



Keyboard Shortcuts for Windows 98/NT 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 Alt - applicable function

Change audio channel strip and all selected

audio channel strips Alt - 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 Alt - click on applicable item

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

applies to:

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

Fine Tune Ctrl - 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 Start/right mouse click - any operation that affects Groups

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

Suspend/Resume all Groups Ctrl - Shift - G or Ctrl - 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 right mouse click on group(s) in Groups List (right mouse click - 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 Ctrl - Shift - N
- Cycle up/down through New Track options Ctrl - ↑/↓
- Start record Ctrl - spacebar/F12
- Stop record spacebar
- Stop record and discard take Esc or Ctrl - period key
- Start/stop playback spacebar
- Half-speed record Ctrl - Shift - spacebar
- Half-speed playback Shift - spacebar
- Pause (pre-prime deck for instant playback & record) Start - spacebar or Alt- click on Transport play button
- Enable/disable online record Ctrl - Alt - spacebar
- Enable/disable online playback Ctrl - J / Alt - spacebar
- Toggle record modes (normal/Destructive/Loop/QuickPunch) right mouse click on Transport record button
- Loop playback toggle Start - click or right mouse click on Transport play button
- Record-safe track Ctrl - click on Record enable button
- Solo-safe track Ctrl - click on Solo button
- QuickPunch Ctrl - Shift - P
- Enter/Exit record during playback in QuickPunch Ctrl - spacebar/click on Transport record button
- Set and enable pre/post-roll time Alt - click with selector before/after selection
- Disable pre/post-roll time Alt - click within selection closer to front/back
- Scroll to selection start/end ←/→ (when selection exceeds window view)
- Toggle Transport Master (Pro Tools/Machine/MMC) Ctrl - \

AUDITIONING

When Transport = Pro Tools:

- Play by pre-roll value up to selection start/end Alt - ←/→
- Play by post-roll value after selection start/end Ctrl - ←/→
- Play by pre & post-roll value through selection start/end Ctrl - Alt - ←/→
- Play by pre-roll value to current location counter time Alt - ←/→ (when no selection)
- Play by post-roll value from current location counter time Ctrl - ←/→ (when no selection)


When Transport = Machine/MMC:

- Cue transport to selection start/end Ctrl - ←/→
- Cue transport with pre/post-roll to selection start/end Alt - ←/→

SCRUB (JOG) / SHUTTLE

- Temporary scrub mode when using Selector right mouse click - drag
- Extend selection while scrubbing Shift - click - drag w/ Scrubber, (also in temporary scrub mode)
- Shuttle Alt - click - drag w/ Scrubber, (also in temporary scrub mode)
- Shuttle-lock Start - number key (1-9, where 5 = real-time, 9 = max speed)
- Change direction during Shuttle +/- (eg. shuttle backward = Start - number key - minus key)
- Shuttle-lock stop 0 (press number key to resume shuttle)
- Exit Shuttle-lock mode spacebar or Esc

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.....	Ctrl - Tab
Go to and select next region.....	Start - Tab
Go to and select previous region.....	Start - Ctrl - Tab
Extend selection to next region-boundary	Shift - Tab
Extend selection to previous region-boundary	Ctrl - Shift - Tab
Extend selection to include next region	Start - Shift - Tab
Extend selection to include previous region.....	Start - Shift - Ctrl - Tab
Return to start of session.....	Enter
Go to end of session.....	Ctrl - Enter
Extend selection to start of session.....	Shift - Enter
Extend selection to end of session	Ctrl - Shift - Enter
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 / Ctrl - A
Extend play/edit cursor across all tracks and create selection	Alt - 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.....	Start - Alt - +/-
Change Nudge value.....	Ctrl - Alt - +/-
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)	Start - +/-
Nudge left selection boundary right/left by Nudge value.....	Alt - Shift - +/-
Nudge right selection boundary right/left by Nudge value.....	Ctrl - 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	Alt - Start - +/-
Trim right edge of region to right/left by Nudge value.....	Ctrl - Start - +/-
Reverse Trimmer direction when trimming region	Alt - Trimmer
Trim boundary between two regions	hold down Ctrl key while trimming
Duplicate region(s) in Edit Window	Ctrl - click selection and drag to destination
Delete selection in playlist	Backspace
Constrain audio region to vertical movement	right mouse click - move audio region with Grabber
Snap region start to stationary playhead or edit selection start	Start - click new region with Grabber
Snap region to stationary playhead or edit selection sync point.....	Alt - Start - click new region with Grabber
Snap region end to stationary playhead or edit selection start.....	Ctrl - Start - click new region with Grabber

