



Pro Tools[®] Shortcuts Guide

version 2020.3

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Guide Part Number 9329-66136-00 REV A 03/20

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Chapter 1: Introduction to Pro Tools Shortcuts

For increased operational speed and ease of use, there are many Pro Tools® | Software keyboard and Right-click shortcuts to give you fast access to a wide variety of Pro Tools tasks.



Menu commands display their corresponding keyboard shortcut (if available) on-screen in the menu, to the right of the menu command.

Conventions Used in This Guide

Pro Tools documentation uses the following conventions to indicate menu choices, keyboard commands, and mouse commands:

Convention	Action
File > Save	Choose Save from the File menu
Control+N	Hold down the Control key and press the N key
Control-click	Hold down the Control key and click the mouse button
Right-click	Click with the right mouse button

The names of Commands, Options, and Settings that appear on-screen are in a different font.

The following symbols are used to highlight important information:



User Tips are helpful hints for getting the most from your Pro Tools system.



Important Notices include information that could affect your Pro Tools project data or the performance of your Pro Tools system.



Shortcuts show you useful keyboard or mouse shortcuts.



Cross References point to related sections in this guide and other Avid documentation.

How to Use this PDF Guide

This PDF provides the following useful features:

- The Bookmarks on the left serve as a continuously visible table of contents. Click on a subject heading to jump to that page.
- Click a + symbol to expand that heading to show subheadings. Click the – symbol to collapse a subheading.
- The Table of Contents provides active links to their pages. Select the hand cursor, allow it to hover over the heading until it turns into a finger. Then click to locate to that subject and page.
- All cross references in **blue** are active links. Click to follow the reference.
- Select Find from the Edit menu to search for a subject.
- When viewing this PDF on an iPad, it is recommended that you open the file using iBooks to take advantage of active links within the document. When viewing the PDF in Safari, touch the screen, then touch Open in “iBooks”.

Resources

The Avid website (www.avid.com) is your best online source for information to help you get the most out of Pro Tools.

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www.avid.com/education

Video Tutorials

The *Get Started Fast with Pro Tools* series of online videos provide tutorials to help if you are new to Pro Tools. They also provide videos for the experienced user that introduce new features found in the latest versions of Pro Tools.

www.avidblogs.com/get-started-fast-with-pro-tools/

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Chapter 2: Global Keyboard Shortcuts

Global keyboard shortcuts apply to many functions in Pro Tools (such as changing a parameter).

Parameter Change

Pro Tools provides global keyboard shortcuts for changing the following parameters:

- Automation mode
- Monitor mode
- playlist enable
- record, solo and mute enable
- record and solo safes
- inserting plug-ins
- I/O, bus, send assignment
- volume/peak indicator
- extend Edit or Timeline selection
- track height
- clear clip meter

Action	Mac	Windows
Change parameter on all channel strips	Option+applicable function (applicable functions listed above)	Alt+applicable function (applicable functions listed above)
Change parameter on all selected channel strips	Option+Shift+applicable function (applicable functions listed directly above)	Alt+Shift+applicable function (applicable functions listed above)

Toggle

Pro Tools provides global keyboard shortcuts for changing the following parameters:

- Tracks in Track List
- Group enables/activation
- Memory Location parameters
- Automation Enable window

Action	Mac	Windows
Toggle item and set all others to same new state	Option-click on applicable item (applicable items listed above)	Alt-click on applicable item (applicable items listed above)
Toggle item and set all others to opposite state (Groups and Memory Locations only)	Command-click on applicable item (applicable items listed directly above)	Control-click on applicable item (applicable items listed above)

Fine Adjustment

Pro Tools provides global keyboard shortcuts for the following types of fine adjustment:

- Plug-in parameter editing
- fader movement
- scrubbing
- automation data trimming
- Clip Gain
- MIDI Control data

Action	Mac	Windows
Fine tune an item (Fine Adjust mode)	Command-click on applicable fader/pot/breakpoint function (applicable functions listed above)	Control-click on applicable fader/pot/breakpoint function (applicable functions listed above)

Multi-Select

Pro Tools provides global keyboard shortcuts for selecting the following items:

- Tracks
- Clips in Clip List
- paths in I/O Setup

Action	Mac	Windows
Select multiple contiguous items (tracks, Clips, paths)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed above)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed above)
Select multiple non-contiguous items (tracks, Clips, paths)	Click to select first item, then Command-click to select the next item (applicable items listed above)	Click to select first item, then Control-click another to select the next item (applicable items listed above)

Chapter 3: Commands Keyboard Focus Shortcuts

Commands Keyboard Focus provides single-key shortcuts for a range of edit and play commands. Avid as well as other vendors supply custom keyboards and overlays for Mac and Windows labeled with Pro Tools commands when in Commands Keyboard Focus.



Pro Tools Custom Keyboard labeled with keyboard commands (Mac keyboard shown)

To enable Commands Keyboard Focus, do one of the following:

- Click the a-z button for the Edit window.
- Press Command+Option+1 (Mac) or Control+Alt+1 (Windows).

The following table lists all Commands Keyboard Focus key command mappings in QWERTY keyboard order (from left to right and top to bottom):

Action	Commands Focus Shortcut
Recall Zoom Memory 1	1
Recall Zoom Memory 2	2
Recall Zoom Memory 3	3
Recall Zoom Memory 4	4
Recall Zoom Memory 5	5
Play To Edit Start	6

Action	Commands Focus Shortcut
Play From Edit Start	7
Play To Edit End	8
Play From Edit End	9
Edit Selection To Timeline Selection	0
Toggle Playlist View Mode for tracks containing the Edit selection: audio tracks between waveform and volume view MIDI and Instrument tracks between notes and clips view	- (hyphen)
Display Timeline Selection Start	Q
Display Timeline Selection End	W
Zoom Toggle	E
Zoom Out Horizontal	R
Zoom In Horizontal	T
Move Clip Start To Current Timecode	Y
Move Clip Sync Point To Current Timecode	U
Snap Clip End To Current Timecode	I
Timeline Selection To Edit Selection	O
Move Edit Insertion To Previous Track	P
Play Edit Selection	[
Play Timeline Selection]
Nudge Play Earlier By Grid	\
Trim Clip Start To Cursor	A
Trim Clip End To Cursor	S
Fade from Start	D
Crossfade With No Dialog	F
Fade Out From Cursor To End Of Clip	G
Snap Clip Start To Play Position	H
Snap Clip Sync Point To Play Position	J
Snap Clip End To Play Position	K

Action	Commands Focus Shortcut
Move Edit Insertion To Previous Edit	L
Move Edit Insertion To Next Track	; (semicolon)
Move Edit Insertion To Next Edit	' (single quote)
Undo	Z
Redo	Shift+Z
Cut	X
Copy	C
Paste	V
Separate	B
Toggle Insertion Follows Playback	N
Nudge Play Earlier By Next Bigger Grid	M
Nudge Play Earlier By Grid	, (comma)
Nudge Play Later By Grid	. (period)
Nudge Play Later By Next Bigger Grid	/

Chapter 4: Dashboard Shortcuts

Action	Mac	Windows
Sign in or Sign out	Command+S	Control+S
Select Create tab	Command+1	Control+1
Select Recent tab	Command+2	Control+2
Select Projects tab	Command+3	Control+3
Type menu (Project or Session)	Command+Left/Right Arrow	Control+Left/Right Arrow
Enable or disable the Create from Template option	Command+T	Control+T
Toggle through Template Groups	Option+Up/Down Arrows	Alt+Up/Down Arrows
Navigate through focused Template, Session, or Project list	Up/Down Arrows	Alt+Up/Down Arrows
Toggle between Files types (WAV or AIFF)	Command+F	Control+F
Toggle through Bit Depth options (16-bit, 24-bit, or 32-bit floating)	Command+B	Control+B
Toggle through Sample Rate options	Command+R	Control+R
Toggle through the available IO Setup options	Command+I	Control+I
Enable or disable the Interleaved option	Command+G	Control+G
Open from Disk (sessions only)	Command+O	Control+O
Select the item at the top or bottom of the displayed list	Home/End	Home/End
Scroll up or down through focused Template, Session, or Project list	Page Up/Down	Page Up/Down

Chapter 5: Edit Window and Mix Window Keyboard Shortcuts

Pro Tools provides keyboard shortcuts for many Edit window and Mix window operations, as well as many Transport commands.

Playback

Action	Mac	Windows
Start/stop playback	Spacebar	Spacebar
Half-speed playback	Shift+Spacebar	Shift+Spacebar
Pause (pre-prime deck for instant playback and record)	Control+Spacebar, or Option-click, on Transport Play button	Start+Spacebar, or Alt-click on Transport Play button
Enable/disable online playback	Command+J, or Option+Spacebar	Control+J, or Alt+Spacebar
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)	Left/Right Arrow keys (when selection exceeds window view)
Play Edit selection	Option+[Alt+[
Back/Forward (move the playback location backwards/forwards by the Back/Forward amount) (Pro Tools Ultimate Software only)	Command+Transport Rewind button or Transport Fast Forward button	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 Ultimate only)	Command+Option+Transport Rewind button or Transport Fast Forward button	Control+Alt+Transport Rewind button or Transport Fast Forward button
Extend a selection backwards by the Back/Forward amount (Pro Tools Ultimate only)	Shift+Command+Transport Rewind button or Transport Fast Forward button	Shift+Control+ Transport Rewind button or Transport Fast Forward button

Action	Mac	Windows
Extend the selection backwards by the Back/Forward amount and begin playback (Pro Tools Ultimate only)	Shift+Command+Option+Transport Rewind button or Transport Fast Forward button	Shift+Control+Alt+Transport Rewind button or Transport Fast Forward button
Loop playback toggle	Command+Shift+L, or Control-click on Transport Play button	Control+Shift+L, or Start-click on Transport Play button
Dynamic Transport Mode toggle	Command+Control+P	Control+Start+P
Transport Master toggle (Pro Tools/Machine/MMC)	Command+Backslash (\)	Control+Backslash (\)
Solo-safe track	Command-click on track Solo	Control-click on track Solo

Recording

Action	Mac	Windows
Start record	Command+Spacebar, F12, or 3 (on numeric keypad)*	Control+Spacebar, or F12, or 3 (on numeric keypad)
Stop record	Spacebar	Spacebar
Stop record and discard recording take (not undoable)	Command+Period (.)	Control+Period (.)
Half-speed record	Command+Shift+Spacebar, or Shift+F12*	Control+Shift+Spacebar, or Shift+F12
Enable/disable online record	Command+Option+Spacebar*	Control+Alt+Spacebar
Record-safe track	Command-click on track Record Enable button	Control-click on track Record Enable button
Cycle through record modes: normal, Destructive, Loop, QuickPunch™, TrackPunch, DestructivePunch	Control-click on Transport Record Enable button	Start-click on Transport Record Enable button
Loop Record toggle	Option+L	Alt+L
TrackPunch toggle (Pro Tools Ultimate only)	Command+Shift+T	Control+Shift+T
QuickPunch toggle	Command+Shift+P	Control+Shift+P
Enter/Exit record during playback in QuickPunch	Command+Spacebar, F12, or click Transport Record button*	Control+Spacebar, F12, or click Transport Record Enable button

