

# Pro Tools 7.0 Keyboard Shortcuts

(for Pro Tools|HD, Pro Tools LE, and Pro Tools M-Powered Systems on Windows)

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 lists these keyboard shortcuts. The shortcuts are grouped by functional area for your added convenience and quick reference.

 Menu commands that have a keyboard shortcut display their keyboard shortcut on-screen, to the right of the menu command.

## Conventions Used in This Guide

Digidesign guides use the following conventions to indicate menu choices and key commands:

Table 1. Global keyboard shortcuts

Convention	Action
File > Save Session	Choose Save Session from the File menu.
Control+N	Hold down the Control (Ctrl) key and press the N key.
Alt+Plus/Minus (+/-) keys	Hold down the Alt key and press the Plus (+) or Minus (-) key (on numeric keypad or QWERTY, as noted).
Control-click	Hold down the Control (Ctrl) key and click the mouse button.
Right-click (Windows)	Click with the right mouse button.

## Global Keyboard Shortcuts

Table 2. Global keyboard shortcuts

Task	Shortcut
Change parameter on all similar channel strips	Alt+applicable function (applicable functions listed below)
Change parameter on all selected similar channel strips	Alt+Shift+applicable function (applicable functions listed below)
Applicable functions: Automation mode • Monitor mode • playlist enables • record, solo and mute enables • record and solo safes • inserting plug-ins • I/O, bus, send assignment • volume/peak indicator/channel delay • extend Edit or Timeline selection • track heights • clear clip meter	

Task	Shortcut
Toggle item and set all others to same new state	Alt-click on applicable item (applicable items listed below)
Toggle item and set all others to opposite state	Control-click on applicable item (applicable items listed below)
Applicable items: Tracks in Track List • Group enables/activation • Automation Enable window • Memory Location parameters	

Task	Shortcut
Fine Tune (Fine Adjust mode)	Control-click on applicable fader/pot/breakpoint function (applicable functions listed below)
Applicable functions: Plug-In parameter editing • fader movement • scrubbing • automation data trimming (requires larger Track View for highest resolution)	

Task	Shortcut
Select multiple contiguous items (tracks, regions, paths)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed below)
Select multiple non-contiguous items (tracks, regions, paths)	Click to select first item, then Command-click another to select all similar items between (applicable items listed below)
Applicable items: Tracks (click Track Names) • regions in Region List • paths in I/O Setup	

## Playback and Record

Table 3. Playback and Record shortcuts

Task	Shortcut
Start/stop playback	Spacebar
Start record	Control+Spacebar, or F12, or 3 (on numeric keypad)
Stop record	Spacebar
Stop record and discard recording take (not undoable)	Control+Period (.)
Half-speed playback	Shift+Spacebar
Half-speed record	Control+Shift+Spacebar, or Shift+F12
Pause (pre-prime deck for instant playback and record)	Start+Spacebar, or Alt-click on Transport Play button
Enable/disable online record	Control+Alt+Spacebar
Enable/disable online playback	Control+J, or Alt+Spacebar
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)
Play Edit selection	Alt+[
Back/Forward (move the playback location backwards/forwards by the Back/Forward amount) (Pro Tools HD only)	Control+Transport Rewind button or Transport Fast Forward button
Back/Forward and Play (move the playback location backwards/forwards by Back/Forward amount and then begin playback) (Pro Tools HD only)	Control+Alt+Transport Rewind button or Transport Fast Forward button
Extend a selection backwards by the Back/Forward amount (Pro Tools HD only)	Shift+Control+ Transport Rewind button or Transport Fast Forward button

**Table 3. Playback and Record shortcuts**

<b>Task</b>	<b>Shortcut</b>
Extend the selection backwards by the Back/Forward amount and begin playback (Pro Tools HD only)	Shift+Control+Alt+Transport Rewind button or Transport Fast Forward button
Record-safe track	Control-click on track Record Enable button
Solo-safe track	Control-click on track Solo button
Cycle through record modes (normal/Destructive/Loop/TrackPunch/QuickPunch)	Right-click on Transport Record Enable button
Loop playback toggle	Control+Shift+L, or Start-click or Right-click on Transport Play button
Loop Record	Alt+L
TrackPunch (Pro Tools HD only)	Control+Shift+T
QuickPunch	Control+Shift+P
Enter/Exit record during playback in QuickPunch	Control+Spacebar, F12, or click Transport Record Enable button
Set and enable pre/post-roll time	Alt-click with Selector tool before or after selection
Enable or disable pre/post-roll time	Control+K (or Alt-click within selection closer to front or back)
Toggle Transport Master (Pro Tools/Machine/MMC)	Control+Backslash (\)

## **Auditioning**

### **When Transport = Pro Tools**

**Table 4. Auditioning shortcuts when Transport = Pro Tools**

<b>Task</b>	<b>Shortcut</b>
Play by pre-roll value up to selection start/end (or current location if no selection)	Alt+Left/Right Arrow keys
Play by post-roll value from selection start/end (or current cursor location if no selection)	Control+Left/Right Arrow keys
Play by pre- and post-roll value through selection start/end	Control+Alt+Left/Right Arrow keys

