start to end of session/selection . . .control - shift - click on Transport End/RTZ button  
 Copy to Send .....⌘ - option - H  
 Display Automation Playlist of automation-enabled control. . . .⌘ - control - click on control  
 Scroll to & display track in default view in Edit window. . . .⌘ - control - click on track name in Mix, Edit, Insert,  
 (Track defaults: disk=waveform; MIDI=notes; aux/master=volume) or Sends window or Show/Hide Tracks List  
 Scroll to & select track in Mix/Edit window .....control - click on track name in Mix, Edit, Insert or  
 Sends window or Show/Hide Tracks List  
 When all tracks in selection are displaying automation playlists, hold down  
 control key during the following operations to affect all playlists on every track in selection:  
 Delete .....delete  
 Cut .....⌘ - X  
 Duplicate .....⌘ - D  
 Copy .....⌘ - C  
 Clear .....⌘ - B  
 Insert Silence .....shift - ⌘ - E

## NUMERIC ENTRY

Initiate time entry in Current Location & Big Counters . . . = or \* key on numeric keypad  
 Initiate time entry in Edit window Start/End/Length fields . . . / on numeric keypad (subsequent presses toggle through fields)  
 Initiate time entry in Transport window fields .....option - / on numeric keypad (subsequent presses toggle through fields)  
 Capture incoming timecode in Session Setup window (with Start field selected),  
 Spot dialog & Time Stamp Selected dialog .....= (hold down key for continued input)  
 Move sub-unit selection to the right .....period key  
 Move sub-unit selection to the left/right .....←/→  
 "Calculator entry" mode .....+ or - keys followed by offset number  
 Increment/decrement the current sub-unit .....↑/↓  
 Clear entered numeric value & stay in time entry mode . . .clear  
 Apply entered numeric value .....return or enter  
 Clear entered numeric value and exit time entry mode . . .escape

Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left

Above keyboard shortcuts apply to:

• Current Location Counter	• Start, End & Length fields in Edit window	• Transport window time fields
• Spot dialog	• Big Counter	

## TEXT ENTRY

Move down/up rows .....tab /shift-tab  
 Move to beginning/end of word .....↑/↓  
 Move single letters at a time across a name label .....←/→  
 Select entire word .....double click on word

Above keyboard shortcuts apply to:

• naming channel strips	• Get Info dialog	• I/O Labels
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## PERIPHERALS DIALOG

Go to Synchronization window .....⌘ - 1  
 Go to Machine Control window .....⌘ - 2  
 Go to MIDI Controllers window .....⌘ - 3  
 Go to ProControl window .....⌘ - 4

## PREFERENCES DIALOG

Go to Display window .....⌘ - 1  
 Go to Operation window .....⌘ - 2  
 Go to Editing window .....⌘ - 3  
 Go to Automation window .....⌘ - 4  
 Go to Processing window .....⌘ - 5  
 Go to Compatibility window .....⌘ - 6  
 Go to MIDI window .....⌘ - 7

## PLUG-IN SETTINGS LIBRARIAN

Compare .....	⌘ - shift - E
Save Settings .....	⌘ - shift - S
Copy Settings .....	⌘ - shift - C
Paste Settings .....	⌘ - shift - V

## KEYBOARD INPUT FOR PLUG-IN PARAMETERS

Click mouse in text field .....	Type desired value
Move down/up parameter fields .....	tab/ shift - tab
Increase/decrease slider value .....	↑/↓
Input value without leaving field .....	enter
Enter value and exit keyboard entry mode .....	return
For fields that support kilohertz .....	type k after number multiplies by 1000

## NUMERIC KEYPAD MODES

### TRANSPORT MODE

MIDI Metronome On/Off .....	7
MIDI Count On/Off .....	8
Merge Record On/Off .....	9
Loop Playback .....	4
Loop Record .....	5
QuickPunch Record .....	6
Rewind .....	1
Fast Forward .....	2
Record .....	3
Play/Stop .....	0

### SHUTTLE MODE (TDM SYSTEMS ONLY)

1 X Forward .....	6
1 X Rewind .....	4
4 X Forward .....	9
4 X Rewind .....	7
1/4 X Forward .....	3
1/4 X Rewind .....	1
1/2 X Forward .....	5-6
1/2 X Rewind .....	5-4
2 X Forward .....	8-9
2 X Backward .....	8-7
1/16 X Forward .....	2-3
1/16 X Backward .....	2-1
Loop Playback of Edit Selection .....	0

Note: Choose Classic, Transport, or Shuttle mode in Preferences>Operations menu.

## MISCELLANEOUS

Display Takes Pop Up list (appears only when selection start or flashing insertion point matches user time stamp of regions) ... ⌘ - click with Selector tool at selection start or current cursor location

Set all tracks to selected record drive in Disk Allocation

dialog (for Pro Tools® III – on same Disk I/O™ only) .....option - click on record drive

Access Playback Engine dialog during Pro Tools launch ....hold down “N” key while launching Pro Tools

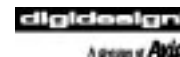
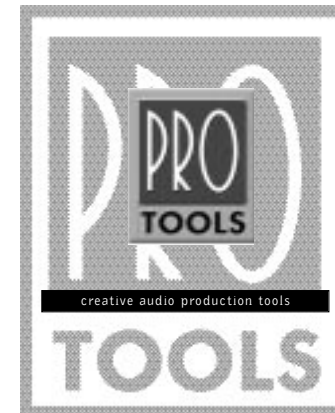
Toggle between Hide All and Show All .....option - click in Show/Hide Tracks List

Bypass repeat dialogs when multiple items will be

changed by single operation (eg. Clear, Delete, Compact) ...option - click respective “Proceed” button in dialog

Wait for (MIDI note) .....F11 (Preference option enabled)

Single key shortcut (with Commands Focus disabled) .....control - “single key”



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