Action	Mac	Windows
DestructivePunch or TrackPunch enable/disable an audio track (Pro Tools Ultimate and Pro Tools with Complete Production Toolkit only)	Control-click the track's Record Enable button	Start-click the track's Record Enable button
DestructivePunch or TrackPunch enable/disable all audio tracks (Pro Tools Ultimate and Pro Tools with Complete Production Toolkit only)	Option-Control-click a track's Record Enable button	Alt-Start-click a track's Record Enable button
DestructivePunch or TrackPunch enable/disable all selected audio tracks (Pro Tools Ultimate only)	Control-Option-Shift-click a track's Record Enable button	Start-Alt-Shift-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all audio tracks (Pro Tools Ultimate only)	Option-click a track's Record Enable button	Alt-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all selected audio tracks (Pro Tools Ultimate only)	Option-Shift-click a track's Record Enable button	Alt-Shift-click a track's Record Enable button
Temporarily force all VCA slave tracks to toggle their record enable status (Pro Tools Ultimate only)	Option-click the VCA Record Enable button	Alt-click the VCA Record Enable button
Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools Ultimate only)	Option-click the VCA Track-Input button	Alt-click the VCA TrackInput button
Enable or disable pre/post-roll time	Command+K	Control+K
Set and enable pre/post-roll time	Option-click with Selector before or after selection	Alt-click with Selector tool before or after selection
Disable and set to zero pre/post-roll time	Option-click within selection closer to front or back	Alt-click within selection closer to front or back
<p><i>*Some Pro Tools recording shortcuts use the same key commands as some Mac OS X shortcuts. If you want to retain use of these key commands in Pro Tools, these Mac OS X shortcuts must be disabled or re-mapped.</i></p>		

Transport Mode (Numeric Keypad)

The following shortcuts apply when you select Numeric Keypad: Transport in the Operations Preferences page.

Action	Mac	Windows
Play/Stop	0	0
Rewind	1	1
Fast Forward	2	2
Record Enable	3	3
Loop Playback mode on/off	4	4
Loop Record mode on/off	5	5
QuickPunch mode on/off	6	6
Click on/off	7	7
Countoff on/off	8	8
MIDI Merge/Replace mode on/off	9	9

Shuttle Mode (Numeric Keypad)

(Pro Tools Ultimate Only)

The following shortcuts apply when you select Shuttle mode in the Operations Preferences page.

Action	Mac	Windows
1 x Forward playback speed	6	6
1 x Rewind playback speed	4	4
4 x Forward playback speed	9	9
4 x Rewind playback speed	7	7
1/4 x Forward playback speed	3	3
1/4 x Rewind playback speed	1	1
1/2 x Forward playback speed	5+6	5+6
1/2 x Rewind playback speed	5+4	5+4
2 x Forward playback speed	8+9	8+9

Action	Mac	Windows
2 x Backward playback speed	8+7	8+7
1/16 x Forward playback speed	2+3	2+3
1/16 x Backward playback speed	2+1	2+1
Loop playback of Edit Selection	0	0
Recall Memory Location	Period (.)+Memory Location+Period (.)	Period (.)+Memory Location+Period (.)

Scrub (Jog)/Shuttle

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

Auditioning (Transport = Pro Tools)

The following shortcuts are active only when Transport = Pro Tools.

Action	Mac	Windows
Play by pre-roll value up to selection start/end (or current location if no selection)	Option+ Left/Right Arrow keys	Alt+ Left/Right Arrow keys
Play by post-roll value from selection start/end (or current cursor location if no selection)	Command+ Left/Right Arrow keys	Control+ Left/Right Arrow keys
Play by pre- and post-roll value through selection start/end	Command+Option+ Left/Right Arrow keys	Control+Alt+ Left/Right Arrow keys

Auditioning (Transport = MMC)

The following shortcuts are active only when Transport = MMC.

Action	Mac	Windows
Cue Transport to selection start/end	Command+ Left/Right Arrow keys	Control+Left/Right Arrow keys
Cue Transport with pre/post-roll to selection start/end	Option+ Left/Right Arrow keys	Alt+Left/Right Arrow keys

Edit Modes and Edit Tools

Action	Mac	Windows
Shuffle mode	F1, or Option+1 (on computer keyboard)	F1, or Alt+1 (on computer keyboard)
Slip mode	F2, or Option+2 (on computer keyboard)	F2, or Alt+2 (on computer keyboard)
Spot mode	F3, or Option+3 (on computer keyboard)	F3, or Alt+3 (on computer keyboard)
Grid mode	F4, or Option+4 (on computer keyboard)	F4, or Alt+4 (on computer keyboard)
Enable Snap To Grid while in another Edit mode	Shfit+F4	Shfit+F4
Enable Snap to Grid and Shuffle mode	F1+F4	F1+F4

Action	Mac	Windows
Enable Snap to Grid and Slip mode	F2+F4	F2+F4
Enable Snap to Grid and Spot mode	F3+F4	F3+F4
Zoomer tool	F5, or Command+1 (on computer keyboard)	F5, or Control+1 (on computer keyboard)
Trimmer tool	F6, or Command+2 (on computer keyboard)	F6, or Control+2 (on computer keyboard)
Selector tool	F7, or Command+3 (on computer keyboard)	F7, or Control+3 (on computer keyboard)
Grabber tool	F8, or Command+4 (on computer keyboard)	F8, or Control+4 (on computer keyboard)
Scrubber tool	F9, or Command+5 (on computer keyboard, if Mac OS X Expose is disabled)	F9, or Control+5 (on computer keyboard)
Pencil tool	F10, or Command+6 (on computer keyboard, if Mac OS X Expose is disabled)	F10, or Control+6 (on computer keyboard)
Smart Tool	F6+F7, F7+F8, or Command+7 (on computer keyboard)	F6+F7, F7+F8, or Control+7 (on computer keyboard)
Cycle through Edit modes	Single Open Quote (') key, located above the Tab key	Single Open Quote (') key, located above the Tab key
Cycle through Edit tools	Escape (Esc) key	Escape (Esc) key, or Center-click
Lock out or unlock Shuffle Mode	Command-click the Shuffle button	Control-click the Shuffle but- ton

Edit Selection, Definition, and Navigation

Action	Mac	Windows
Enable or disable Tab to Transients command	Command+Option+Tab	Control+Alt+Tab
Locate cursor to next transient	Tab (if Tab to Transient enabled)	Tab (if Tab to Transient enabled)
Locate cursor to previous transient	Option+Tab (if Tab to Transient enabled)	Control+Tab (if Tab to Transient enabled)
Locate cursor to next Clip-boundary/sync point	Tab (if Tab to Transients is disabled)	Tab (if Tab to Transients is disabled)
Locate cursor to previous Clip boundary/sync point	Option+Tab (if Tab to Transients is disabled)	Control+Tab (if Tab to Transients is disabled)
Go to and select next Clip	Control+Tab or Command+Control+'	Start+Tab or Control+Start+'
Go to and select previous Clip	Control+Option+Tab or Command+Control+L	Control+Start+Tab or Control+Start+L
Go to Song Start	Control+Return	Start+Enter
Extend selection to Song Start	Shift+Control+Return	Shift+Start+Enter
Extend selection to next Clip-boundary	Shift+Tab	Shift+Tab
Extend selection to previous Clip-boundary	Option+Shift+Tab	Control+Shift+Tab
Extend selection to include next Clip	Control+Shift+Tab or Command+Control+Shift+'	Start+Shift+Tab or Control+Start+Shift+'
Extend selection to include previous Clip	Control+Shift+Option+Tab or Command+Control+Shift+L	Start+Shift+Control+Tab or Control+Start+Shift+L
Return to start of session	Return	Enter
Go to end of session	Option+Return	Control+Enter
Extend selection to start of session	Shift+Return	Shift+Enter
Extend selection to end of session	Option+Shift+Return	Control+Shift+Enter
Link Timeline and Edit selection	Shift+Forward Slash (/)	Shift+Forward Slash (/)
Link Track and Edit selection	Shift+T	Shift+T
Set selection start/end during playback	Down/Up Arrow keys	Down/Up Arrow keys
Set selection start/end to incoming time code while stopped	Down/Up Arrow keys	Down/Up Arrow keys

Action	Mac	Windows
Select entire Clip in Edit window	Double-click with Selector	Double-click with Selector tool
Select entire track in Edit window	Triple-click with Selector, or single-click in track and press Command+A	Triple-click with Selector tool, or single-click in track and press Control+A
Select all Clips in all tracks in Edit window	Return, then press Command+A	Enter, then press Control+A
Extend cursor or selection across all tracks	Enable "All" Edit group and Shift-click on any other track	Enable "All" Edit group and Shift-click on any other track
Cancel Zoom toggle and remain at the same zoom level	Option+Shift+E	Alt+Shift+E
Fit all shown tracks in the Edit window	Command+Option+Control+Up arrow or Down arrow	Control+Alt+Start+Up arrow or Down arrow
Open or Close Folder tracks that contain the Edit cursor or Edit selection	Shift+F	Shift+F
Record enable tracks that contain the Edit cursor or Edit selection	Shift+R	Shift+R
TrackInput Monitor enable tracks that contain the Edit cursor or Edit selection	Shift+I	Shift+I
Solo tracks that contain the Edit cursor or Edit selection	Shift+S	Shift+S
Mute tracks that contain the Edit cursor or Edit selection	Shift+M	Shift+M
Move MIDI Record Enable to the previous MIDI or Instrument track	Command+Up Arrow	Control+Up Arrow
Move MIDI Record Enable to the next MIDI or Instrument track	Command+Down Arrow	Control+Up Arrow
Move the insertion to the beginning of the Edit selection	Down arrow	Down arrow
Move the insertion to the end of the Edit selection	Up arrow	Up arrow
Increase or decrease the height of any lane that contains the Edit cursor or an Edit selection*	Control+Up/Down Arrow	Start+Up/Down Arrow

Action	Mac	Windows
<i>*Some Pro Tools edit selection, definition, and navigation shortcuts use the same key commands as some Mac OS X shortcuts. If you want to retain use of these key commands in Pro Tools, these Mac OS X shortcuts must be disabled or remapped.</i>		