### **When Transport = Machine/MMC**

**Table 5. Auditioning shortcuts when Transport = Machine/MMC**

<b>Task</b>	<b>Shortcut</b>
Cue Transport to selection start/end	Control+Left/Right Arrow keys
Cue Transport with pre/post-roll to selection start/end	Alt+Left/Right Arrow keys

## Scrub (Jog)/Shuttle

Table 6. Scrub (Jog)/Shuttle shortcuts

Task	Shortcut
Temporary Scrub mode when using Selector tool	Right-click and drag
Extend selection while scrubbing	Shift-click and drag with the Scrubber, (also in temporary Scrub mode)
Shuttle	Alt-click-drag with Scrubber, (also in temporary Scrub mode)
Shuttle Lock (Classic or Transport mode)	Start+number key 1–9 (1=minimum, 5=real-time, 9=maximum)
Change direction during Shuttle Lock (Classic or Transport mode)	Plus/Minus (+/-) keys For example, Start+number+Minus (-) key
Shuttle Lock stop (Classic or Transport mode)	0 (press number key to resume shuttle)
Exit Shuttle Lock mode (Classic or Transport mode)	Spacebar or Escape (Esc) key

## Transport Mode Shortcuts with Numeric Keypad

Select Transport mode in the Operations Preferences page.

Table 7. Transport mode shortcuts

Task	Shortcut (on Numeric Keypad)
Play/Stop	0
Rewind	1
Fast Forward	2
Record Enable	3
Loop Playback mode on/off	4
Loop Record mode on/off	5
QuickPunch mode on/off	6
Click on/off	7
Countoff on/off	8
MIDI Merge/Replace mode on/off	9

## Shuttle Mode Shortcuts with Numeric Keypad

(Pro Tools HD Only)

Select Shuttle mode in the Operations Preferences page.

Table 8. Shuttle mode shortcuts

Task	Shortcut
1 x Forward playback speed	6
1 x Rewind playback speed	4
4 x Forward playback speed	9

**Table 8. Shuttle mode shortcuts**

<b>Task</b>	<b>Shortcut</b>
4 x Rewind playback speed	7
1/4 x Forward playback speed	3
1/4 x Rewind playback speed	1
1/2 x Forward playback speed	5+6
1/2 x Rewind playback speed	5+4
2 x Forward playback speed	8+9
2 x Backward playback speed	8+7
1/16 x Forward playback speed	2+3
1/16 x Backward playback speed	2+1
Loop playback of Edit selection	0
Recall Memory Location	Period (.)+Memory Location+Period (.)

## **Edit Modes and Tools**

**Table 9. Edit mode and tool shortcuts**

<b>Task</b>	<b>Shortcut</b>
Shuffle mode	F1, or Alt+1 (on QWERTY keyboard)
Slip mode	F2, or Alt+2 (on QWERTY keyboard)
Spot mode	F3, or Alt+3 (on QWERTY keyboard)
Grid mode	F4, or Alt+4 (on QWERTY keyboard)
Zoomer tool	F5, or Control+1 (on QWERTY keyboard)
Trimmer tool	F6, or Control+2 (on QWERTY keyboard)
Selector tool	F7, or Control+3 (on QWERTY keyboard)
Grabber tool	F8, or Control+4 (on QWERTY keyboard)
Scrubber tool	F9, or Control+5 (on QWERTY keyboard)
Pencil tool	F10, or Control+6 (on QWERTY keyboard)
Smart Tool	F6+F7, F7+F8, or Control+7 (on QWERTY keyboard)
Cycle through Edit modes	Single Open Quote (') key, located above the Tab key
Cycle through Edit tools	Escape (Esc) key, or Center-click

## Edit Selection, Definition, and Navigation

Table 10. Edit selection, definition and navigation shortcuts

Task	Shortcut
Locate cursor to next region-boundary/sync point	Tab (if Tab to Transients button is enabled)
Locate cursor to previous region boundary/sync point	Control+Tab (if Tab to Transients button is enabled)
Go to and select next region	Start+Tab
Go to and select previous region	Start+Control+Tab
Go to Song Start	Start+Enter
Extend selection to Song Start	Shift+Start+Enter
Extend selection to next region-boundary	Shift+Tab
Extend selection to previous region-boundary	Control+Shift+Tab
Extend selection to include next region	Start+Shift+Tab
Extend selection to include previous region	Start+Shift+Control+Tab
Return to start of session	Enter
Go to end of session	Control+Enter
Extend selection to start of session	Shift+Enter
Extend selection to end of session	Control+Shift+Enter
Link Timeline and Edit selection	Shift+Forward Slash (/)
Set selection start/end during playback	Down/Up Arrow keys
Set selection start/end to incoming time code while stopped	Down/Up Arrow keys
Select entire region in Edit window	Double-click with Selector tool
Select entire track in Edit window	Triple-click with Selector tool, or single-click in track and press Control+A
Select all regions in all tracks in Edit window	Enter, then press Control+A
Extend cursor or selection across all tracks	Enable "All" Edit group and Shift-click on any other track

## Editing, Nudging and Trimming

In the following shortcuts, the Plus/Minus (+/-) key usage is on the numeric keypad only.

