

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 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)	control - spacebar or option - click on Transport play button
Pause (pre-prime deck for instant record)	⌘ - control - spacebar or option - click Transport record 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 tracksenable "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 , N U D G I N G & T R I M M I N G

(+/- 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 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 (Audio + MIDI)	⌘ -] / [
Vertical zoom in/out (Audio)	⌘ - option -] / [
Vertical zoom in/out (MIDI)	⌘ - shift -] / [
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 horizontal zoom value	option - click on display scale arrows
Max zoom before waveform drawn from disk	⌘ - click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levels	see Command Focus Mode section of this guide

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

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
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 tools	escape key
Cycle through edit modes	~ key

*The first period key press is not required with "Classic" numeric keypad mode selected in Preferences.

TDM SYSTEMS ONLY

- Zoom Level 1-5 1 2 3 4 5alpha keys 1/2/3/4/5
- Play to/from edit start by pre/post-roll valuealpha keys 6/7
- Play to/from edit end by pre/post roll amountalpha keys 8/9
- Copy Edit Selection to Timeline Selectionalpha key 0
- Copy Timeline Selection to Edit selection0
- Track View Toggle- (minus key)
- Capture Timecode=
- Center Timeline StartQ
- Center Timeline EndW
- Zoom ToggleE
- Zoom Out HorizontallyR
- Zoom In HorizontallyT
- Snap Start (of selected region) to timecodeY
- Snap sync point (of selected region) to timecodeU
- Snap End (of selected region) to timecodeI
- Snap Start (of selected region) to playheadH
- Snap Sync point (of selected region) to playheadJ
- Snap End (of selected region) to playheadK
- Move Edit Selection upP
- Move Edit Selection down; (semi colon)
- Tab backL
- Tab forward` (apostrophe)
- Play Timeline selectionJ
- Play Edit selection[
- Trim Start to InsertionA
- Trim End to InsertionS
- Fade to Start (*Available if no selection*)D
- Fade (without showing Fades dialog)F
- Fade to End (*Available if no selection*)G
- UndoZ
- CutX
- CopyC
- PasteV
- SeparateB
- Timeline Insertion follows Playback (pref toggle)N
- Nudge back by next Nudge ValueM
- Nudge back by Nudge Value<
- Nudge forward by Nudge Value>
- Nudge forward by next Nudge Value/


LE AND TDM SYSTEMS

- Track View Togglecontrol - Minus Key (alpha only)
- Zoom Togglecontrol - E
- Zoom Defaultscontrol - 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 curves ... option - 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 - ⌘ - B
- 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
- 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

- Set all faders to their automation null pointsoption - clicking on either automatch triangle
- Reset a control to default valueoption - click on control
- Headroom/Track Level/Channel delay Indicator ⌘ - click on Track Level Indicator
- Clear peak/clip-hold from meterclick on indicator
- Peak counter reset in Headroom Indicator modeclick on Headroom Indicator
- Bypass Plug-In 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

AUTOMATION

- Leave absolute Minimum/Maximum breakpoints while trimminghold 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 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, or Insert, window or Show/Hide Tracks List
(Track defaults: disk=waveform; MIDI=regions; aux/master=volume)
 - 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:
- Deletedelete
 - Cut ⌘ - X
 - Duplicate ⌘ - D
 - Copy ⌘ - C
 - Clear ⌘ - B
 - Insert Silenceshift - ⌘ - 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)
Initiate time entry in Transport window fields option - / 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

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.

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

- 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 launch ...hold 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”

M I D I E V E N T S L I S T E N T R Y

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 List Option -Click

PRO TOOLS



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