Editing, Nudging, and Trimming

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

Action	Mac	Windows
Change Grid value	Control+Option+Plus/Minus (+/-) keys	Start+Alt+ Plus/Minus (+/-) keys
Change Nudge value	Command+Option+ Plus/Minus (+/-) keys	Control+Alt+ Plus/Minus (+/-) keys
Nudge back by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)	Minus (-) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)	Minus (-) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)
Nudge forward by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)	Plus (+) key (on numeric keypad), or Period (.) (in Commands Keyboard Focus)	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	Shift+Plus/Minus (+/-) keys
Nudge data within current Clip to right/left by Nudge value (keeps Clip start/end and moves underlying audio)	Control+Plus/Minus (+/-) keys	Start+Plus/Minus (+/-) keys
Nudge left selection boundary right/left by Nudge value	Option+Shift+Plus/Minus (+/-) keys	Alt+Shift+Plus/Minus (+/-) keys
Nudge right selection boundary right/left by Nudge value	Command+Shift+Plus/Minus (+/-) keys	Control+Shift+Plus/Minus (+/-) keys
Trim left edge of Clip to right/left by Nudge value	Option+Plus/Minus (+/-) keys	Alt+Plus/Minus (+/-) keys
Trim right edge of Clip to right/left by Nudge value	Command+Plus/Minus (+/-) keys	Control+Plus/Minus (+/-) keys
Reverse Trimmer tool direction when trimming Clip	Option+Trimmer tool	Alt+Trimmer tool
Trim up to, but not over, adjacent Clips	Hold down Control key while trimming	Hold down Start key while trimming
Duplicate Clip(s) in Edit Window	Option-click selection and drag to destination	Alt-click selection and drag to destination
Delete selection in playlist	Backspace or Delete (on computer keyboard)	Backspace or Delete (on computer keyboard)

Action	Mac	Windows
Constrain audio Clip to vertical movement	Control-click to move audio Clip with Grabber tool	Start-click to move audio Clip with Grabber tool
Snap Clip start to stationary playhead or Edit selection start	Control-click new Clip with Grabber tool	Start-click new Clip with Grabber tool
Snap Clip sync point to stationary playhead or Edit selection start	Control-Shift-click Clip containing the sync point with Grabber tool	Start-Shift-click Clip containing the sync point with Grabber tool
Snap Clip end to stationary playhead or Edit selection end	Command-Control-click new Clip with Grabber tool	Control-Start-click new Clip with Grabber tool
Snap Clip to Next	Option+Control+, (period)	Alt+Start+, (period)
Snap Clip to Previous	Option+Control+, (comma)	Alt+Start+, (comma)

MIDI Note Editing

The following apply when editing on MIDI or Instrument tracks in Notes or Velocity view.

Action	Mac	Windows
Transpose up one semitone	Up Arrow	Up Arrow
Transpose down one semitone	Down Arrow	Down Arrow
Copy and transpose up one semitone	Option+Up Arrow	Alt+Up Arrow
Copy and transpose down one semitone	Option+Down Arrow	Alt+Down Arrow
Transpose up one octave	Shift+Up Arrow	Shift+Up Arrow
Transpose down one octave	Shift+Down Arrow	Shift+Down Arrow
Copy and transpose up one octave	Option+Shift+Up Arrow	Alt+Shift+Up Arrow
Copy and transpose down one octave	Option+Shift+Down Arrow	Alt+Shift+Down Arrow
Transpose up in key	Control+Up Arrow	Start+Up Arrow
Transpose down in key	Control+Down Arrow	Start+Down Arrow
Copy and transpose up in key	Option+Control+Up Arrow	Alt+Start+Up Arrow
Copy and transpose down in key	Option+Control+Down Arrow	Alt+Start+Down Arrow
Increase velocity by five	Command+Up Arrow	Control+Up Arrow
Decrease velocity by five	Command+Down Arrow	Control+Down Arrow

Action	Mac	Windows
Increase velocity by fifteen	Command+Shift+Up Arrow	Control+Shift+Up Arrow
Decrease velocity by fifteen	Command+Shift+Down Arrow	Control+Shift+Down Arrow
Select previous note	Left Arrow	Left Arrow
Select next note	Right Arrow	Right Arrow
Add previous note to the current selection	Shift+Left Arrow	Shift+Left Arrow
Add next note to the current selection	Shift+Right Arrow	Shift+Right Arrow
Trim note start to the left	Control+Left Arrow	Start+Left Arrow
Trim note start to the right	Control+Right Arrow	Start+Right Arrow
Trim note end to the left	Option+Left Arrow	Alt+Left Arrow
Trim note end to the right	Option+Right Arrow	Alt+Right Arrow
Trim note start to the left by the next value	Control+Shift+Left Arrow	Start+Shift+Left Arrow
Trim note start to the right by the next value	Control+Shift+Right Arrow	Start+Shift+Right Arrow
Trim note end to the left by the next value	Option+Shift+Left Arrow	Alt+Shift+Left Arrow
Trim note end to the right by the next value	Option+Shift+Right Arrow	Alt+Shift+Right Arrow

Clip Gain

Action	Mac	Windows
Show or hide the Clip Gain Line	Control+Shift+Hyphen (-)	Start+Shift+Hyphen (-)
Show or hide Clip Gain Info	Control+Shift+Equals (=)	Start+Shift+Equals (=)
Add a Clip Gain breakpoint at the current Edit location	Control+Shift+E	Start+Shift+E
Nudge the selected clip gain up	Control+Shift+Up Arrow	Start+Shift+Up Arrow
Nudge the selected clip gain down	Control+Shift+Down Arrow	Start+Shift+Down Arrow
Nudge the selected clip gain back	Control+Shift+Minus (-), Control+Shift+M, or Control+Shift+Comma (,)	Start+Shift+Minus (-), Start+Shift+M, or Start+Shift++Comma (,)
Nudge the selected clip gain forward	Control+Shift+Plus (+), Control+Shift+Period (.), or Control+Shift+Slash (/)	Start+Shift+Plus (+), Start+Shift+Period (.), or Start+Shift+Slash (/)

Action	Mac	Windows
Clear Clip Gain	Control+Shift+B	Start+Shift+B
Cut Clip Gain	Control+Shift+X	Start+Shift+X
Copy Clip Gain	Control+Shift+C	Start+Shift+C
Paste Clip Gain	Command+V	Control+V

Clip Effects

Action	Mac	Windows
Show or hide the Clip Effects display (Pro Tools Ultimate)	Option+6	Alt+6
Clear Clip Effects	Command+Option+Control+B	Control+Alt+Start+B
Cut Clip Effects (Pro Tools Ultimate)	Command+Option+Control+X	Control+Alt+Start+X
Copy Clip Effects (Pro Tools Ultimate)	Command+Option+Control+C	Control+Alt+Start+C
Paste Clip Effects (Pro Tools Ultimate)	Command+V	Control+V
Save Preset (Pro Tools Ultimate)	Command+Option+Control+S	Control+Option+Start+S
Recall Clip Effects presets 1–5 when the 1-5 Number Keys Control Editing preference is set to Clip Effects Presets. (Pro Tools Ultimate)	Control+Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard), or Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard, in Commands Keyboard Focus)	Start+Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard), or Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard in Commands Keyboard Focus)

Track Compositing

The following shortcuts apply to track Playlist lanes in the Edit window.

Action	Mac	Windows
Solo the Playlist lane containing the Edit cursor	Shift+S	Shift+S
Move the Edit cursor up and down through Playlist lanes	Control+P and Control+Semicolon (;)	Start+P and Start+Semicolon (;)
Copy the selection to the main Playlist	Option+Control+V	Alt+Start+V
Create a new playlist for the first selected track in the session	Control+\	Start+\
Create a new playlist for each track in the session	Control+Option+\	Start+Alt+\
Create a new playlist for each selected track in the session	Control+Option+Shift+\	Start+Alt+Shift+\
Duplicate the main playlist for the first selected track in the session	Command+Control+\	Control+Start+\
Duplicate the main playlist for each track in the session	Command+Option+Control+\	Control+Alt+Start+\
Duplicate the main playlist for each selected track in the session	Command+Option+Control+Shift+\	Control+Alt+Start+Shift+\
Navigate to first playlist	Shift+Home (full-sized keyboard) fn+Shift+Left arrow (laptop)	Shift+Home (full-sized keyboard) fn+Shift+Left arrow (laptop)
Navigate to last playlist	Shift+End (full-sized keyboard) fn+Shift+Right arrow (laptop)	Shift+End (full-sized keyboard) fn+Shift+Right arrow (laptop)
Move ahead five playlists	Shift+Page Down (full-sized keyboard) fn+Shift+Down arrow (laptop)	Shift+Page Down (full-sized keyboard) fn+Shift+Down arrow (laptop)
Move back five playlists	Shift+Page Up (full-sized keyboard) fn+Shift+Up arrow (laptop)	Shift+Page Up (full-sized keyboard) fn+Shift+Up arrow (laptop)

Zoom

Action	Mac	Windows
Horizontal zoom in or out	Command+] or [Control+] or [
Zoom to show entire session horizontally without affecting vertical zoom or scrolling	Command+Control+[Control+Start+[
Zoom in horizontally on a selection without affecting vertical zoom or scrolling	Command+Control+]	Control+Start+]
Vertical zoom to show default waveform height (Audio)	Command+Option+Control+[Control+Alt+Start+[
Incrementally zoom vertically on all audio tracks	Command+Option+ [or]	Control+Alt+ [or]
Vertical zoom in or out (MIDI)	Command+Shift+] or [Control+Shift+] or [
Vertical zoom to show all notes (lowest to highest) in MIDI and Instrument (MIDI)	Command+Control+Shift+[Control+Start+Shift+[
Horizontal zoom to show all clips and reset amplitude zoom	Option+A	Alt+A
Horizontal zoom to show all clips but do not reset amplitude zoom	Option+Control+A	Alt+Start+A
Horizontal zoom and scroll timeline excluding MIDI events	Option+F	Alt+F
Horizontal zoom to selection, including MIDI events	Option+Control+F	Alt+Start+F
Continuously zoom vertically on a single audio track (or group of tracks)	Control+drag with the Zoomer tool up or down in the track	Start-drag with the Zoomer tool up or down in the track
Continuously zoom vertically on all audio tracks	Control+Shift+drag in an audio track with the Zoomer tool	Start+Shift-drag in an audio track with the Zoomer tool
Incrementally zoom vertically on all audio tracks	Command+Option+[or Command+Option+]	Press Control+Alt+[or Control+Alt+]
Fill window with selection	Option-click on Zoomer tool or Option+F	Alt-click on Zoomer tool or Alt+F
View entire session and reset waveform display to the default height	Double-click on Zoomer tool or Option+A	Double-click on Zoomer tool or Alt+A

Action	Mac	Windows
Set all audio track waveform heights to match the waveform height of the top-most audio track in the Edit window	Command-Shift-click any of the Zoom buttons	Control-Shift-click any of the Zoom buttons
Zoom vertical and horizontal axis	Hold down Command key while dragging the Zoomer tool	Hold down Control key while dragging Zoomer tool
Zoom to previous orientation	Option-click on any Horizontal Zoom In or Out button, or Audio or MIDI Zoom In or Out button	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 (faster drawing from RAM)	Command-click on Zoomer tool	Control-click on Zoomer tool)
Zoom Toggle	Control+E	Start+E
Cancel Zoom Toggle and remain at the same zoom level	Option+Shift+E	Alt+Shift+E
Recall Zoom presets 1–5	Control+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard)	Start+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard)
Recall Zoom presets 1–5 when the 1-5 Number Keys Control Editing preference is set to Clip Effects (Pro Tools Ultimate)	Command+Control+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard, in Commands Keyboard Focus)	Control+Start+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard in Commands Keyboard Focus)
Save Zoom presets 1–5	Command-click Zoom preset number in Mix Window toolbar	Control-click Zoom preset number in Mix Window toolbar