**Table 11. Editing, navigation and trimming shortcuts**

Task	Shortcut
Change Grid value	Start+Alt+Plus/Minus (+/-) keys
Change Nudge value	Control+Alt+Plus/Minus (+/-) keys
Nudge back by next Nudge value (Nudge Edit selection and any regions entirely inside the Edit selection)	Minus (-) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)
Nudge forward by next Nudge value (Nudge Edit selection and any regions entirely inside the Edit selection)	Plus (+) key (on numeric keypad), or Period (.) (in Commands Keyboard Focus)
Nudge start/end data to right/left by Nudge value (keeps underlying audio and moves start/end)	Shift+Plus/Minus (+/-) keys
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	Start+Plus/Minus (+/-) keys
Nudge left selection boundary right/left by Nudge value	Alt+Shift+Plus/Minus (+/-) keys
Nudge right selection boundary right/left by Nudge value	Control+Shift+Plus/Minus (+/-) keys
Trim left edge of region to right/left by Nudge value	Alt+Plus/Minus (+/-) keys
Trim right edge of region to right/left by Nudge value	Control+Plus/Minus (+/-) keys
Reverse Trimmer tool direction when trimming region	Alt+Trimmer tool
Trim up to, but not over, adjacent regions	Hold down Start key while trimming
Duplicate region(s) in Edit Window	Alt-click selection and drag to destination
Delete selection in playlist	Backspace or Delete (on QWERTY keyboard)
Constrain audio region to vertical movement	Right-click to move audio region with Grabber tool
Snap region start to stationary playhead or Edit selection start	Start-click new region with Grabber tool
Snap region sync point to stationary playhead or Edit selection start	Start-Shift-click region containing the sync point with Grabber tool
Snap region end to stationary playhead or Edit selection start	Control-Start-click new region with Grabber tool

## File Menu Commands

Table 12. File menu command shortcuts

Task	Shortcut
New session	Control+N
Open Session	Control+O
Close Session	Control+Shift+W
Save Session	Control+S
Bounce to Disk	Control+Alt+B
Import Session Data	Shift+Alt+I
Import Audio to Region List	Control+Shift+I
Import MIDI to Region List	Control+Alt+I

## Missing Files Dialog Commands

Table 13. Missing Files dialog command shortcuts

Task	Shortcut
Skip all missing files	Control+S
Manually find and relink all missing files	Control+M
Automatically find and relink all missing files	Control+A
Regenerate missing fades (toggle on/off)	Control+R

## Edit Menu Commands

Table 14. Edit menu command shortcuts

Task	Shortcut
Undo	Control+Z
Redo	Control+Shift+Z
Cut	Control+X
Copy	Control+C
Paste	Control+V
Clear	Control+B
Select All	Control+A
Paste Special Merge	Alt+M
Paste Special Repeat to Fill Selection	Control+Alt+V
Paste Special to Current Automation Type	Control+Start+V



**Table 14. Edit menu command shortcuts**

<b>Task</b>	<b>Shortcut</b>
Match Edit Selection to Timeline Selection (Pro Tools HD only)	Alt+Shift+5
Match Timeline Selection to Edit Selection (Pro Tools HD only)	Alt+Shift+6
Play Edit Selection	Alt+[
Play Timeline Selection	Alt+]
Duplicate selection	Control+D
Repeat selection	Alt+R
Shift selection	Alt+H
Insert Silence	Control+Shift+E
Trim Region to Selection	Control+T
Trim Region Start to Insertion	Alt+Shift+7
Trim Region End to Insertion	Alt+Shift+8
Separate Region at Selection	Control+E
Heal Separation	Control+H
Strip Silence	Control+U
Consolidate selection	Alt+Shift+3
TCE Edit to Timeline Selection (Pro Tools HD only)	Alt+Shift+U
Automation Region menu commands	See Table 15 on page 9
Fades Region menu commands	Table 16 on page 11

## Automation

**Table 15. Automation shortcuts**

<b>Task</b>	<b>Shortcut</b>
Toggle Track View on all tracks	Alt+Start+Minus (–) key (on QWERTY keyboard)
Change to previous/next Track View on all tracks included in the current selection	Control+Start+Left/Right Arrow keys
Change to previous/next Track View on all tracks	Control+Alt+Start+Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Control-click on Track View selector
Disable/enable all Automation playlists on selected track	Control-Shift-click on Track View selector
Access Plug-In Automation dialog	Control-Alt-Start-click on parameters (in Plug-in window) or Track View selector (in Edit window)

