Pro Tools
Shortcuts Guide



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1 Introduction to Pro Tools Shortcuts

For increased operational speed and ease of use, Pro Tools® provides many keyboard and Right-click shortcuts to give you fast access to a wide variety of commands and tasks. You can also create your own custom keyboard shortcuts for most Pro Tools commands.

Menu commands display their corresponding keyboard shortcut (if available) to the right of the name of the command in the menu. When using non-U.S. keyboards, keyboard shortcuts are shown in menus using the key characters in the local keyboard layout.

Conventions Used in This Guide

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

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

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

The following symbols are used to highlight important information:

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

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

Shortcuts show you useful keyboard or mouse shortcuts.

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

How to Use this PDF Guide

This PDF provides the following useful features:

- The Bookmarks on the left serve as a continuously visible table of contents. Click on a subject heading to jump to that page.
- Click a + symbol to expand that heading to show subheadings. Click the – symbol to collapse a subheading.
- The Table of Contents provides active links to their pages. Select the hand cursor, allow it to hover over the heading until it turns into a finger. Then click to locate to that subject and page.
- All cross references in **blue** are active links. Click to follow the reference.
- Select Find from the Edit menu to search for a subject.
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Account Activation and Product Registration

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- www.avid.com/account

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Contact Avid Customer Success (technical support), download software updates and the latest online manuals, browse the Compatibility documents for system requirements, search the online Knowledge Base or join the worldwide Avid user community on the User Conference.

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Study on your own using courses available online, find out how you can learn in a classroom setting at an Avid-certified training center, or view video tutorials and webinars.

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Videos and Tutorials

Visit the Avid YouTube channel to find playlists and videos that show how to use and learn Pro Tools.

- Avid YouTube Channel (all playlists and videos)
- Pro Tools Tech Tips (playlist)
- Pro Tools Quick Tips (playlist for the Pro Tools Quick Reference Guide, available from the Dashboard)

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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 plugins
- 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:

- Plugin 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
- items in multi-select menus

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)
Enable/Disable items within menu section	Option-click any item in the cluster	Alt-click any item in the cluster
Enable/Disable all items in the menu	Command-Option-Control-click any item in the menu	Control-Alt-Start-click any item in the meny

3 Commands Keyboard Focus Shortcuts

Commands Keyboard Focus provides single-key shortcuts for a range of edit and play commands.

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

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

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)

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
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

Action	Commands Focus Shortcut
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
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	/

To move Keyboard Focus to the Clip List, do one of the following:

- Click the **a–z** button for the Clip List.
- Press Command+Option+2 (Mac) or Control+Alt+2 (Windows).

To move Keyboard Focus to the Groups List, do one of the following:

- Click the **a–z** button for the Groups List.
- Press Command+Option+3 (Mac) or Control+Alt+3 (Windows).

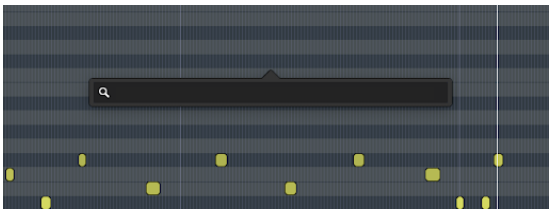
4 Pro Tools Search

Pro Tools lets you quickly search for commands or objects (such as tracks or clips) by name and do any of the following:

- Search commands by name and execute them.
- Search tracks by name and select them.
- Search clips by name and select them.
- Search Memory Locations by name and recall them.
- Search Track Groups by name and enable or disable them.
- Search AudioSuite plugins by name and open them.

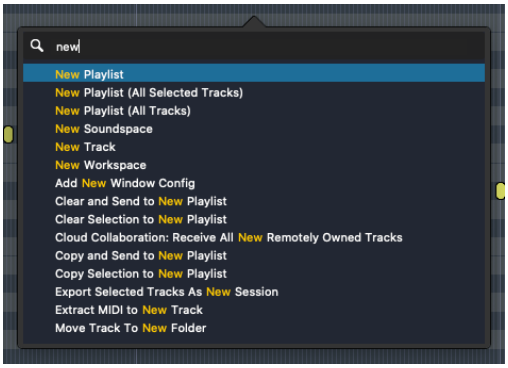
To use Pro Tools search:

1. Open the Pro Tools Search field by doing one of the following:
   - Choose **`Window > Pro Tools Search`**.
   - Press Control+Shift+S (Mac) or Start+Shift+S (Windows).



Pro Tools Search field

2. In the pop-up search field, type the name of the command or object you want. As you type all matching results are listed below the search field.