ZOOM

Horizontal zoom in/out	Ctrl -] / [
Vertical zoom in/out	Ctrl - Shift -] / [
Fill window with selection	Alt - click on Zoomer
View entire session	double-click on Zoomer
Zoom vertical and horizontal axis	hold down Ctrl key while using Zoomer
Zoom to previous orientation	Alt- click on display scale arrows
Max zoom before waveform drawn from disk	Ctrl- 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 (on numeric keypad)
Reset a memory location	Start - click on memory location button
Delete memory location	Alt - left mouse 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

ShuffleF1
SlipF2
SpotF3
GridF4
ZoomerF5 or Ctrl - 1 on alpha keyboard
TrimmerF6 or Ctrl - 2 on alpha keyboard
SelectorF7 or Ctrl - 3 on alpha keyboard
GrabberF8 or Ctrl - 4 on alpha keyboard
ScrubberF9 or Ctrl - 5 on alpha keyboard
PencilF10 or Ctrl - 6 on alpha keyboard
SmartTool(F6 & F7) or (F7 & F8) or Ctrl - 7 on alpha keyboard
Cycle through edit tools	center mouse click
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 1/2/3/4/5
 Play to/from edit start by pre/post-roll valuealpha 6/7
 Play to/from edit end by pre/post roll amountalpha 8/9
 Copy Edit Selection to Timeline Selectionalpha 0
 Copy Timeline Selection to Edit selection0
 Capture Timecode=
 Center Timeline StartQ
 Center Timeline EndW
 Fill WindowE
 Zoom Out HorizontallyR
 Zoom In HorizontallyT
 Snap Start (of selected region) to timecodeY
 Snap sync point (of selected region) to timecodeU
 Snap End (of selected region) to timecodeI
 Snap Start (of selected region) to playheadH
 Snap Sync point (of selected region) to playheadJ
 Snap End (of selected region) to playheadK
 Move Edit Selection upP
 Move Edit Selection down; (semi colon)
 Tab backL
 Tab forward' (apostrophe)
 Play Timeline selection]
 Play Edit selection[
 Trim Start to InsertionA
 Trim End to InsertionS
 Fade to Start (Available if no selection)D
 Fade (without showing Fades dialog)F
 Fade to End (Available if no selection)G
 UndoZ
 CutX
 CopyC
 PasteV
 SeparateB
 Timeline Insertion follows Playback (pref toggle)N
 Nudge back by next Nudge ValueM
 Nudge back by Nudge Value<
 Nudge forward by Nudge Value>
 Nudge forward by next Nudge Value/

FADES

Apply xfade to selection without accessing Fades window . .Ctrl - Start - F (uses last selected fade shape)
 Edit fade-in only in Fades windowAlt - click - drag fade-in curve (in "None" Link mode only)
 Edit fade-out only in Fades windowCtrl - click - drag fade-out curve (in "None" Link mode only)
 Audition start/stop in Fades windowspacebar
 Reset to default zoom in Fades windowCtrl - click on either zoom arrow
 Reset standard or S-shape crossfades to default curvesAlt - click in xfade window (in Equal Power/Gain modes)
 Cycle up/down through Out Shape parameter optionsStart - ↑/↓
 Cycle up/down through In Shape parameter optionsAlt - ↑/↓
 Cycle up/down through Link parameter options↑/↓
 Cycle up/down through preset Out Shape curvesStart - ←/→
 Cycle up/down through preset In Shape curvesAlt - ←/→

REGIONS LIST

Select region by nametype letter(s) A-Z (To enable keyboard selection of Regions, click  box at top right of Regions List)
 Clear selected region(s) from Regions ListShift - Ctrl - B
 Bypass dialog boxes during deletion of audio filesAlt - click "delete"/"yes" button in respective dialog
 Audition region in Regions ListAlt - click & hold on region in Regions List
 Rename region/filedouble-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 startright mouse click and drag region

CONVERT AND IMPORT AUDIO DIALOG

Add currently selected audio region/file to listAlt - A
 Convert & import currently selected audio region/file to list ...Alt - O
 Remove currently selected audio file/regionAlt - R
 Remove all audio files/regionsAlt - M
 Audition currently selected audio file/regionSpacebar
 Stop audition of selected file and retain selectionSpacebar
 Stop audition of selected file & go to top of scroll boxHome
 Move between file windowsTab
 DoneAlt - E
 CancelEsc or Alt - C
 Random-access fwd/rew search through selected fileDrag slider to desired time location

