

Pro Tools Keyboard Shortcuts For Macintosh Systems

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



GLOBAL KEYBOARD COMMANDS

Change all audio channel strips option - applicable function

Change audio channel strip and all selected

audio channel strips option - shift - applicable function

applicable functions:

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

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

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

applies to:

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

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

applies to:

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


MIX AND EDIT GROUPS

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

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

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

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

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

Hide all Tracks Click on track symbol in Show/Hide menu

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

Grouping affects:

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

Grouping does not affect:

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

RECORD AND PLAYBACK

Open <i>New Track</i> Dialog	⌘ - shift - N
In <i>New Track</i> Dialog cycle through track type	⌘ - </>
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)	option - click on Transport play button
Pause (pre-prime deck for instant record)	option - click on Transport play button during recording
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 Grid value.	control - option - +/-
Change Nudge value.	 - option - +/-
Nudge selection or region right/left by Nudge value	+/-
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	control - +/-
Nudge left selection boundary right/left by Nudge value.	option - shift - +/-
Nudge right selection boundary right/left by Nudge value.	 - shift - +/-
Nudge back/forward by next Nudge value	see Command Focus Mode section of this guide
Trim left edge of region to right/left by Nudge value	option - +/-
Trim right edge of region to right/left by Nudge value	 - +/-
Reverse Trimmer direction when trimming region.	option - Trimmer
Trim up to, but not over, adjacent regions.	hold down control 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 sync point to stationary playhead or edit selection start.	shift - 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 (Audio + MIDI)⌘ -] / [
Vertical zoom in/out (Audio)⌘ - option -] / [
Vertical zoom in/out (MIDI)⌘ - shift -] / [
Fill window with selectionoption - click on Zoomer or option - F
View entire sessiondouble-click on Zoomer or option - A
Zoom vertical and horizontal axishold down ⌘ key while using Zoomer
Zoom to previous horizontal zoom valueoption - click on display scale arrows
Max zoom before waveform drawn from disk⌘ - click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levelssee Command Focus Mode section of this guide

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

Create memory locationenter
Reset a memory locationcontrol - click on memory location button
Delete memory locationoption - click on a memory location button
Recall a memory locationperiod 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

ShuffleF1 or option - 1 on alpha keyboard
SlipF2 or option - 2 on alpha keyboard
SpotF3 or option - 3 on alpha keyboard
GridF4 or option - 4 on alpha keyboard - repeated pressings toggle between relative and absolute Grid mode
ZoomerF5 or ⌘ - 1 on alpha keyboard
TrimmerF6 or ⌘ - 2 on alpha keyboard
SelectorF7 or ⌘ - 3 on alpha keyboard
GrabberF8 or ⌘ - 4 on alpha keyboard
ScrubberF9 or ⌘ - 5 on alpha keyboard
PencilF10 or ⌘ - 6 on alpha keyboard
SmartTool(F6 & F7) or (F7 & F8) or ⌘ - 7 on alpha keyboard
Cycle through edit toolsescape 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)

TO USE SINGLE KEYS ON THE COMMANDS BELOW, CLICK THE A...Z BUTTON IN THE EDIT WINDOW OR USE THE CONTROL KEY IN COMBINATION WITH THE SINGLE KEYS BELOW.


Zoom Level 1-5 	alpha keys 1/2/3/4/5
Play to/from edit start by pre/post-roll value	alpha keys 6/7
Play to/from edit end by pre/post roll amount	alpha keys 8/9
Copy Edit Selection to Timeline Selection	alpha key 0
Copy Timeline Selection to Edit selection	.0
Track View Toggle	.- (minus key)
Capture Timecode	= (on numeric pad)
Center Timeline Start	.Q
Center Timeline End	.W
Zoom Toggle	.E
Zoom Out Horizontally	.R
Zoom In Horizontally	.T
Snap Start (of selected region) to timecode	.Y (Not available in Pro Tools LE)
Snap sync point (of selected region) to timecode	.U (Not available in Pro Tools LE)
Snap End (of selected region) to timecode	.I (Not available in Pro Tools LE)
Snap Start (of selected region) to playhead	.H
Snap Sync point (of selected region) to playhead	.J (Not available in Pro Tools LE)
Snap End (of selected region) to playhead	.K (Not available in Pro Tools LE)
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	./
Track View Toggle	Minus Key (alpha only)
Zoom Toggle	.E
Zoom Defaults	.1 through 5