**Table 15. Automation shortcuts**

<b>Task</b>	<b>Shortcut</b>
Enable/disable plug-in automation	Control-Alt-Start-click on parameters (in Plug-In window) or Track View selector (in Edit window)
Copy Automation to Send (Pro Tools HD only)	Control+Alt+H
Thin Automation	Control+Alt+T
Write automation to start of session/selection (Pro Tools HD only)	Start-click or Right-click on Transport Return button
Write automation to end of session/selection (Pro Tools HD only)	Start-click or Right-click on Transport End button
Write automation from start to end of session/selection (Pro Tools HD only)	Start-Shift-click or Shift-Right-click on Transport End/Return button
Write Automation to Current Parameter (Pro Tools HD only)	Control+Forward Slash (/)
Write Automation to All Enabled Parameters (Pro Tools HD only)	Control+Alt+Forward Slash (/)
Trim Automation to Current Parameter (Pro Tools HD only)	Control+Shift+Forward Slash (/)
Trim Automation to All Enabled Parameters (Pro Tools HD only)	Control+Alt+Shift+Forward Slash (/)
Glide Automation to Current Parameter (Pro Tools HD only)	Alt+Forward Slash (/)
Glide Automation to All Enabled Parameters (Pro Tools HD only)	Alt+Shift+ Forward Slash (/)
Trim without disturbing extremity breakpoints (Pro Tools HD only)	Hold Shift while trimming
Disable auto-creation of anchor breakpoints when trimming automation (Pro Tools HD only)	Hold Alt while trimming
Vertically constrain automation movement	Press Shift and move automation with Grabber tool
Write new breakpoint to next automation value	Press and hold Alt+Shift while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
Write new breakpoint to previous automation value	Press and hold Control+Alt while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
Special Paste of automation data between different controls	Start+Control+V
Configure Write on Stop modes to remain enabled after an automation pass (Pro Tools HD only)	Alt-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode
Display Automation playlist of automation-enabled plug-in control (and scrolls track into view)	Start-Control-click or Right-click on plug-in control
Scroll to track and select it in Mix/Edit window	Right-click Track Name in Mix or Edit window, or in Track List
Delete*	Backspace

**Table 15. Automation shortcuts**

<b>Task</b>	<b>Shortcut</b>
Cut*	Control+X
Copy*	Control+C
Duplicate*	Control+D
Clear*	Control+B
Insert Silence	Control+Shift+E
*Hold Down Start during the shortcut to affect all Automation playlists on the track	

## Fades

**Table 16. Fades shortcuts**

<b>Task</b>	<b>Shortcut</b>
Create Fades (open Fades dialog)	Control+F
Apply crossfade without opening Fades dialog	Control+Start+F (uses last selected fade shape)
Fade to Start	Alt+D
Fade to End	Alt+G

## Fades Dialog

The following shortcuts are active only when the Fades dialog is open.

**Table 17. Fades dialog shortcuts**

<b>Task</b>	<b>Shortcut</b>
Edit crossfade-in only in Fades dialog	Alt-drag fade-in curve (“None” mode only)
Edit crossfade-out only in Fades dialog	Control-drag fade-out curve (“None” Link mode only)
Audition start/stop in Fades dialog	Spacebar
Reset to default zoom in Fades dialog	Control-click on Zoom In or Zoom Out buttons
Reset standard or S-shape crossfades to default curves	Alt-click fade curve in crossfade fade window (“Equal Power” and “Equal Gain” Link modes only)
Cycle up/down through Out Shape parameter options	Start+Up/Down Arrow keys
Cycle up/down through In Shape parameter options	Alt+Up/Down Arrow keys
Cycle up/down through Link parameter options	Up/Down Arrow keys
Cycle up/down through preset Out Shape curves	Start+Left/Right Arrow keys
Cycle up/down through preset In Shape curves	Alt+Left/Right Arrow keys

## View Menu

Table 18. View menu command shortcuts

Task	Shortcut
View Narrow Mix window option	Control+Alt+M

## Track Menu Commands

Table 19. Track menu command shortcuts

Task	Shortcut
New track	Control+Shift+N
Group tracks	Control+G (with two or more tracks selected)
Duplicate tracks	Alt+Shift+D
Auto Input Monitoring/Input Only Monitoring (Pro Tools LE and M-Powered)	Alt+K
Set Record Tracks to Input Only/Set Record Track to Auto Input (Pro Tools HD)	Alt+K
Scroll to Track number	Control+Alt+F
Clear all Clip Indicators	Alt+C

## New Tracks Dialog

The following shortcuts are active only when the New Tracks dialog is open.

Table 20. New Tracks dialog shortcuts

Task	Shortcut
Cycle through Track Type choices	Control+Up/Down Arrow keys
Cycle through Track Format choices	Control+Left/Right Arrow keys
Cycle through Track Timebase choices	Control+Alt+Up/Down Arrow keys
Add or delete a Track Entry field	Control+Plus/Minus (+/-) keys, or Control+Shift+Up/Down Arrow keys
Re-arrange Track Entry field (move up/down)	Drag the Move Row icon (at the right of each Track Entry row) to desired position

## Track List

Table 21. Track List shortcuts

Task	Shortcut
Hide all tracks	Alt-click on a highlighted track name in Track List
Show all tracks	Alt-click on an unhighlighted track name in Track List

## Mix Group List and Edit Group List

Table 22. Group List shortcuts

Task	Shortcut
Temporarily isolate channel strip from groups	Start-Right-click applicable group function
Suspend All Groups	Control+Shift+G, or Control-click on Groups pop-up menu
Rename group	Double-click to far left of Group name in Group List
Group enable/disable	Click Group List Keyboard Focus, then type the letter corresponding to desired group
Select all tracks in a group	Click to the left of a Group name in Group List
Show group members only	Right-click on Group name(s) in Group List
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 · inserting plug-ins · voice and output assignments	

## Region Menu Commands

Table 23. Region Menu command shortcuts

Task	Shortcut
Mute/Unmute Regions	Control+M
Lock/Unlock Regions	Control+L
Bring to Front	Alt+Shift+F
Send to Back	Alt+Shift+B
Group Regions	Control+Alt+G
Ungroup Regions	Control+Alt+U
Regroup Regions	Control+Alt+R
Loop Region	Control+Alt+L
Capture Region	Control+R
Identify Sync Point	Control+Comma (,)
Quantize Region to Nearest Grid	Control+0