Memory Locations and Markers

Action	Mac	Windows
Create Memory Location	Enter (on numeric keypad)	Enter (on numeric keypad)
Edit a Memory Location	Control-click on Memory Location marker	Start-click on Memory Location marker
Delete Memory Location	Option-click on a Memory Location marker	Alt-click on a Memory Location marker

Action	Mac	Windows
Recall a Memory Location using the numeric keypad	Period (.)+Memory Location number+Period (.) (Transport or Shuttle mode), or Memory Location number+Period (.) (Classic mode)	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	Control-Shift-drag the Song Start Marker	Start-Shift-drag the Song Start Marker
Toggle the Timeline Insertion/Play Start Marker Follows Playback preference on and off	Control+N	Start+N

Automation

Action	Mac	Windows
Toggle Track View on all tracks	Option+Minus (–) key (on computer keyboard)	Alt+Minus (–) key (on computer keyboard)
Change to previous/next Track View on all tracks included in the current selection	Control+Command+ Left/Right Arrow keys	Control+Start+ Left/Right Arrow keys
Change to previous/next Track View on all tracks	Control+Option+Command+ Left/Right Arrow keys	Control+Alt+Start+ Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Command-click on Track View selector	Control-click on Track View selector
Disable/enable all Automation playlists on selected track	Command+Shift-click on Track View selector	Control+Shift-click on Track View selector
Open Plug-in Automation dialog	Command+Option+Control-click on Track View selector (in Edit window)	Control+Alt+Start-click on parameters (in Plug-in window)
Access Plug-in Automation commands (Pro Tools Ultimate only): Automation dialog, Enable/disable plug-in automation	Command+Option+Control-click on parameters (in Plug-in window)	Control+Alt+Start-click on Track View selector (in Edit window)
Copy Automation to Send (Pro Tools Ultimate only)	Command+Option+H	Control+Alt+H
Thin Automation	Command+Option+T	Control+Alt+T
Write automation to start of session/selection (Pro Tools Ultimate only)	Control-click on Transport Return to Zero button	Start-click on Transport Return to Zero button

Action	Mac	Windows
Write automation to end of session/selection (Pro Tools Ultimate only)	Control-click on Transport Go to End button	Start-click on Transport Go to End button
Write automation from start to end of session/selection (Pro Tools Ultimate only)	Control-Shift-click on Transport Go to End or Return to Zero button	Start-Shift-click on Transport Go to End or Return to Zero button
Write Automation to Current Parameter (Pro Tools Ultimate only)	Command+Forward Slash (/)	Control+Forward Slash (/)
Write Automation to All Enabled Parameters (Pro Tools Ultimate only)	Command+Option+Forward Slash (/)	Control+Alt+Forward Slash (/)
Trim Automation to Current Parameter (Pro Tools Ultimate only)	Command+Shift+Forward Slash (/)	Control+Shift+Forward Slash (/)
Trim Automation to All Enabled Parameters (Pro Tools Ultimate only)	Command+Option+Shift+Forward Slash (/)	Control+Alt+Shift+Forward Slash (/)
Glide Automation to Current Parameter (Pro Tools Ultimate only)	Option+Forward Slash (/)	Alt+Forward Slash (/)
Glide Automation to All Enabled Parameters (Pro Tools Ultimate only)	Option+Shift+Forward Slash (/)	Alt+Shift+Forward Slash (/)
Suspend Trim automation on all tracks	In the Automation window, Command-click the Suspend button	In the Automation window, Control-click the Suspend button
Suspend currently displayed automation type on a track	Command-click the control name in the Track View selector	Control-click the control name in the Track View selector
Vertically constrain automation movement	Press Shift and move automation with Grabber tool	Press Shift and move automation with Grabber tool
Write new breakpoint to next automation value	Press and hold Option+Shift while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)	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 Command+Option while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)	Press and hold Control+Alt while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
AutoMatch all controls on a track (Pro Tools Ultimate only)	Command-click the Automation Mode selector on the track	Control-click the Automation Mode selector on the track

Action	Mac	Windows
AutoMatch all controls of one automation type (Pro Tools Ultimate only)	In the Automation window, Command-click the button for the automation type	In the Automation window, Control-click the button for the automation type
AutoMatch all controls of one automation type on a channel (Pro Tools Ultimate with ICON control surface only)	Hold Command and press the Channel Strip Mode controls for the track whose controls you want to AutoMatch	Hold Control and press the Channel Strip Mode controls for the track whose controls you want to AutoMatch
AutoMatch a Pan control or the controls for an individual Insert or Send (Pro Tools Ultimate with ICON control surface only)	Hold Command and press the Rotary Encoder Select switch for the control you want to AutoMatch	Hold Control and press the Rotary Encoder Select switch for the control you want to AutoMatch
AutoMatch the controls for a plug-in displayed in the Dynamics or EQ section (Pro Tools Ultimate with ICON control surface only)	Hold Command and press the Auto switch in the Dyn or EQ section of the console	Hold Control and press the Auto switch in the Dyn or EQ section of the console
Suspend preview (Pro Tools Ultimate only)	In the Automation window, Command-click the Preview button	In the Automation window, Control-click the Preview button
Special Paste of automation data between different controls	Command+Control+V	Start+Control+V
Configure Write on Stop modes to remain enabled after an automation pass (Pro Tools Ultimate only)	Option-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode	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, track volume, or track pan	Command-Control-click on control	Control-Start-click on control
Delete*	Backspace	Backspace
Cut*	Command+X	Control+X
Copy*	Command+C	Control+C
Duplicate*	Command+D	Control+D
Clear*	Command+B	Control+B
Insert Silence	Command+Shift+E	Control+Shift+E
*Hold down Control (Mac) or Start (Win) during the shortcut to affect all Automation playlists on the track.		

Fades

Action	Mac	Windows
Create Fades (open Fades dialog)	Command+F	Control+F
Apply crossfade without opening Fades dialog	Command+Control+F (uses last selected fade shape)	Control+Start+F (uses last selected fade shape)
Fade to Start	Control+D	Start+D
Fade to End	Control+G	Start+G

Add New Tracks

Action	Mac	Windows
Add a new track of the same type and channel width as the last new track (Audio, Aux, Instrument, VCA Master, MIDI, or Master Fader)	Double-click empty area of the Mix or Edit windows, or Tracks List	Double-click empty area of the Mix or Edit windows, or Tracks List
Add a new Audio track of the same channel width as the last new track	Command-double-click empty area of Mix or Edit windows, or Tracks List	Control-double-click empty area of the Mix or Edit windows, or Tracks List
Add a new Auxiliary Input track of the same channel width as the last new track	Control-double-click empty area of Mix or Edit windows, or Tracks List	Start-double-click empty area of the Mix or Edit windows, or Tracks List
Add a new Master Fader track of the same channel width as the last new track	Shift-double-click empty area of Mix or Edit windows, or Tracks List	Shift-double-click empty area of the Mix or Edit windows, or Tracks List
Add a new stereo Instrument track	Option-double-click empty area of Mix or Edit windows, or Tracks List	Alt-double-click empty area of the Mix or Edit windows, or Tracks List

Clip List

Action	Mac	Windows
Select Clip by name	Click the Clip List a–z button, then type the first letters of the desired Clip	Click the Clip List a–z button, then type the first letters of the desired Clip
Find Clip	Command+Shift+F	Control+Shift+F

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

Action	Mac	Windows
Constrain Clip placement to end at play/edit cursor location or selection end	Command+Control and drag Clip	Start+Control and drag Clip

Track List

Action	Mac	Windows
Show/Hide all tracks	Option-click on any Track Show/Hide icon in Track List	Alt-click on any Track Show/Hide icon in Track List
Select all tracks	Option-click on any Track Name in Track List, or Edit or Mix window	Alt-click on any Track Name in Track List, or Edit or Mix window
Scroll to track	Control-Shift-click on any Track Name in Track List, or Edit or Mix window	Start-Shift-click on any Track Name in Track List, or Edit or Mix window

Mix Group List and Edit Group List

Action	Mac	Windows
Suspend All Groups	Command+Shift+G, or Command-click on Groups pop-up menu	Control+Shift+G, or Control-click on Groups pop-up menu
Rename group	Double-click to far left of Group name in Group List	Double-click to far left of Group name in Group List
Group enable/disable	Click the Group List Keyboard Focus, then type the letter corresponding to desired group	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	Click to the left of a Group name in Group List
Temporarily isolate channel strip from Groups	Control-click (or Right-click) applicable Group parameter	Start-click (or Right-click) applicable Group parameter
Show group members only	Control-click on Group(s) in Group List	Start-click on Group(s) in Group List

Elastic Audio

The following shortcuts apply to Elastic Audio-enabled clips or tracks.

Action	Mac	Windows
Toggle between Real-Time and Rendered Elastic Audio processing	Command-Control-click the Elastic Audio plug-in button	Control-Start-click the Elastic Audio plug-in button
Add a Warp marker on top of an event	With the Grabber tool, Control-click any Event marker	With the Grabber tool, Start-click any Event marker
Relocate a Warp marker (without applying warping)	With the Grabber or the Pencil tool, Control-click and drag a Warp marker to a new location	With the Grabber or the Pencil tool, Start-click and drag a Warp marker to a new location
Delete a Warp marker	Double-click a Warp marker, or with the Grabber or the Pencil tool, Option-click a Warp marker	Double-click a Warp marker, or with the Grabber or the Pencil tool, Alt-click a Warp marker
Delete all Warp markers in a selection	Press Delete or Backspace	Press Delete or Backspace
Telescope-Warp audio before first Warp marker in or out	With the Grabber tool, Option-click and drag first Event marker to the left or right	With the Grabber tool, Alt-click and drag first Event marker to the left or right
Add an Event marker	With the Grabber tool, Control-click at the location where you want to add an Event marker	With the Grabber tool, Start-click at the location where you want to add an Event marker
Delete an Event marker	With the Grabber Tool or Pencil tool, Option-click the Event marker you want to delete	With the Grabber Tool or Pencil tool, Alt-click the Event marker you want to delete

Window Configuration

Action	Mac	Windows
Add new Window Configuration or replace existing one in Window Configuration List	Period (.)+number (1–99) +Plus (+) (numeric keypad only)	Period (.)+number (1–99)+Plus (+) (numeric keypad only)
Recall a Window Configuration	Period (.)+Window Configuration number (1–99)+Asterisk (*) (numeric keypad only)	Period (.)+Window Configuration number (1–99)+Asterisk (*) (numeric keypad only)

