



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 stripsoption - applicable function

Change audio channel strip and all selected

audio channel stripsoption - 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 stateoption - 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 operationhold 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 Groupdouble-click to far left of group name in the Groups List

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

Show Group members onlycontrol - 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 <i>New Track</i> Dialog	⌘ - shift - N
Cycle up/down through <i>New Track</i> 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)	⌘ - \

AUDITIONING

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 stop0 (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 <i>(To enable keyboard selection of Groups, click  box at top right of Groups List)</i>

EDITING, NUDGING & TRIMMING

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

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 - +/-
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

Z O O M

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)

M E M O R Y L O C A T I O N S

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)*

S E L E C T E D I T T O O L S / M O D E S

Shuffle	F1
Slip	F2
Spot	F3
Grid	F4
Zoomer	F5
Trimmer	F6
Selector	F7
Grabber	F8
Scrubber	F9
Pencil	F10
SmartTool	(F6 & F7) or (F7 & F8)
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)

Zoom Level 1-5 <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="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 (Available if no selection)	.D
Fade (without showing Fades dialog)	.F
Fade to End (Available if no selection)	.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	./

FADES

- 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 - ←/→

REGIONS LIST

- 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

IMPORT AUDIO DIALOG

- 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

CONVERT AND IMPORT DIALOG

- 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)
 - 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

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

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 chosen position matches user time stamp of files/regions)⌘ - click with Selector on position

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 launchhold down “N” key while launching Pro Tools

Toggle between Hide All and Show Alloption - 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”