## Region List

Table 24. Region List shortcuts

Task	Shortcut
Select region by name	Click the Region List a-z button, then type the first letters of the desired region
Find region	Control+Shift+F
Clear Find	Control+Shift+D

**Table 24. Region List shortcuts**

<b>Task</b>	<b>Shortcut</b>
Show/Hide Audio regions	Control+Shift+1 (on numeric keypad)
Show/Hide MIDI regions	Control+Shift+2 (on numeric keypad)
Show/Hide Groups	Control+Shift+3 (on numeric keypad)
Show/Hide Auto-Created region	Control+Alt+k
Select All Regions in Region List	Control+Shift+A
Select Unused regions	Control+Shift+U
Clear selected regions	Control+Shift+B
Rename selected regions	Control+Shift+R
Time Stamp selected regions	Control+Shift+M
Export Region Definition	Control+Shift+Y
Export Regions as Files	Control+Shift+K
Select or deselect a region	Control-click a region
Select multiple contiguous regions	Click one region, then Shift-click another region to select or deselect all regions between
Select or deselect multiple discontinuous regions with the Marquee	Place the cursor to the left of the names in the Region List. When the Marquee (“+”) appears, hold Control and drag to select or deselect the desired regions
Bypass dialogs during deletion of audio files	Alt-click Delete or Yes box when prompted
Audition region in Region List	Alt-click and hold on region in Region List
Rename region/file	Double-click region in Region List, or double-click with the Grabber tool on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	Right-click and drag region

## Event Menu Commands

**Table 25. Event Menu command shortcuts**

<b>Task</b>	<b>Shortcut</b>
Open Time Operations window	Alt+1 (on numeric keypad)
Open Tempo Operations window	Alt+2 (on numeric keypad)
Open MIDI Operations window	Alt+3 (on numeric keypad)
Grid/Groove Quantize (in MIDI Operations window)	Alt+0 (on numeric keypad)
Change Duration (in MIDI Operations window)	Alt+P
Transpose (in MIDI Operations window)	Alt+T
Select/Split Notes (in MIDI Operations window)	Alt+Y

**Table 25. Event Menu command shortcuts**

Task	Shortcut
Open MIDI Event List window	Alt+Equal (=)
Open Beat Detective window	Control+8 (on numeric keypad)
Identify Beat	Control+I
All MIDI Notes Off	Control+Shift+Period (.)

## MIDI Events List Entry

The following shortcuts are active only when the MIDI Event List window is open.

**Table 26. MIDI Events List window shortcuts**

Task	Shortcut
Enter start time field for editing	Control+Enter (on numeric keypad)
Show Event Filter dialog	Control+F
Go to	Control+G
Scroll to Edit selection	Control+H
Insert another event	Control+M
Insert note	Control+N
Insert Program Change	Control+P
Insert Controller	Control+L
Insert Poly Pressure	Control+O
Delete event in MIDI Events List	Alt-click

## MIDI Step Input

The following shortcuts are available in the MIDI Step Input window, when Enable Numeric Keypad Shortcuts is enabled.

**Table 27. MIDI Step Input shortcuts**

Task	Shortcut
Whole note	1
1/2 note	2
1/4 note	4
1/8 note	5
1/16 note	6
1/32 note	7
1/64 note	8
Dotted note	. (decimal key)

Table 27. MIDI Step Input shortcuts

Task	Shortcut
Toggle Tuplet on/off	3
Next step	Enter
Undo step	0
Nudge forward	+
Nudge back	-
Select Main Location indicator	=
Edit Selection indicators	/

## Options Menu Commands

Table 28. Options menu command shortcuts

Task	Shortcut
Transport Online	Control+J
Video Track Online	Control+Shift+J
Auto-Spot regions	Control+P
Additional Options menu commands in Playback and Recording (Table 3 on page 2)	

## Setup Menu Commands

Table 29. Preferences dialog shortcuts

Task	Shortcut
Session Setup window	Control+2 (on the numeric keypad)

## Peripherals Dialog

Table 30. Peripherals dialog shortcuts

Task	Shortcut
Go to Synchronization window	Control+1
Go to Machine Control window	Control+2
Go to MIDI Controllers window	Control+3
Go to Ethernet Controllers window	Control+4
Go to Mic Preamps window (Pro Tools HD only)	Control+5



## Preferences Dialog

Table 31. Preferences dialog shortcuts

Task	Shortcut
Go to Display window	Control+1
Go to Operation window	Control+2
Go to Editing window	Control+3
Go to Automation window	Control+4
Go to Processing window	Control+5
Go to MIDI window	Control+6
Go to Machine Control window	Control+7