Plug-In Inserts and Sends

Action	Mac	Windows
Bypass an insert (A–J) and all inserts below it on a track	Control-click the Insert Assignment button	Start-click the Insert Assignment button
Bypass an insert (A–J) and all inserts below it on all tracks	Control+Option-click the Insert Assignment button	Start+Alt-click the Insert Assignment button
Bypass (or unbypass) all inserts on selected tracks	Shift+A	Shift+A
Bypass (or unbypass) inserts A–E on selected tracks	Shift+2	Shift+2
Bypass (or unbypass) inserts F–J on selected tracks	Shift+3	Shift+3
Bypass (or unbypass) all EQ plug-ins on selected tracks	Shift+E	Shift+E
Bypass (or unbypass) all Dynamics plug-ins on selected tracks	Shift+C	Shift+C
Bypass (or unbypass) all Reverb plug-ins on selected tracks	Shift+V	Shift+V
Bypass (or unbypass) all Delay plug-ins on selected tracks	Shift+D	Shift+D
Bypass (or unbypass) all Modulation plug-ins on selected tracks	Shift+W	Shift+W
Mute (or unmute) Sends A–E on selected tracks	Shift+4	Shift+4
Mute (or unmute) Sends F–J on selected tracks	Shift+5	Shift+5
Mute (or unmute) all sends (A–J) on selected tracks	Shift+Q	Shift+Q
Mute a send (A–J) and all sends below it on a track	Control-click the Send Assignment button	Start-click the Send Assignment button
Mute a send (A–J) and all sends below it on all tracks	Control+Option-click the Send Assignment button	Start+Alt-click the Send Assignment button

Chapter 6: Pro Tools Menus Keyboard Shortcuts

Pro Tools provides keyboard shortcuts for most of the menu commands.

File Menu

Action	Mac	Windows
New Session	Command+N	Control+N
Open Session	Command+O	Control+O
Open Recent	Command+Shift+O	Control+Shift+O
Close session	Command+Shift+W	Control+Shift+W
Save Session	Command+S	Control+S
Save As (sessions) or Save As New Version (projects)	Command+Control+S	Control+Start+S
Open Revision History window (projects only)	Command+Control+O	Control+Start+O
Bounce to Disk	Command+Option+B	Control+Alt+B
Import Session Data	Shift+Option+I	Shift+Alt+I
Import Audio	Command+Shift+I	Control+Shift+I
Import MIDI	Command+Option+I	Control+Alt+I
Print Score from Pro Tools Session	Command+P	Control+P

Edit Menu

Action	Mac	Windows
Undo	Command+Z	Control+Z
Redo	Command+Shift+Z	Control+Shift+Z
Restore Last Selection	Command+Option+Z	Control+Alt+Z
Cut	Command+X	Control+X
Copy	Command+C	Control+C
Paste	Command+V	Control+V
Clear	Command+B	Control+B
Select All	Command+A	Control+A
Selection > Change Timeline to Match Edit	Option+Shift+5 (on numeric keypad)	Alt+Shift+5 (on numeric keypad)
Selection > Change Edit to Match Timeline	Option+Shift+6 (on numeric keypad)	Alt+Shift+6 (on numeric keypad)
Selection > Play Edit Selection	Option+[Alt+[
Selection > Play Timeline Selection (in Dynamic Transport Mode or when Link Timeline and Edit Selection is disabled)	Option+]	Alt+]
Selection > Move Edit Left (by the selection amount)	Command+Control+ Option+L	Control+Alt+Start+L
Selection > Move Edit Right (by the selection amount)	Command+Control+ Option+Apostrophe (')	Control+Alt+Start+Apostrophe (')
Selection > Halve Selection	Command+Control+ Option+Shift+L	Control+Alt+Start+Shift+L
Selection > Double Selection	Command+Control+ Option+Shift+ Apostrophe (')	Control+Alt+Start+Shift+ Apostrophe (')
Selection > Duplicate and Extend	Command+Option+Control+ Shift+D	Control+Alt+Start+Shift+D
Selection > Move Edit Up	Control+P	Start+P
Selection > Move Edit Down	Control+;	Start+;
Selection > Extend Edit Up	Control+Shift+P	Start+Shift+P
Selection > Extend Edit Down	Control+Shift+;	Start+Shift+;

Action	Mac	Windows
Selection > Remove Edit from Top	Option+Control+P	Alt+Start+P
Selection > Remove Edit from Bottom	Option+Control+;	Alt+Start+;
Cut Special Cut Clip Gain	Control+Shift+X	Start+Shift+X
Cut Special Cut Clip Effects (Pro Tools Ultimate Only)	Command+Option+Control+X	Control+Alt+Start+X
Cut Special Cut All Automation	Option+Shift+X	Alt+Shift+X
Copy Special Copy Clip Gain	Control+Shift+C	Start+Shift+C
Copy Special Copy Clip Effects (Pro Tools Ultimate Only)	Command+Option+Control+C	Control+Option+Start+C
Paste Special Merge	Option+M	Alt+M
Paste Special Repeat to Fill Selection	Command+Option+V	Control+Alt+V
Paste Special to Current Automation Type	Command+Control+V	Control+Start+V
Clear Special Clear Clip Gain	Control+Shift+B	Start+Shift+B
Clear Special Clear Clip Effects	Command+Option+Control+B	Control+Alt+Start+B
Duplicate selection	Command+D	Control+D
Repeat selection	Option+R	Alt+R
Shift selection	Option+H	Alt+H
Insert Silence	Command+Shift+E	Control+Shift+E
Snap to Next	Option+Control+. (period)	Alt+Start+. (period)
Snap to Previous	Option+Control+, (comma)	Alt+Start+, (comma)
Trim Clip to Selection	Command+T	Control+T
Trim Clip Start to Insertion	Option+Shift+7	Alt+Shift+7
Trim Clip End to Insertion	Option+Shift+8	Alt+Shift+8
Trim Clip to File Start	Command+Control+R	Control+Start+R
Trim Clip to File End	Command+Control+Y	Control+Start+Y
Trim Clip to File Boundaries	Command+Control+T	Control+Start+T
Separate Clip at Selection	Command+E	Control+E
Heal Separation	Command+H	Control+H

Action	Mac	Windows
Consolidate Clip	Option+Shift+3	Alt+Shift+3
Mute/Unmute Clips	Command+M	Control+M
Copy Selection to Target Playlist	Option+Shift+Up Arrow	Alt+Shift+Up Arrow
Copy Selection to New Playlist	Option+Shift+Down Arrow	Alt+Shift+Down Arrow
Move Selection to Target Playlist	Option+Shift+T	Alt+Shift+T
Move Selection to New Playlist	Option+Shift+N	Alt+Shift+N
Strip Silence	Command+U	Control+U
TCE Edit to Timeline selection (Pro Tools Ultimate only)	Option+Shift+U	Alt+Shift+U

View Menu

Action	Mac	Windows
View Narrow Mix window option	Command+Option+M	Control+Alt+M
Show/Hide Universe display	Option+7	Alt+7
Show/Hide Clip Effects display	Option+6	Alt+6
View Real-Time Properties window	Option+4 (on the numeric keypad)	Alt+4 (on the numeric keypad)
Expand (or collapse) Send <n> (A-J)	Command-click a Send selector	Control-click a Send selector
Expand (or collapse) all Sends (A-E, or F-J)	Command-Option-click a Send selector	Control-Alt-click a Send selector

Track Menu

Action	Mac	Windows
New Track	Command+Shift+N	Control+Shift+N
Group Tracks	Command+G (with two or more tracks selected)	Control+G (with two or more tracks selected)
Duplicate Tracks	Option+Shift+D	Alt+Shift+D
Move to New Folder	Command+Option+Shift+N	Control+Alt+Shift+N

Action	Mac	Windows
Commit Track	Option+Shift+C	Alt+Shift+C
Bounce Track	Command+Option+Shift+B	Control+Alt+Shift+B
Save Track Preset	Option+Shift+P	Alt+Shift+P
Auto Input Monitoring/Input Only Monitoring (Pro Tools only)	Option+K	Alt+K
Set Record Tracks to Input Only/Set Record Tracks to Auto Input (Pro Tools Ultimate)	Option+K	Alt+K
Scroll to Track number	Command+Option+F	Control+Alt+F
Clear all Clip indicators	Option+C	Alt+C

Clip Menu

Action	Mac	Windows
Lock/Unlock Clips	Command+L	Control+L
Time Lock/Unlock the selected Clip	Option+Control+L	Alt+Start+L
Bring to Front	Option+Shift+F	Alt+Shift+F
Send to Back	Option+Shift+B	Alt+Shift+B
Group Clips	Command+Option+G	Control+Alt+G
Ungroup Clips	Command+Option+U	Control+Alt+U
Regroup Clips	Command+Option+R	Control+Alt+R
Loop Clip	Command+Option+L	Control+Alt+L
Capture Clip	Command+R	Control+R
Rename	Command+Option+Shift+R	Control+Alt+Shift+R
Identify Sync Point	Command+Comma (,)	Control+Comma (,)
Quantize Clip to Nearest Grid	Command+0 (zero)	Control+0
Open Elastic Properties windows	Option+5 (on numeric keypad)	Alt+5 (on numeric keypad)

Event Menu

Action	Mac	Windows
Open Time Operations window	Option+1 (on numeric keypad)	Alt+1 (on numeric keypad)
Open Tempo Operations window	Option+2 (on numeric keypad)	Alt+2 (on numeric keypad)
Open Event Operations window	Option+3 (on numeric keypad)	Alt+3 (on numeric keypad)
Quantize (in Event Operations window)	Option+0 (zero)	Alt+0 (zero)
Change Duration (in Event Operations window)	Option+P	Alt+P
Transpose (in Event Operations window)	Option+T	Alt+T
Select/Split Notes (in Event Operations window)	Option+Y	Alt+Y
Open Real Time Properties window	Option+4 (on numeric keypad)	Alt+4 (on numeric keypad)
Open Beat Detective window	Command+8 (on numeric keypad)	Control+8 (on numeric keypad)
Identify Beat	Command+I	Control+I
All MIDI Notes Off	Command+Shift+Period (.)	Control+Shift+Period (.)
Retrospective Record	Option+Shift+Z	Alt+Shift+Z

Options Menu

Action	Mac	Windows
Enable/Disable Link Timeline and Edit selection	Shift+Forward Slash (/)	Shift+Forward Slash (/)
Enable/Disable Link Track and Edit selection	Shift+T	Shift+T
Enable/Disable Tab to Transients	Command+Option+Tab	Control+Alt+Tab
Transport Online	Command+J	Control+J
Video Track Online	Command+Shift+J	Control+Shift+J

Action	Mac	Windows
Cycle Video Track Online through all shown video tracks (Pro Tools Ultimate only)	Shift+J	Shift+J
Auto-Spot Clips	Command+P	Control+P
Edit Tool Mode Keyboard Lock	Control+Shift+T	Start+Shift+T
Additional Options menu commands are in Playback and Recording		

