



Pro Tools Shortcuts Guide

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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.
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- 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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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

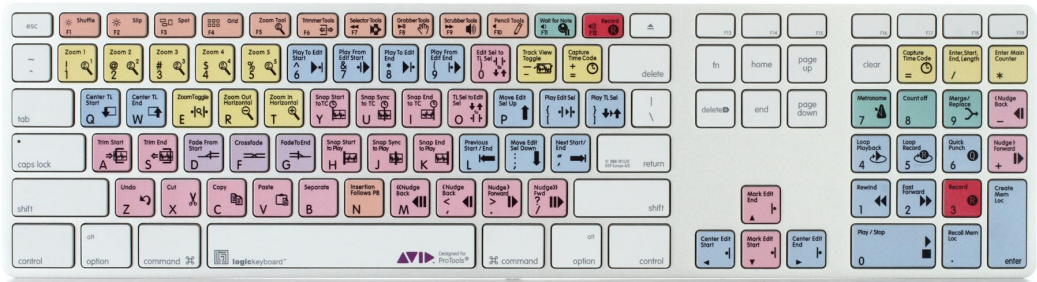
Pro Tools provides global keyboard shortcuts for selecting the following items:

- 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 |
| <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> | | |

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) |

| Action | Mac | Windows |
|---|--|---|
| 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 |
| 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 |

| Action | Mac | Windows |
|--|--|--|
| 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 |
| <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 left/right by Nudge value (keeps underlying audio and moves start/end) | Shift+Plus/Minus (+/–) keys | Shift+Plus/Minus (+/–) keys |
| Nudge data within current Clip to left (+) or right (–) 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 key- board, in Commands Key- board 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 key- board in Commands Key- board 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 Video Clips | Command+Shift+3 (on numeric keypad) | Control+Shift+3 (on numeric keypad) |
| Show/Hide Clip Groups | Command+Shift+4 (on numeric keypad) | Control+Shift+4 (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 |

| Action | Mac | Windows |
|---|-------------------------------|-----------------------------|
| Constrain Clip placement to start at play/edit cursor location or selection start | Control and drag Clip | Start-click and drag Clip |
| 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 Graber Tool or Pencil tool, Option-click the Event marker you want to delete | With the Graber 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 Mix | 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 |
| Space Clips | Option+Shift+H | Alt+Shift+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 |

| Action | Mac | Windows |
|---|-------------------------|----------------------|
| Heal Separation | Command+H | Control+H |
| 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 |

| Action | Mac | Windows |
|--|------------------------|---------------------|
| Move to New Folder | Command+Option+Shift+N | Control+Alt+Shift+N |
| 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/Close MIDI Editor | Control+Equal (=) | Start+Equal (=) |
| Open Docked MIDI Editor | Shift+Option+Control+ Equal (=) | Shift+Alt+Start+Equal (=) |
| Open /Close Score Editor | Option+Control+Equal (=) | Alt+Start+Equal (=) |
| Open/Close MIDI Event List window | Option+Equal (=) | Alt+Equal (=) |
| Cycle through all open MIDI Editors | Control+Equal (=) repeatedly | Control+Equal (=) repeatedly |
| Open/Close the MIDI Keyboard window | Shift+K | Shift+K |
| 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 Mix Dialog

| Action | Mac | Windows |
|---------------------------------|--------------------------|--------------------------|
| Add a new Bounce Source row | Command+Shift+Up arrow | Control+Shift+Up arrow |
| Remove bottom Bounce Source row | Command+Shift+Down arrow | 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 |
| 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 |

| Action | Mac | Windows |
|--|------------------------------------|----------------------------------|
| 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 |

| Action | Mac | Windows |
|------------------------------------|-------------------------------|-------------------------------|
| 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 |
| Import selected audio files | Control+I | Alt+I |
| Convert and import selected audio files | Control+C | Alt+C |
| Convert and import selected Clips | Command+O | Alt+O |
| Remove currently selected Clips/files from Clips to Import field | Control+R | (N/A) |
| Import all audio files | Control+Option+I | (N/A) |
| Convert and import all audio Clip/files | Control+Option+C | (N/A) |
| Remove all audio files/Clips from Clips in Current File field | Control+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 | Control+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 |
| Mark (or unmark) a file as a loop in the Tags pop-up window | Control+O | Start+O |
| 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 • Extract MIDI to New Track (audio tracks only) • 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 • Mute Clips • Rename (Clip or Clip selection only) • Copy Audio as MIDI (audio only) • Commit (audio 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 |
|---|---|
| Command+Right-click (Mac), Control+Right-click (Windows) 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 • 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 |
| Clip, Clip selection, or point in Clip (Analysis Track view, Elastic Audio 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 • 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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