## Window Menu Commands

Table 32. Window menu command shortcuts

Task	Shortcut
Toggle Mix and Edit windows	Control+Equal (=)
Show Task Manager window	Alt+Apostrophe (')
Show Workspace browser	Alt+Semi-Colon (;)
Show Project browser	Alt+O
Bring to Front	Alt+J
Send to Back	Alt+Shift+J
Show Transport window	Control+1 (on numeric keypad)
Show Big Counter window	Control+3 (on numeric keypad)
Show Automation Enable window	Control+4 (on numeric keypad)
Show Memory Locations window	Control+5 (on numeric keypad)
Machine Track Arming window	Control+6 (on numeric keypad)
Universe window (Pro Tools HD only)	Control+7 (on numeric keypad)
QuickTime Movie or Avid Video window	Control+9 (on numeric keypad)

## Zoom

Table 33. Zoom shortcuts

Task	Shortcut
Horizontal zoom in or out	Control+ ] or [
Vertical zoom in or out (Audio)	Control+Alt+ ] or [

Table 33. Zoom shortcuts

Task	Shortcut
Vertical zoom in or out (MIDI)	Control+Shift+ ] or [
Fill window with selection	Alt-click on Zoomer tool or Alt+F
View entire session	Double-click on Zoomer tool or Alt+A
Zoom vertical and horizontal axis	Hold down Control key while dragging Zoomer tool
Zoom to previous orientation	Alt-click on any Horizontal Zoom In or Out button, or Audio or MIDI Zoom In or Out button
Maximum zoom before waveform drawn from disk	Control-click on Zoomer tool (faster drawing from RAM)
Zoom Toggle	Start+E
Zoom presets 1–5	Start+Zoom preset number (1, 2, 3, 4, or 5 on QWERTY keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on QWERTY keyboard in Commands Keyboard Focus)

## Memory Locations and Markers

Table 34. Memory Locations shortcuts

Task	Shortcut
Create Memory Location	Enter (on numeric keypad)
Reset a Memory Location	Start-click on Memory Location button
Delete Memory Location	Alt-Left-click on a Memory Location button
Recall a Memory Location using the numeric keypad	Period (.)+Memory Location number+Period (.) (Transport or Shuttle mode), or Memory Location number+Period (.) (Classic mode)
Move only the Song Start Marker, without moving any tick-based data	Start-Shift-drag the Song Start Marker

## Import Audio Dialog

Table 35. Import Audio dialog shortcuts

Task	Shortcut
Start/stop audition of currently selected audio file or region	Spacebar
Add currently selected audio region or file to list	Alt+S (if audio file has the same sample rate and bit depth as the current session)
Convert and import selected audio region/files	Alt+O
Remove currently selected audio files/regions from Regions to Import field	Alt+R
Remove all audio files/regions from Regions in Current File field	Alt+V
Random-access fwd/rew search selected file	Drag slider to, or click at, new location

Table 35. Import Audio dialog shortcuts

Task	Shortcut
Move between file windows	Tab
Done	Alt+E
Cancel	Escape

## Plug-In Settings Librarian

The following shortcuts apply in the current target plug-in (Target icon is lit in plug-in window).

Table 36. Plug-In Settings Librarian Menu shortcuts

Task	Shortcut
Save settings	Control+Shift+S
Copy settings	Control+Shift+C
Paste settings	Control+Shift+V
Switch between Librarian Settings subfolders in the Plug-in Settings dialog	Control+Up/Down Arrow keys
Switch between settings files in the Plug-In Settings dialog	Up/Down or Left/Right Arrow keys

## Plug-In Controls

Table 37. Target Plug-In window shortcuts

Task	Shortcut
Change plug-in control setting in parameter field	Click mouse in text field and type desired value
Move down/up to next/previous parameter fields	Tab or Shift+Tab
Increase/decrease slider value	Up/Down Arrow keys
Input value without leaving field	Enter (on numeric keypad)
Enter value and exit Keyboard Entry mode	Enter
For fields that support kHz (kiloHertz)	Type “k” after number (multiplies by 1000)

## Mixing

Table 38. Mixing shortcuts

Task	Shortcut
Make track active/inactive	Control-Start-click Track Type icon in Mix window
Set all faders to their automation null points	Alt-click on either AutoMatch indicator
Reset a control to default value	Alt-click on control
Volume/Peak/Channel Delay amount	Control-click on Track Volume/Peak/Channel Delay indicator

**Table 38. Mixing shortcuts**

<b>Task</b>	<b>Shortcut</b>
Clear peak or clip-hold from meter	Click on indicator
Peak counter reset in Headroom indicator mode	Click on Headroom indicator
Bypass plug-in insert	Control-click on insert name in Inserts View
Bypass Send mute	Control-click on send name in Sends View
Toggle Send display between "All" and "Individual"	Control-click on Send selector
Bypass Delay Compensation View indicators (Pro Tools HD only)	Start-Control-click on Plug-In Delay, User Offset, or Track Compensation indicator

## Numeric Entry

The following keyboard shortcuts apply to: current Location Counter, Transport window time fields, Start/End/Length fields in the Edit window, Spot dialog, and the Big Counter.

