



# Keyboard Shortcuts for Windows 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 any other track (To enable keyboard selection of Groups, click box at right of Groups List)

## EDITING, NUDGING & TRIMMING

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

Change Grid value	Start - Alt - +/-
Change Nudge value	Ctrl - Alt - +/-
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)	Start - +/-
Nudge left selection boundary right/left by Nudge value	Alt - Shift - +/-
Nudge right selection boundary right/left by Nudge value	Ctrl - 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	Alt - Start - +/-
Trim right edge of region to right/left by Nudge 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 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 (Audio)	.....Ctrl - Alt- ] / [
Vertical zoom in/out (MIDI)	.....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)
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 (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 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 or Ctrl - 1 on alpha keyboard
Trimmer	.....F6 or Ctrl - 2 on alpha keyboard
Selector	.....F7 or Ctrl - 3 on alpha keyboard
Grabber	.....F8 or Ctrl - 4 on alpha keyboard
Scrubber	.....F9 or Ctrl - 5 on alpha keyboard
Pencil	.....F10 or Ctrl - 6 on alpha keyboard
SmartTool	.....(F6 & F7) or (F7 & F8) or Ctrl - 7 on alpha keyboard
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 **a..z** BUTTON)

**TDM SYSTEMS ONLY**

Zoom Level 1-5 <b>1 2 3 4 5</b> .....	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
Track View Toggle .....	- (minus key)
Capture Timecode .....	=
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
Snap sync point (of selected region) to timecode .....	.U
Snap End (of selected region) to timecode .....	.I
Snap Start (of selected region) to playhead .....	.H
Snap Sync point (of selected region) to playhead .....	.J
Snap End (of selected region) to playhead .....	.K
Move Edit Selection up .....	.P
Move Edit Selection down .....	.; (semi colon)
Tab back .....	.L
Tab forward .....	.' (apostrophe)
Play Timeline selection .....	.] (right bracket)
Play Edit selection .....	.[ (left bracket)
Trim Start to Insertion .....	.A
Trim End to Insertion .....	.S
Fade to Start <i>(Available if no selection)</i> .....	.D
Fade (without showing Fades dialog) .....	.F
Fade to End <i>(Available if no selection)</i> .....	.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 .....	./


**LE AND TDM SYSTEMS**

Track View Toggle .....	Start - Minus Key (alpha only)
Zoom Toggle .....	Start - E
Zoom Defaults .....	Start - 1 through 5

## F A D E S

- 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 - ←/→

## R E G I O N S L I S T

- 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

## C O N V E R T A N D I M P O R T A U D I O D I A L O G

- 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)
- Initiate time entry in Transport window fields . . . . . Alt - / 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 . . . 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 (TDM SYSTEMS ONLY)

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 selection start or flashing insertion point matches user time stamp of regions) . . . .Ctrl - click with Selector tool at selection start or current cursor location
- 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

## 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 . . . . .Ctrl -Enter (numeric keypad)
- Show Event Filter dialog . . . . .Ctrl -F
- Go to . . . . .Ctrl -G
- Scroll to Edit Selection . . . . .Ctrl -H
- Insert Another . . . . .Ctrl -M
- Insert Note . . . . .Ctrl -N
- Insert Program Change . . . . .Ctrl -P
- Insert Controller . . . . .Ctrl -L
- Insert Poly Pressure . . . . .Ctrl -O
- Delete event in MIDI Events List . . . . .Alt-Click



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