MIXING

Set all faders to their automation null pointsAlt - click on either automatch triangle
Reset a control to default valueAlt - click on control
Headroom/Track Level/Channel Level IndicatorCtrl - click on Track Level Indicator
Clear peak/clip-hold from meterclick on indicator
Peak counter reset in Headroom Indicator modeclick on Headroom Indicator
Bypass Plug-In InsertAlt - click on insert name in Inserts view
Send muteAlt - click on send name in Sends view
Toggle Send Display between "All" & "Individual" modeCtrl - click on Send pop up

AUTOMATION

Leave extremity breakpoints undisturbed while trimming ...hold down Shift key while trimming
Disable auto-creation of anchor breakpoints when
trimming automationAlt - Trimmer
Access Plug-In Automation dialogCtrl - Alt - Start - click on Plug-In Insert or
track display format selector (in edit window)
Disable/enable automation playlist on selected trackCtrl - click on track display format selector
Disable/enable ALL automation playlists on selected trackCtrl - Shift - click on track display format selector
Vertically constrain automation movementShift - move automation with Trimmer
Special Paste of automation data between different controls . . .Start - Ctrl - V
Write automation to end of session/selection..... Start - click or right mouse click on Transport End button
Write automation to start of session/selection Start - click or right mouse click on Transport RTZ button
Write automation from start to end of session/selection ... Start - Shift - click or Shift right mouse click on
Transport End/RTZ button
Copy to SendCtrl - Alt - H
Display Automation Playlist of automation-enabled control... Ctrl - right mouse click on control
Scroll to & display track in default view in Edit window... Ctrl - right mouse 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 right mouse 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
Start key during the following operations to affect all playlists on every track in selection:
DeleteCtrl - Backspace
CutCtrl - X
DuplicateCtrl - D
CopyCtrl - C
ClearCtrl - B
Insert SilenceCtrl - Shift - E

NUMERIC ENTRY

Initiate time entry in Current Location & Big Counters ...*
Initiate time entry in Edit window Start/End/Length fields .../ (subsequent presses toggle through fields)
Initiate time entry in Transport window fieldsAlt - / 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 rightperiod 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 ...Retype value
Apply entered numeric valueEnter
Clear entered numeric value and exit time entry modeEsc

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 rowsTab /Shift-Tab
Move to beginning/end of word↑/↓
Move single letters at a time across a name label←/→
Select entire worddouble 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 windowCtrl - 1
Go to Machine Control windowCtrl - 2
Go to MIDI Controllers windowCtrl - 3
Go to ProControl windowCtrl - 4

PREFERENCES DIALOG

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

PLUG-IN SETTINGS LIBRARIAN

CompareCtrl - Shift - E
Save SettingsCtrl - Shift - S
Copy SettingsCtrl - Shift - C
Paste SettingsCtrl - Shift - V

KEYBOARD INPUT FOR PLUG-IN PARAMETERS

Click mouse in text fieldType desired value
Move down/up parameter fieldsTab/ Shift - Tab
Increase/decrease slider value↑/↓
Input value without leaving fieldEnter (on numeric Keypad)
Enter value and exit keyboard entry modeEnter
For fields that support kilohertztype k after number multiplies by 1000

NUMERIC KEYPAD MODES

TRANSPORT MODES

MIDI Metronome On/Off7
MIDI Count On/Off8
Merge Record On/Off9
Loop Playback4
Loop Record5
QuickPunch Record6
Rewind1
Fast Forward2
Record3
Play/Stop0

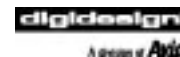
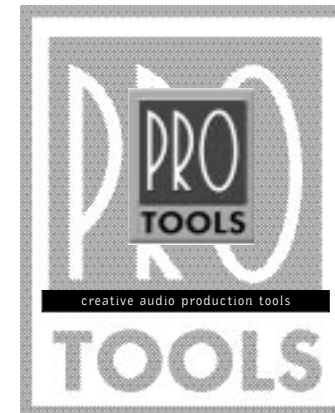
SHUTTLE MODES (TDM SYSTEMS ONLY)

1 X Forward6
1 X Rewind4
4 X Forward9
4 X Rewind7
1/4 X Forward3
1/4 X Rewind1
1/2 X Forward5-6
1/2 X Rewind5-4
2 X Forward8-9
2 X Backward8-7
1/16 X Forward2-3
1/16 X Backward2-1
Loop Playback of Edit Selection0

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)Ctrl - click with Selector tool at selection start or current cursor location
Set all tracks to selected record drive in Disk Allocation dialogAlt - click on record drive
Access Playback Engine dialog during Pro Tools launchhold down "N" key while launching Pro Tools
Toggle between Hide All and Show AllAlt - click in Show/Hide Tracks List
Bypass repeat dialogs when multiple items will be changed by single operation (eg. Clear, Delete, Compact)Alt - click respective "Proceed" button in dialog



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