F A D E S

- Apply xfade to selection without accessing Fades window⌘ - control - F (uses default fade shape)
- Edit fade-in only in Fades windowoption - 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 windowspacebar
- Reset to default zoom in Fades window⌘ - click on either zoom arrow
- Reset standard or S-shape crossfades to default curvesoption - click in xfade window (in Equal Power/Gain modes)
- Cycle up/down through Out Shape parameter optionscontrol - ↑/↓
- Cycle up/down through In Shape parameter optionsoption - ↑/↓
- Cycle up/down through Link parameter options↑/↓
- Cycle up/down through preset Out Shape curvescontrol - ←/→
- Cycle up/down through preset In Shape curvesoption - ←/→

R E G I O N S L I S T

- 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 - ⌘ - 
- Bypass dialog boxes during deletion of audio filesoption - click "delete"/"yes" button in respective dialog
- Audition region in Regions Listoption - 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 startcontrol - click - drag region

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

- Remove item from list⌘ - R
- Remove all items from listshift - ⌘ - R
- Add all⌘ - option - A
- Random-access search through selected filemove slider to desired location, or click left/right side of slider
- Import current selectionEnter
- Import allshift - ⌘ - I
- Convert and import current selection⌘ - C
- Convert and import allshift - ⌘ - C
- Add currently selected region or audio file to listenter or return
- Audition currently selected audio file/region⌘ - P or ⌘ - spacebar
- Stop audition of selected file and retain selection⌘ - P or ⌘ - S
- Done⌘ - W
- Cancel⌘ - period key



MIXING

Make track Active/Inactive	Click on track symbol in Mix window while holding ⌘ and control keys
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	⌘ - click on insert name in Inserts view
Send mute	⌘ - click on send name in Sends view
Toggle Send Display between "All" & "Individual" mode	⌘ - click on Send diamond, then select from pop up
Bypass Delay Compensation View indicators and fields	⌘ - control-click on Plug-In Delay, User Delay or Track Delay Compensation

AUTOMATION

Leave absolute Minimum/Maximum 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 parameters (in Plug-in window) or track display format selector (in Edit window)
Enable/Disable Plug-In Automation	⌘ - option - control - click on parameters (in Plug-in window) 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 (Track defaults: disk=waveform; MIDI=regions; aux/master=volume)	⌘ - control - click on track name in Mix, or Insert, window or Show/Hide Tracks List
Scroll to & select track in Mix/Edit window	control - click on track name in Mix, or Edit 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

NUMERIC ENTRY

- Initiate time entry in Current Location & Big Counters= or * key on numeric keypad
- Initiate time entry in Edit window Start/End/Length fields .../ on numeric keypad (subsequent presses toggle through fields)
- Initiate time entry in Transport window fieldsoption - / 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 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 ...clear
- Apply entered numeric valuereturn 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 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

PERIPHERALS DIALOG

- Go to Synchronization window⌘ - 1
- Go to Machine Control window⌘ - 2
- Go to MIDI Controllers window⌘ - 3
- Go to Ethernet Controllers window⌘ - 4
- Go to Mic Preamps window⌘ - 5

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

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 fieldstab/ shift - tab
Increase/decrease slider value	↑/↓
Input value without leaving fieldenter
Enter value and exit keyboard entry modereturn
For fields that support kilohertztype k after number multiplies by 1000

NUMERIC KEYPAD MODES

TRANSPORT MODE

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 MODE (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) ... ⌘ - click with Selector tool at selection start or current cursor location
- Set all tracks to selected record drive in Disk Allocation dialog (for Pro Tools® III – on same Disk I/O™ only)option - click on record drive
- Access Playback Engine dialog during Pro Tools 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”
- Increase or decrease track heightcontrol+ up arrow or control+down arrow

MIDI EVENTS LIST ENTRY

ALL COMMANDS BELOW ARE ACTIVE ONLY WHEN THE MIDI EVENT LIST WINDOW IS OPEN:

- Enter start time field for editing ⌘ - Enter (numeric keypad)
- Show Event Filter dialog ⌘ - F
- Go to ⌘ - G
- Scroll to Edit Selection ⌘ - H
- Insert Another ⌘ - M
- Insert Note ⌘ - N
- Insert Program Change ⌘ - P
- Insert Controller ⌘ - L
- Insert Poly Pressure ⌘ - O
- Delete event in MIDI Events ListOption -Click

DIGIBASE

FOR THE FULL LIST OF DIGIBASE KEY COMMANDS, PLEASE REFER TO THE DIGIBASE GUIDE

PRO TOOLS



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