Setup Menu

Action	Mac	Windows
Session Setup window	Command+2 (on the numeric keypad)	Control+2 (on the numeric keypad)

Window Menu

Action	Mac	Windows
Toggle Mix and Edit windows	Command+Equal (=)	Control+Equal (=)
Hide All Floating Windows	Command+Option+ Control+W	Control+Alt+ Start+W
Show Window Configuration List	Command+Option+J	Control+Alt+J
Show Task Manager	Option+Apostrophe (')	Alt+Apostrophe (')
Open new Workspace (default)	Option+I	Alt+I
Open new Workspace (Soundbase)	Option+Control+I	Alt+Start+I
Show/Hide Workspace (volumes)	Option+Semicolon (;)	Alt+Semicolon (;)
Show Project	Option+O	Alt+O
Bring to Front	Option+J	Alt+J
Send to Back	Option+Shift+J	Alt+Shift+J
Show Transport	Command+1 (on numeric keypad)	Control+1 (on numeric keypad)
Show Big Counter	Command+3 (on numeric keypad)	Control+3 (on numeric keypad)

Action	Mac	Windows
Show Automation Enable	Command+4 (on numeric keypad)	Control+4 (on numeric keypad)
Show Memory Locations	Command+5 (on numeric keypad)	Control+5 (on numeric keypad)
Machine Track Arming	Command+6 (on numeric keypad)	Control+6 (on numeric keypad)
Show Video Universe window	Command+7 (on numeric keypad)	Control+7 (on numeric keypad)
Show Video	Command+9 (on numeric keypad)	Control+9 (on numeric keypad)
Open MIDI Editor	Control+Equal (=)	Start+Equal (=)
Open Docked MIDI Editor	Shift+Option+Control+ Equal (=)	Shift+Alt+Start+Equal (=)
Cycle through all open MIDI Editors	Control+Equal (=) repeatedly	Control+Equal (=) repeatedly
Open MIDI Event List window	Option+Equal (=)	Alt+Equal (=)
Open Score Editor	Option+Control+Equal (=)	Alt+Start+Equal (=)
Access Video window commands	Control-click (or Right-click) in the Video window	Right-click in the Video window
Access Video Universe window commands (Pro Tools Ultimate only)	Control-click (or Right-click) in the Video Universe window	Right-click in the Video Universe window
Show/Hide Artist Chat window	Command+Shift+=	Control+Shift+=

Chapter 7: Dialog Windows Keyboard Shortcuts

Pro Tools provides keyboard shortcuts for many of the dialog windows accessed from Pro Tools menus.

Revision History

(Projects Only)

Action	Mac	Windows
Open Revision History window	Command+Control+O	Control+Start+O
Close Revision History window	Esc	Esc
Navigate up and down through the Revision History list	Up and Down Arrows	Up and Down Arrows
Show or Hide the Save history for the selected version in the Revision History list	Left and Right Arrows	Left and Right Arrows
Restore the selected version in the Revision History list	R	R
Import data from the selected version in the Revision History list into the currently active version	I	I
Delete the selected version in the Revision History list	D	D

Bounce Dialog

Action	Mac	Windows
Add a new Bounce Source row	Command+Shift+"+" (plus) or Command+Shift+Down arrow	Control+Shift+"+" (plus) or Control+Shift+Down arrow

Action	Mac	Windows
Remove bottom Bounce Source row	Command+Shift+“-” (minus) or Command+Shift+Up arrow	Control+Shift+“-” (minus) or Control+Shift+Down arrow

Missing Files Dialog

Action	Mac	Windows
Skip all missing files	Command+S	Control+S
Manually find and relink all missing files	Command+M	Control+M
Automatically find and relink all missing files	Command+A	Control+A
Regenerate missing fades	Command+R	Control+R
Regenerate missing render files	Command+D	Control+D

Fade Dialogs

Action	Mac	Windows
Edit crossfade-in only in Fades dialog	Option-drag fade-in curve ("None" Link mode only)	Alt-drag fade-in curve ("None" mode only)
Edit crossfade-out only in Fades dialog	Command-drag fade-out curve ("None" Link mode only)	Control-drag fade-out curve ("None" Link mode only)
Audition start/stop in Fades dialog	Spacebar	Spacebar
Reset to default zoom in Fades dialog	Command-click on Zoom In or Zoom Out buttons	Control-click on Zoom In or Zoom Out buttons
Reset standard or S-shape crossfades to default curves	Option-click fade curve in crossfade fade window ("Equal Power" and "Equal Gain" Link modes only)	Alt-click fade curve in crossfade fade window ("Equal Power" and "Equal Gain" Link modes only)
Recall the corresponding preset	Control+1–5	Start+1–5
Fade In/Fade Out dialogs: cycle through In/Out Shape options	Up/Down Arrow keys	Up/Down Arrow keys
Fade In/Fade Out dialogs: cycle through preset In/Out preset Shape curves	Left/Right Arrow keys	Left/Right Arrow keys

Action	Mac	Windows
Fade In/Fade Out dialogs: cycle through Slope options	Option+Up/Down Arrow keys	Alt+Up/Down Arrow keys
Crossfade dialog: cycle through Link In/Out options	Up/Down Arrow keys	Up/Down Arrow keys
Crossfade dialog: cycle through In Shape options (Link = None)	Option+Up/Down Arrow keys	Alt+Up/Down Arrow keys
Crossfade dialog: cycle through In preset Shape curves (Link = None)	Option+Left/Right Arrow keys	Alt+Left/Right Arrow keys
Crossfade dialog: cycle through Out Shape options (Link = None)	Command+Up/Down Arrow keys	Control+Up/Down Arrow keys
Crossfade dialog: cycle through Out preset Shape curves (Link = None)	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
Batch Fade dialog: cycle through In Shape options	Shift+Up/Down Arrow keys	Shift+Up/Down Arrow keys
Batch Fade dialog: cycle through In preset Shape curves	Shift+Left/Right Arrow keys	Shift+Left/Right Arrow keys
Batch Fade dialog: cycle through In Slope options	Command+Shift+Up/Down Arrow keys	Control+Shift+Up/Down Arrow keys
Batch Fade dialog: cycle through Crossfade Link options	Command+Option+Up/Down Arrow keys	Control+Alt+Up/Down Arrow keys
Batch Fade dialog: cycle through Crossfade In Shape options (Link = None)	Option+Up/Down Arrow keys	Alt+Up/Down Arrow keys
Batch Fade dialog: cycle through Crossfade In preset Shape curves (Link = None)	Option+Left/Right Arrow keys	Alt+Left/Right Arrow keys
Batch Fade dialog: cycle through Crossfade Out Shape options (Link = None)	Option+Shift+Up/Down Arrow keys	Alt+Shift+Up/Down Arrow keys
Batch Fade dialog: cycle through Crossfade Out preset Shape curves (Link = None)	Option+Shift+Left/Right Arrow keys	Alt+Shift+Left/Right Arrow keys
Batch Fade dialog: cycle through Out Shape options	Command+Up/Down Arrow keys	Control+Up/Down Arrow keys
Batch Fade dialog: cycle through Out preset Shape curves	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
Batch Fade dialog: cycle through Out Slope options	Command+Control+Up/Down Arrow keys	Control+Start+Up/Down Arrow keys

Commit Tracks Dialog

Action	Mac	Windows
Cycle through Commit options	Command+Up/Down Arrow keys	Control+Up/Down Arrow keys
Cycle through Source Track options	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys

New Tracks Dialog

Action	Mac	Windows
Cycle through Track Type choices	Command+Up/Down Arrow keys	Control+Up/Down Arrow keys
Cycle through Track Format choices	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
Cycle through Track Timebase choices	Command+Option+Up/Down Arrow keys	Control+Alt+Up/Down Arrow keys
Add or delete a Track Entry field	Command+Plus/Minus (+/-) keys or Command+Shift+Up/Down Arrow keys	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	Drag the Move Row icon (at the right of each Track Entry row) to desired position

Batch Track Rename and Batch Clip Rename Dialogs

Action	Mac	Windows
Replace	Command+R	Control+R
Trim	Command+T	Control+T
Add	Command+D	Control+D
Numbering	Command+N	Control+N

Save Track Presets Dialog

The following shortcuts apply to the Save Track Presets dialog.

Action	Mac	Windows
To open the Save Tracks Presets dialog for selected tracks	Option+Shift+P	Alt+Shift+P
To cycle through the available Categories	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
To cycle through the Name menu	Command+Up/Down Arrow keys	Control+Up/Down Arrow keys
To enable or disable the Include Audio and Media Clips option.	Command+I	Control+I
To enable or disable the Clips in Edit Selection Only option	Command+N	Control+N
To enable or disable the Auto-populate Tags from Track Data option	Command+T	Control+T
To open the Track Data To Recall Dialog	Command+R	Control+R

Create Group and Modify Group Dialogs

Action	Mac	Windows
Add selected track to a group in Tracks View	Press A	Press A
Remove selected track from a group in Tracks View	Press R	Press R
Select or deselect all attributes in Attributes View	Option-Shift-click any attribute	Alt-Shift-click any attribute
Select or deselect all attributes for a single Send or Insert (across a row) in Attributes View	Control-click any attribute in a row	Start-click any attribute in a row
Select or deselect attributes for a single control across all Sends, all Inserts, or for the four track controls (down a column) in Attributes View	Option-click any attribute in a column	Alt-click any attribute in a column

MIDI Events List

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

Step Input

The following shortcuts are available in the Event Operations Step Input window when the Enable Numeric Keypad Shortcuts option is enabled.

Action	Mac	Windows
Whole note	1	1
1/2 note	2	2
1/4 note	4	4
1/8 note	5	5
1/16 note	6	6
1/32 note	7	7
1/64 note	8	8
Dotted note	Decimal key (.)	Decimal key (.)
Toggle Tuplet on/off	3	3
Next step	Enter	Enter

Action	Mac	Windows
Undo step	0	0
Nudge forward	Plus (+)	Plus (+)
Nudge back	Minus (-)	Minus (-)
Select Main Location indicator	Equals (=)	Equals (=)
Edit Selection indicators	/	/

Peripherals Dialog

Action	Mac	Windows
Go to Synchronization page	Command+1	Control+1
Go to Machine Control page	Command+2	Control+2
Go to MIDI Controllers page	Command+3	Control+3
Go to Ethernet Controllers page	Command+4	Control+4
Go to Mic Preamps page (Pro Tools Ultimate only)	Command+5	Control+5
Go to Satellites page	Command+6	Control+6
Go to VENUE page	Command+7	Control+7

Preferences Dialog

Action	Mac	Windows
Go to Display page	Command+1	Control+1
Go to Operation page	Command+2	Control+2
Go to Editing page	Command+3	Control+3
Go to Mixing page	Command+4	Control+4
Go to Metering page	Command+5	Control+5
Go to Processing page	Command+6	Control+6
Go to MIDI page	Command+7	Control+7
Go to Collaboration page	Command+8	Control+8

Action	Mac	Windows
Go to Synchronization page	Command+9	Control+9

Import Audio Dialog

Action	Mac	Windows
Start/stop audition of currently selected audio file/Clip	Command+P or Spacebar	Alt+P or Spacebar
Add currently selected audio files to list	Command+A	Alt+S
Convert and import selected files	Command+C	Alt+C
Add currently selected audio Clips to list	Command+A	Alt+D
Convert and import selected Clips	Command+C	Alt+O
Remove currently selected Clips/files from Clips to Import field	Command+R	(N/A)
Add All audio Clips/files to list	Command+Option+A	(N/A)
Convert and import all audio Clip/files	Command+Option+C	(N/A)
Remove all audio files/Clips from Clips in Current File field	Command+Option+R	(N/A)
Random-access fwd/rew search selected file	Drag slider to or click at new location	Drag slider to or click at new location
Move between file windows	Tab	Tab
Cancel	Command+“.” (Period) or Escape	Escape
Done	Command+W	Alt+E

Chapter 8: Workspace Shortcuts

Pro Tools provides shortcuts for managing and auditioning files in Workspace browsers.

