



## Keyboard Shortcuts for Windows 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 <i>New Track</i> Dialog                             | Ctrl - Shift - N  |
| Cycle up/down through <i>New Track</i> 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<br>any other track <i>(To enable keyboard selection of<br/>Groups, click  box at top right of Groups List)</i> |

## EDITING, NUDGING & TRIMMING

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

|   |   |
|---|---|
| Change Nudge/Grid value . . . . .   | Ctrl - Alt - +/-                                      |
| Nudge selection or region right/left by Nudge/Grid value . . . . .  | +/-   |
| Nudge data within current region to right/left by Nudge/Grid<br>value (keeps region start/end and moves underlying audio) . . . . . | Start - +/-   |
| Nudge left selection boundary right/left by Nudge/Grid value . . . . .  | Alt - Shift - +/-                                     |
| Nudge right selection boundary right/left by Nudge/Grid value . . . . .   | Ctrl - Shift - +/-                                    |
| Trim left edge of region to right/left by Nudge/Grid value. . . . .   | Alt - Start - +/-                                     |
| Trim right edge of region to right/left by Nudge/Grid 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<br>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          |

## Z O O M

|  |   |
|--|---|
| 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) |

## M E M O R Y   L O C A T I O N S


|                                |   |
|--------------------------------|---|
| 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<br>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 ..... | 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)

|  |                    |
|--|--------------------|
| Zoom Level 1-5  | alpha 1/2/3/4/5    |
| Play to/from edit start by pre/post-roll value   | alpha 6/7          |
| Play to/from edit end by pre/post roll amount  | alpha 8/9          |
| Copy Edit Selection to Timeline Selection  | alpha 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   | .;                 |
| 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  | .I                 |

## FADES

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

## 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 - Ctrl - B  
Bypass dialog boxes during deletion of audio files . . . . .Alt - click "delete"/"yes" button in respective dialog  
Audition region in Regions List . . . . .Alt - 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 . . . . .right mouse click and drag region

## CONVERT AND IMPORT AUDIO DIALOG

Add currently selected audio region/file to list . . . . .Alt - A  
Convert & import currently selected audio region/file to list . . . . .Alt - O  
Remove currently selected audio file/region . . . . .Alt - R  
Remove all audio files/regions . . . . .Alt - M  
Audition currently selected audio file/region . . . . .Spacebar  
Stop audition of selected file and retain selection . . . . .Spacebar  
Stop audition of selected file & go to top of scroll box . . . . .Home  
Move between file windows . . . . .Tab  
Done . . . . .Alt - E  
Cancel . . . . .Esc or Alt - C  
Random-access fwd/rew search through selected file . . . . .Drag slider to desired time location

## MIXING

Set all faders to their automation null points .....Alt - click on either automatch triangle  
Reset a control to default value .....Alt - click on control  
Headroom/Track Level/Channel Level Indicator .....Ctrl - 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 .....Alt - click on insert name in Inserts view  
Send mute .....Alt - click on send name in Sends view  
Toggle Send Display between "All" & "Individual" mode .....Ctrl - 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 automation .....Alt - Trimmer  
Access Plug-In Automation dialog .....Ctrl - Alt - Start - click on Plug-In Insert or  
track display format selector (in edit window)  
Disable/enable automation playlist on selected track .....Ctrl - click on track display format selector  
Disable/enable ALL automation playlists on selected track ....Ctrl - Shift - click on track display format selector  
Vertically constrain automation movement ..... Shift - 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 Send ..... Ctrl - 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:  
Delete .....Ctrl - Backspace  
Cut .....Ctrl - X  
Duplicate .....Ctrl - D  
Copy .....Ctrl - C  
Clear .....Ctrl - B  
Insert Silence .....Ctrl - 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)
  - 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 . . . Retype value
  - Apply entered numeric value . . . . . Enter
  - Clear entered numeric value and exit time entry mode . . . . Esc
- 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 . . . . . Ctrl - 1
- Go to Machine Control window . . . . . Ctrl - 2
- Go to MIDI Controllers window . . . . . Ctrl - 3
- Go to ProControl window . . . . . Ctrl - 4

## PREFERENCES DIALOG

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



## PLUG-IN SETTINGS LIBRARIAN

|                      |                  |
|----------------------|------------------|
| Compare .....        | Ctrl - Shift - E |
| Save Settings .....  | Ctrl - Shift - S |
| Copy Settings .....  | Ctrl - Shift - C |
| Paste Settings ..... | Ctrl - 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 (on numeric Keypad)              |
| Enter value and exit keyboard entry mode ..... | Enter                                  |
| For fields that support kilohertz .....        | type k after number multiplies by 1000 |

## NUMERIC KEYPAD MODES

### TRANSPORT MODES

|                             |   |
|-----------------------------|---|
| 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 MODES

|                                       |     |
|---------------------------------------|-----|
| 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.

## M I S C E L L A N E O U S

Display Takes Pop Up list (appears only when chosen position matches user time stamp of files/regions) . . . . .Ctrl - click with Selector on position

Set all tracks to selected record drive in

Disk Allocation dialog . . . . .Alt - 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 . . . . .Alt - 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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