**Table 39. Numeric Entry shortcuts**

<b>Task</b>	<b>Shortcut</b>
Edit Current Location and Big Counters	Asterisk (*) (on numeric keypad)
Edit Start/End/Length fields (Edit window)	Forward Slash (/) (on numeric keypad). Subsequent presses toggle through fields vertically
Initiate time entry in Transport window fields	Alt+Forward Slash (/) (on numeric keypad). Subsequent presses toggle through fields
Capture incoming time code in Session Setup window (with Start field selected)	Comma (,)
Capture incoming time code in Spot dialog and Time Stamp Selected dialog	Equals (=). Hold down key for continued input.
Move sub-unit selection to the right	Period (.)
Move sub-unit selection to the left/right	Left/Right Arrow keys
Calculator Entry mode	Plus (+) or Minus (-) keys followed by offset number (subtraction not supported in Bars Beats)
Increment/decrement the current sub-unit	Up/Down Arrow keys
Clear entered numeric value and stay in Time Entry mode	Retype value
Apply entered numeric value and exit Time Entry mode	Enter
Clear entered numeric value and exit Time Entry mode	Esc (Escape) key
Note: When Time Code is the selected time scale, initiating a time entry highlights entire field, and numeric values are entered right to left.	

## Text Entry

The following keyboard shortcuts apply to: naming channel strips, the Get Info dialog and I/O Setup path names.

*Table 40. Text Entry shortcuts*

Task	Shortcut
Move down or up rows	Tab or Shift+Tab
Move to beginning or end of edit contents	Up/Down Arrow keys or Home/End keys
Move single letters at a time across a name label	Left/Right Arrow keys
Select entire word	Double-click on word
Select entire line	Triple-click on a word in the line

## Miscellaneous

*Table 41. Miscellaneous shortcuts*

Task	Shortcut
Increase or decrease track height	Start+Up/Down Arrow keys
Set all tracks to selected record drive in Disk Allocation dialog	Alt-click on record drive
Display Playlist selector (requires selection start or flashing insertion point match user time stamp of region)	Control-click with Selector tool at start or current cursor location
Display and adjust the AFL/PFL Path fader while in AFL/PFL mode (Pro Tools HD only)	Control-click a Solo button
Close all open Plug-In, Send, Pan, and Mic Pre windows	Control+Option+W
Access Playback Engine dialog during Pro Tools launch	Hold down N key while launching Pro Tools
Bypass repeat dialogs when multiple items are changed by single operation (such as Clear, Delete, Compact)	Alt-click "Proceed" button in dialog
Close all open Plug-In, Send, Pan, and Mic Pre windows	Control+Alt+W
Close active Mix or Edit window (if both are open) or active browser (if two for more browsers are open)	Control+F4
Quit Pro Tools	Control+Q, or Alt+F4

## Keyboard Focus

Table 42. Keyboard Focus shortcuts

Task	Shortcut
Commands Keyboard Focus	Control+Alt+1
Region List Keyboard Focus	Control+Alt+2
Group List Keyboard Focus	Control+Alt+3

## Commands Keyboard Focus Mode

To use the following single key shortcuts, click the Commands Keyboard Focus button in the Edit window so that it remains lit. Or, use the Start key in combination with the single keys listed below.

Table 43. Commands Keyboard Focus mode shortcuts

Task	Shortcut
Zoom presets 1–5	1, 2, 3, 4, or 5 (on QWERTY keyboard)
Play to/from edit start by pre/post-roll value	6/7 (on QWERTY keyboard)
Play to/from edit end by pre/post roll amount	8/9 (on QWERTY keyboard)
Copy Edit selection to Timeline selection	O (on QWERTY keyboard)
Copy Timeline selection to Edit selection (Pro Tools HD only)	O
Toggle pre-defined common Track Views (audio track = Waveform and Volume; MIDI track = Notes and Regions; Instrument tracks = Notes and Regions)	Minus (-) key (on QWERTY keyboard)
Capture Time Code	=
Center Timeline selection start	Q
Center Timeline selection end	W
Zoom Toggle	E
Zoom Out horizontally	R
Zoom In horizontally	T
Snap start (of selected region) to time code (Pro Tools HD only)	Y
Snap sync point (of selected region) to time code (Pro Tools HD only)	U
Snap end (of selected region) to time code (Pro Tools HD only)	I
Snap start (of selected region) to playhead	H
Snap sync point (of selected region) to playhead (Pro Tools HD only)	J

Table 43. Commands Keyboard Focus mode shortcuts

Task	Shortcut
Snap end (of selected region) to playhead (Pro Tools HD only)	K
Move Edit selection up	P
Move Edit selection down	; (Semi-Colon)
Tab back	L
Tab forward	' (Apostrophe)
Play Timeline Selection (Pro Tools HD only)	]
Play Edit Selection	[
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 (disable/enable)	N
Nudge back by Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	Comma (,)
Nudge forward by Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	Period (.)
Nudge back by next large Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	M
Nudge forward by next larger Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	/ (Forward Slash) (on QWERTY keyboard)

## Scroll Wheel Commands

The following keyboard shortcuts apply to moving scrollbars on systems with a scroll wheel.

Table 44. Text Entry shortcuts

Task	Shortcut
Scroll horizontally	Shift+Scroll Wheel
Fine-tune scroll (Fine Adjust mode)	Control+Scroll Wheel
Zoom in/out of timeline	Alt+Scroll Wheel in timeline (press Alt again when done scrolling)
Zoom in/out of waveforms	Alt+Shift+Scroll Wheel in timeline

## DigiBase Shortcuts

The following shortcuts are available only in DigiBase windows, as noted.