Global Workspace Shortcuts

Action	Mac	Windows
Show/Hide Workspace (Volumes)	Option+Semicolon (;)	Alt+Semicolon
Open a new Workspace (default)	Option+I	Alt+I
Open new Workspace (Soundbase)	Option+Control+I	Alt+Start+I
Open a new Workspace browser focused on the Project	Option+O	Alt+O
Open a new Workspace browser from a selected volume, catalog, or folder	Command-double-click a volume, catalog, or folder in the currently open Workspace or Option+Down arrow	Control-double-click a volume, catalog, or folder in the currently open Workspace or Alt+Down arrow
Move up one level in a browser	Command+Up arrow	Control+Up arrow
Open the Task Manager window	Option+Apostrophe (')	Alt+Apostrophe (')
Bring all browsers to the foreground	Option+J	Alt+J
Send all browsers to the back	Option+Shift+J	Alt+Shift+J
Open a selected folder in the current Workspace browser:	Command+Down arrow	Control+Down arrow
Open a selected folder in its own new Workspace browser:	Command+Option+Down arrow	Control+Alt+Down arrow
Cycle to previous/next browsers	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
Simple search	Command+F	Control+F
Advanced search on a selected or checked items in the Locations pane	Command+Shift+F	Control+Shift+F

Action	Mac	Windows
Switch from advanced search to simple search or vice versa	Command+Shift+F	Control+Shift+F
Add row of search criteria to Advanced search	Shift+"+" (plus)	Shift+"+" (plus)
Remove row or search criteria from Advanced search	Shift+"-" (minus)	Shift+"-" (minus)
View presets in Workspace browsers	Control+1, 2, 3, 4, or 5	Start+1, 2, 3, 4, or 5
Incrementally zoom waveform vertically preview	Command+Option+[or Command+Option+]	Press Control+Alt+[or Control+Alt+]

Auditioning

Action	Mac	Windows
Browser Item: Start or stop auditioning from head (when Spacebar Toggle File Preview is enabled) – or – Audio Import dialog: Start or stop auditioning from head	Spacebar	Spacebar
Browser Item: Start or stop loop auditioning from head	Option+Spacebar	Alt+Spacebar
Start or stop preview when browser is front-most window	Command+P	Control+P
Stop preview when browser is front-most window	Escape	Escape
Start and stop Context Preview in the front-most browser during session playback	Press Esc or Command+P	Press Esc or Control+P
Enable/disable Loop Preview mode	Control-click the Preview button	Start-click the Preview button
Enable/disable Auto-Preview mode	Command-click the Preview button	Control-click the Preview button
Import Audio dialog: Start or stop auditioning	Command+P	Alt+P

Delete or Duplicate

Action	Mac	Windows
Clip List: Delete selected Clip from the timeline – or – Browser Item: Delete items from the browser/disk	Delete	Delete
Delete locked files selected in a browser	Command+Delete	Control+Delete
Delete any selected browser item, and suppresses any warning dialog	Option+Delete	Alt+Delete
Create duplicates of any selected files	Command+D	Control+D

Mouse Click

Action	Mac	Windows
Select contiguous items in a browser or column headers	Shift-click	Shift-click
Select all of the files in a multichannel file in a browser	Option+Shift-click	Alt+Shift-click
Column Headers: Make a secondary sort order – or – Clip List: Audition a file – or – Browser Find Button: Cancel a search, and closes the Search pane – or – Browser Close Box: Close all open browsers	Option-click	Alt-click
Column Header: Access list of columns that can be shown or hidden	Control-click in any Work-space column label	Start-click (or Right-click) in any Workspace column label

Action	Mac	Windows
Browser Back Button: Open the navigation menu – or – Browser Items: Select discontinuous items – or – Column Headers: Select discontinuous column headers – or – Browser Up Button: Open menu for navigating up several levels – or – Browser View Preset Buttons: Store column order and width, and sort order	Command-click	Control-click
Clip List: Select a Clip without changing which Clip is highlighted in Timeline	Control-click	Control-double-click
Browser Items: Open a new window and leave the original window open	Command-double-click	Control-double-click

Drag and Drop

Action	Mac	Windows
Browser Item: From one folder to another folder on the same volume, create a copy of that item in the target location – or – Browser Media File to Clip List or Timeline: Create a copy of the media file in the session's Audio Files folder	Option-drag and drop	Alt-drag and drop
Browser File: Import to Timeline and create a new track	Shift-drag and drop	Shift-drag and drop
Waveform Display: Set sync point and spots to Timeline – or – Clip List: Open the Replace Clip dialog (Pro Tools Ultimate only)	Command-drag and drop	Control-drag and drop
Waveform Display: Set the sync point and spot to the Timeline and copy the audio file	Command+Option-drag and drop	Control-Alt-drag and drop

Action	Mac	Windows
Clip List: Snap to head – or – Browser Audio File, from Name or Icon: Snap to head – or – Browser Audio File, from Waveform Display: Spot to temporary sync point	Control-drag and drop	Start-drag and drop
Browser Audio File to Timeline: Snap to head and copy the audio file to the session's Audio Files folder	Control+Option-drag and drop	Start-Alt-drag and drop
Clip List: Snap to sync point – or – Browser Item: Snap to sync point	Control+Shift-drag and drop	Start-Shift-drag and drop
Browser Item: Snap to sync point and copy the audio file to the session's Audio Files folder	Control+Option-Shift-drag and drop	Start-Alt-Shift-drag and drop
Clip List: Snap to tail – or – Browser Item: Snap to tail	Control+Command-drag and drop	Start+Control-drag and drop
Browser Item: Snap to tail and copy the audio file to the session's Audio Files folder	Control+Command+Option-drag and drop	Start+Control+Alt drag and drop
Browser Item: Spot with variable cursor	Control-Command-Shift drag and drop	Start+Control+-Shift drag and drop
Browser Item: Spot with variable cursor and copy the audio file to the session's Audio Files folder	Control+Command+Option+Shift-drag and drop	Start+Control-Alt+Shift-drag and drop

Navigation

Action	Mac	Windows
Selection up	Up Arrow key	Up Arrow key
Selection down	Down Arrow key	Down Arrow key
Scroll Page up	Page Up	Page Up
Scroll Page down	Page Down	Page Down
Scroll to top of browser	Home	Home

Action	Mac	Windows
Scroll to bottom of browser	End	End
Scroll to track	Command+Option+F	Control+Alt+F
Up one browser level (same as Up arrow icon)	Command+Up Arrow key	Control+Up Arrow key
Open folder (new window)	Command+Down Arrow key	Control+Down Arrow key
Open Show/Hide icon	Right Arrow key	Right Arrow key
Close Show/Hide icon	Left Arrow key	Left Arrow key
Cycle to next or previous browser	Command+Left/Right Arrow keys	Control+Left/Right Arrow keys
Enter/exit Name Edit field	Enter or Return	Enter
Revert to original text	Escape (Esc) key	Escape (Esc) key
Open/close Search pane	Command+F	Control+F
Move to next Search field	Tab	Tab
Move to previous Search field	Shift+Tab	Shift+Tab

Soundbase

Action	Mac	Windows
Show/Hide Tags pane	Command+Option+Control+T	Control+Alt+Start+T
Show/Hide Assign Tags pop-up window	Option+Control+T	Alt+Start+T
Enable/Disable Favorites in the Assign Tags pop-up window	Control+F	Start+F
Assign the number of Stars for Rating in the Assign Tags pop-up window	Control+0–5	Start+0–5
Show/Hide Favorites for the selected Location or search results	Command+Option+Control+F	Control+Alt+Start+F

Chapter 9: Deck Control and Satellite Command Shortcuts

These command shortcuts, used to control a remote deck or a Pro Tools Satellite system, are available in Pro Tools | Ultimate Software.

General Deck Control Commands

Action	Mac	Windows
Rewind	Shift+<	Shift+<
Fast Forward	Shift+>	Shift+>
Shuttle Backward	Option+comma	Start+comma
Shuttle Forward	Option+period	Start+period
Toggle Transport Master	Command+\	Control+\
All Transport Buttons Off/Unthread Tape	Command+period	Control+period
Search Mode Toggle (Play-Pause/Stop)	Spacebar/Command+period	Spacebar/Control+period

Deck Control when Transport = Machine

Action	Mac	Windows
Cue to Selection Start	Command+Left Arrow	Control+Left Arrow
Cue to Selection End	Command+Right Arrow	Control+Right Arrow
Cue to Selection Start Minus Preroll	Option+Left Arrow	Alt+Left Arrow

Pro Tools Satellite Commands

Action	Mac	Windows
Link or Unlink the local system to or from the Satellite network	Option+Shift+L	Alt+Shift+L

Chapter 10: Right-Click Shortcuts

The following Right-click shortcuts apply to both Mac and Windows systems equipped with a two-button mouse. Right-clicking the noted feature allows you to perform commands and access menus.