### DigiBase Browser and Window Keyboard Shortcuts

Table 45. DigiBase Browser and window shortcuts

Task	Shortcut
Opens the Workspace browser	Alt+Semi-Colon
Opens the Task Manager window	Alt+Apostrophe (')
Opens or closes the Project browser	Alt+O
Brings all browsers to the foreground	Alt+J
Sends all browsers to the back	Alt+Shift+J
Cycle to previous/next browsers	Control+Left/Right Arrow keys
Zoom presets in the Edit window – or – View presets in DigiBase browsers	Start+1, 2, 3, 4, or 5

### DigiBase Auditioning Keyboard Shortcuts

Table 46. DigiBase auditioning shortcuts

Task	Shortcut
Browser Item: Starts or stops auditioning from head – or – Audio Import dialog: Starts or stops auditioning from head	Spacebar
Browser Item: Starts or stops loop auditioning from head	Alt+Spacebar
Import Audio dialog: Starts or stops auditioning	Alt+P



## DigiBase Delete or Duplicate Keyboard Shortcuts

Table 47. DigiBase Delete or Duplicate shortcuts

Task	Shortcut
Region List: Deletes a Region from the timeline – OR – Browser Item: Deletes items from the browser/disk	Delete
Deletes locked files selected in a browser	Control+Delete
Deletes any selected browser item, and suppresses any warning dialog	Alt+Delete
Creates duplicates of any selected files	Control+D

## DigiBase Mouse Click Keyboard Shortcuts

Table 48. DigiBase mouse click shortcuts

Task	Shortcut
Selects contiguous items in a browser – OR – Selects a range of contiguous column headers	Shift-click
Selects all of the files in a multichannel file in a browser	Alt-Shift-click
Column Headers: Makes a secondary sort order – OR – Region List: Auditions a file – OR – Browser Find Button: Cancels a search, and closes the Search pane – OR – Browser Close Box: Closes all open browsers	Alt-click
Column Header: Hides a column for the individual browser	Control-Alt-click
Browser Back Button: Opens the navigation menu – OR – Browser Items: Selects discontinuous items – OR – Column Headers: Selects discontinuous column headers – OR – Browser Up Button: Opens menu for navigating up several levels. – OR – Browser View Preset Buttons: Stores column order and width, and sort order – OR – Region List: Select a region without changing which region is highlighted in Timeline	Control-click
Browser Items: Opens a new window and leaves the original window open	Control-double-click

## DigiBase Drag and Drop Keyboard Shortcuts

Table 49. DigiBase drag and drop shortcuts

Task	Shortcut
<p>Browser Item: From one folder to another folder on the same volume will create a copy of that item in the target location</p> <p>– OR –</p> <p>Browser Media File to Region List or Timeline: Creates a copy of the media file in the session's Audio Files folder</p>	Alt-drag and drop
<p>Browser File: Imports to Timeline and creates a new track.</p>	Shift-drag and drop
<p>Waveform Display: Sets sync point and spots to Timeline</p> <p>– OR –</p> <p>Region List: Opens the Replace Region dialog</p>	Control-drag and drop
<p>Waveform Display: Sets the sync point and spots to the Timeline and copies the audio file</p>	Control-Alt-drag and drop
<p>Region List: Snaps to head</p> <p>– OR –</p> <p>Browser Audio File, from Name or Icon: Snaps to head</p> <p>– OR –</p> <p>Browser Audio File, from Waveform Display: Spots to temporary sync point</p>	Start-drag and drop
<p>Browser Audio File to Timeline: Snaps to head and copies the audio file to the session's Audio Files folder</p>	Start-Alt-drag and drop
<p>Region List: Snaps to sync point</p> <p>– OR –</p> <p>Browser Item: Snaps to sync point</p>	Start-Shift-drag and drop
<p>Browser Item: Snaps to sync point and copies the audio file to the session's Audio Files folder</p>	Start-Alt-Shift-drag and drop
<p>Region List: Snaps to tail</p> <p>– OR –</p> <p>Browser Item: Snaps to tail</p>	Start-Control-drag and drop
<p>Browser Item: Snaps to tail and copies the audio file to the session's Audio Files folder</p>	Start-Control-Alt drag and drop
<p>Browser Item: Spots with variable cursor</p>	Start-Control-Shift drag and drop
<p>Browser Item: Spots with variable cursor and copies the audio file to the session's Audio Files folder</p>	Start-Control-Alt-Shift-drag and drop

## DigiBase Navigation Shortcuts

Table 50. DigiBase navigation shortcuts

Task	Shortcut
Selection up	Up Arrow key
Selection down	Down Arrow key
Scroll Page up	Page Up
Scroll Page down	Page Down
Scroll to top of browser	Home
Scroll to bottom of browser	End
Scroll to track	Control+Alt+F
Up one browser level (same as Up Arrow icon)	Control+Up Arrow key
Open folder (same window)	Control+Down Arrow key
Open folder (new window)	Control+Option+Down Arrow key
Open Show/Hide icon	Right Arrow key
Close Show/Hide icon	Left Arrow key
Cycle to next or previous browser	Control+Left/Right Arrow keys
Enter/exit Name Edit field	Enter
Revert to original text	Escape (Esc) key
Open/close Search Pane	Control+F
Move to next Search field	Tab
Move to previous Search field	Shift+Tab

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