Mix Window

Feature	Shortcut
Channel Volume fader Channel Pan slider Channel Mute button Channel Solo button Channel Record Enable button Channel Track Input button Send fader Send Pan slider	Temporarily isolate control from group operation
Channel Input selector Channel Output selector	<ul style="list-style-type: none"> • Make Active/Inactive • Rename • Select Assignments To • Show Assignments To • Show Only Assignments To
Output selector or Send Assignment	Bounce <path> (Output or Send) to disk
Meter	<ul style="list-style-type: none"> • Set Track Meter type • Set Master Meter type • Set Gain Reduction Meter • Show Send Assignment Level Meter
Send selector	Access send assignment views
Send Assignment button	<ul style="list-style-type: none"> • Mute • Make Active/Inactive • Rename • Select Assignments To • Show Assignments To • Show Only Assignments To

Feature	Shortcut
Insert Assignment button	<ul style="list-style-type: none"> • Bypass • Make Active/Inactive • Automation dialog (plug-ins only) • Automation Safe (plug-ins only) • Rename (hardware I/O only)
Track name (in Mix window, Edit window and Track List)	<ul style="list-style-type: none"> • Hide/Show • Open/Close (Folder tracks only) • Hide and Make Inactive/Show and Make Active • Make Inactive/Make Active • Scroll Into View • Move To • Locked (video track only) • Freeze • Commit • Bounce • Save Track Preset • Recall Track Preset • New • Rename • Batch Rename • Duplicate • Split Into Mono (multichannel tracks only) • Convert Aux to Routing Folder (Auxiliary Input tracks only) • Delete • EUCON Monitor (Master Fader track only) • Track Cloud Synchronization (Tracks List only) <ul style="list-style-type: none"> •Download •Ignore for Future Download •Import • Expand Channels to New Tracks <ul style="list-style-type: none"> •By Channel Name •By Channel Number •By Channel Name and Number •By Timecode • Track Compositing Commands: Filtering Lanes <ul style="list-style-type: none"> •Show All Lanes •Show Only Lanes With > Clips Within The Edit Selection •Show Only Lanes With > Clips Outside The Edit Selection •Show Only Lanes With > Clips Rated >=1–5 •Hide All Lanes •Hide Only Lanes With > Clips Within The Edit Selection •Hide Only Lanes With > Clips Outside The Edit Selection •Hide Only Lanes With > Clips Rated >=1–5 •Rating

Feature	Shortcut
Surround Panning Mode button (in Surround Output Window) (Pro Tools Ultimate only)	Access Panning modes: <ul style="list-style-type: none"> • X/Y Mode • 3-Knob mode • Divergence Editing mode • AutoGlide mode
Group List items	Access Group List commands and information: <ul style="list-style-type: none"> • Group ID • Tracks (list of tracks in Group) • Attributes (list of Group Attributes) (Pro Tools Ultimate only) • Modify • Duplicate • Delete • Select Tracks in Group • Show/Hide Tracks in Group • Show/Hide Only Tracks in Group • Show/Hide All Tracks

Edit Window

Feature	Shortcut
Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)	<ul style="list-style-type: none">• Tools<ul style="list-style-type: none">•Zoomer•Trimmer•Selector•Grabber•Scrubber•Pencil• Insert<ul style="list-style-type: none">•Key Signature•Meter•Chord• Cut• Copy• Paste• Copy To<ul style="list-style-type: none">•Main Playlist•New Playlist•Duplicate Playlist•<existing playlist>• Move To<ul style="list-style-type: none">•Main Playlist•New Playlist•Duplicate Playlist•<existing playlist>• Clear• Matches (Clip or Clip selection only)<ul style="list-style-type: none">•Match Criteria•Expand Alternates to New Playlists•Expand Alternates to New Tracks

Feature	Shortcut
	<ul style="list-style-type: none"> • Elastic Properties (Elastic Audio track only) • Conform to Tempo (Elastic Audio track only) • Remove Warp (Elastic Audio track only) • Remove Pitch Shift (Elastic Audio track only) • Separate • Fades (only if one or more fades or crossfades are selected) <ul style="list-style-type: none"> •Standard •S-Curve •Equal Power •Equal Gain •Batch Fades • Delete Fades • Clip Gain <ul style="list-style-type: none"> •Bypass/Unbypass Clip Gain •Copy Clip Gain •Clear Clip Gain •Render Clip Gain •Show/Hide Clip Gain Line • Clip Effects (whole clips only) <ul style="list-style-type: none"> •Bypass/Unbypass Clip Effects •Copy Clip Effects (Pro Tools Ultimate only) •Clear Clip Effects (Pro Tools Ultimate only) •Render Clip Effects (Pro Tools Ultimate only) • Snap to Next • Snap to Previous • Spot • Rename (Clip or Clip selection only) • Group Clips (Clip or Clip selection only) • Ungroup Clips (Clip or Clip selection only) • Loop • Unloop • Rating <ul style="list-style-type: none"> •1–5

Feature	Shortcut
<p>Command+Right-click (Mac), Control+Right-click (Windows) Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)</p>	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Key Signature •Meter •Chord • Cut • Copy • Clear • Matches (Channels or Alternates) • Elastic Properties (Elastic Audio track only) • Conform to Tempo (Elastic Audio track only) • Remove Warp (Elastic Audio track only) • Snap to Next • Snap to Previous • Spot • Rename • Move Clip Start to Selection Start • Move Clip Sync to Selection Start • Move Clip End to Selection Start • Loop • Unloop
<p>Clip, Clip selection, or point in Clip (Analysis Track view, Elastic Audio track only)</p>	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Key Signature •Meter •Chord • Add Event Marker • Remove Event Marker • Elastic Properties • Conform to Tempo • Remove Warp • Conform to Tempo • Remove Warp Marker • Remove Pitch Shift

Feature	Shortcut
Clip, Clip selection, or point in Clip (Warp Track view)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> • Zoomer • Trimmer • Selector • Grabber • Scrubber • Pencil • Insert <ul style="list-style-type: none"> • Key Signature • Meter • Chord • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Separate • Delete Fades • Rename (Clip only) • Group (Clip or Clip selection only) • Ungroup (Clip or Clip selection only) • Loop • Unloop • Rating <ul style="list-style-type: none"> • 1–5

Feature	Shortcut
Clip, Clip selection, or point in Clip (Playlist view only)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Key Signature •Meter •Chord • Cut • Copy • Paste • Clear • Copy Selection to <ul style="list-style-type: none"> •New Playlist •Target Playlist •<playlist name> (existing playlist) • Move Selection to <ul style="list-style-type: none"> •New Playlist •Target Playlist •<playlist name> (existing playlist) • Matches (Clip or Clip selection only) <ul style="list-style-type: none"> •Match Criteria •Expand Alternates to New Playlists •Expand Alternates to New Tracks • Separate • Fades (only if one or more fades or crossfades are selected) <ul style="list-style-type: none"> •Standard •S-Curve •Equal Power •Equal Gain •Batch Fades • Delete Fades • Snap to Next • Snap to Previous • Spot • Rename (Clip or Clip selection only) • Loop • Unloop • Rating <ul style="list-style-type: none"> •1–5

Feature	Shortcut
Clip, Clip selection, point in Clip (Aux Input, MIDI, and Instrument track only)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Key Signature •Meter •Chord • Cut • Copy • Paste • Merge • Copy Selection to <ul style="list-style-type: none"> •New Playlist •Target Playlist •<playlist name> (existing playlist) • Move Selection to <ul style="list-style-type: none"> •New Playlist •Target Playlist •<playlist name> (existing playlist) • Clear • Separate • Consolidate • Mute Notes • MIDI Real-Time Properties • Event Operations <ul style="list-style-type: none"> •Quantize •Change Velocity •Change Duration •Transpose •Select/Split Notes •Input Quantization •Step Input •Restore Performance •Flatten Performance • Open in MIDI Editor • Open in Score Editor
Control-Right-click Clip, Clip selection, or point in Clip (Warp Track view)	<ul style="list-style-type: none"> • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Rename • Loop • Unloop

Feature	Shortcut
Clip List items	<ul style="list-style-type: none"> • Clear • Rename • Time Stamp • Replace Clip (Pro Tools Ultimate only) • Compact • Export Clip Definition • Export Clips as Files • Recalculate Waveform Overviews • Select Parent in Workspace • Object Select in Edit Window
Toolbar	Show/Hide controls in Edit Window toolbar

Transport Window

Feature	Shortcut
Transport Play button	Access Playback modes <ul style="list-style-type: none"> • Half Speed • Prime for Playback • Loop • Dynamic Transport
Transport Record button	Access Record modes <ul style="list-style-type: none"> • Normal • Loop • Destructive • QuickPunch • TrackPunch (Pro Tools Ultimate only) • DestructivePunch (Pro Tools Ultimate only)
Transport Return to Zero button	Access Automation commands (Pro Tools Ultimate only) <ul style="list-style-type: none"> • Write to Start • Write to All
Transport Go To End button	Access Automation commands (Pro Tools Ultimate only) <ul style="list-style-type: none"> • Write to End • Write to All

Universe Display

Feature	Shortcut
Universe display	Access Universe display commands

MIDI Editor Window

Feature	Shortcut
MIDI Editor window Notes Pane	<ul style="list-style-type: none">• Tools<ul style="list-style-type: none">•Zoomer•Trimmer•Selector•Grabber•Scrubber•Pencil•Smart• Insert<ul style="list-style-type: none">•Key Signature•Meter•Chord• Cut• Copy• Paste• Clear• Separate• Consolidate• Mute• MIDI Real-Time Properties• Event Operations<ul style="list-style-type: none">•Quantize•Change Velocity•Change Duration•Transpose•Select/Split Notes•Input Quantization•Step Input•Restore Performance•Flatten Performance• Open in New MIDI Editor• Open in Score Editor• Open in MIDI Event List• Display Notation

Feature	Shortcut
MIDI Editor window Track List	Access Track List commands: <ul style="list-style-type: none"> • Hide/Show • Hide and Make Inactive/Show and Make Active • Export MIDI • New • Rename • Duplicate • Split Into Mono (multichannel tracks only) • Delete • MIDI Real-Time Properties • Open in New MIDI Editor • Open in Score Editor • Open in MIDI Event List • Notation Display Track Settings
MIDI Editor window toolbar	Show/Hide controls in MIDI Editor Window toolbar

Score Editor Window

Feature	Shortcut
Score Editor window toolbar	Show/Hide controls in Score Editor Window toolbar
Score Editor window Track List	Show All Tracks Show Only Selected Tracks Hide All Tracks Hide Selected Tracks Notation Display Track Settings Score Setup

Feature	Shortcut
Score Editor window Notes Pane	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> • Zoomer • Trimmer • Selector • Grabber • Pencil • Insert <ul style="list-style-type: none"> • Key Signature • Meter • Chord Symbol • Cut • Copy • Paste • Merge • Clear • Event Operations <ul style="list-style-type: none"> • Quantize • Change Velocity • Change Duration • Transpose • Select/Split Notes • Input Quantization • Step Input • Restore Performance • Flatten Performance • Open in MIDI Editor • Open in MIDI Event List • Notation Display Track Settings • Score Setup • Send to Sibelius <ul style="list-style-type: none"> • Print Score

Video Window

Feature	Shortcut
Video window	Access Video window commands <ul style="list-style-type: none">• Quarter Size• Half Size• Actual Size• Double Size• Full Screen• Stretch• Pillbox/Letterbox• Full Quality• Full Quality 10-bit• Draft• Best Performance

Workspace

Feature	Shortcut
Any column header in a Browser menu	Access list of Workspace columns to show or hide
File or folder in Name column	Access Workspace Browser menu commands as available for that item
Preview button	Access Workspace Preview commands: <ul style="list-style-type: none">• Loop Preview• Auto-Preview• Spacebar Toggles File Preview
Volume field	Display Volume fader



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