Typing in the Search field, results listed below

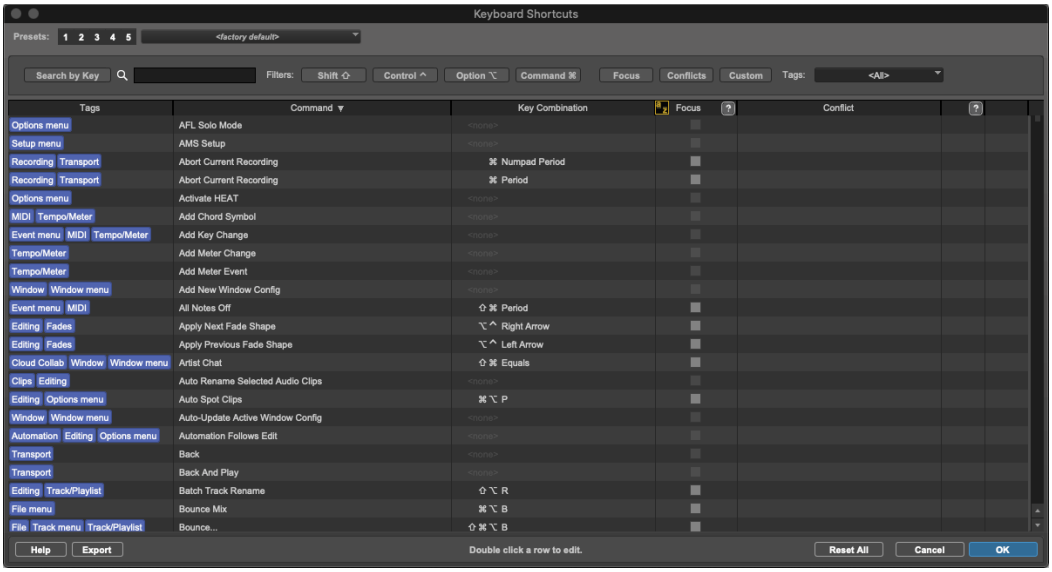
3. Do one of the following:
   - If the command or object you want is already selected in the results list, press Return to execute the command or select the object.
   - Use the Up and Down Arrow keys to move up and down through the list to select the item you want and then press Return.
   - Click the item you want in the list to execute the command or select the object.

5 Custom Keyboard Shortcuts

Pro Tools lets you assign custom keyboard shortcuts to most commands in Pro Tools.

Keyboard Shortcuts Window

The Keyboard Shortcuts window lists almost all commands in Pro Tools and their keyboard shortcuts (if any). Search for commands by name, key assignments, or tags and edit their keyboard shortcuts assignments.



To open the Keyboard Shortcuts window:

- Choose **`Setup > Keyboard Shortcuts`**.

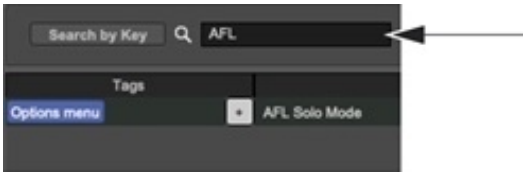
Press Control+Shift+K (Mac) or Start+Shift+K (Windows) to open the Keyboard Shortcuts window.

Search

Pro Tools lets you quickly search for any command to which you want to assign a custom keyboard shortcut. You can search for commands by name or for currently assigned shortcuts by key.

To search commands by name:

- Click in the Search field and type the name of the command you want. Matching commands are shown in the Commands list.

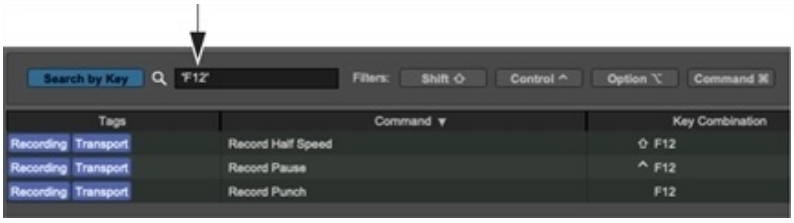


Searching commands by name

To search shortcut assignments by key:

1. Click **`Search by Key`** so that it is highlighted.
2. Press any key to show commands with that key in their assignments.

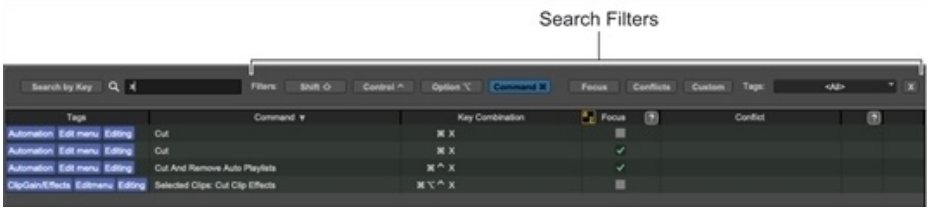
You can also press any key combination including modifier keys and the filters for those modifier keys will be enabled.



Searching commands by key

Filters

Use Filters to further refine your search results. Available Filters include modifier keys, commands Focus, assignment Conflicts, Custom assignments, and Tags. Any combination of filters can be used.



Searching commands by key

To apply Filters to your search:

- Click the button for each filter you want to use so that it is highlighted.

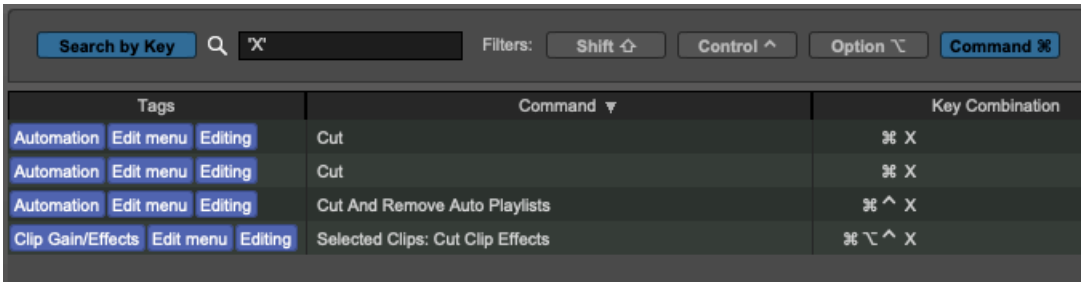
To remove Filters from your search:

- Click the button for each enabled filter that you do not want to use so that it is not highlighted.

For information on filtering search results with tags, see "Working with Tags" on page 13.

Modifier Keys

Enable any modifier key button to ensure that assignments using that modifier key are included in the search results: **`Shift`**, **`Control`** (Mac)/**`Start`** (Windows), **`Option`** (Mac)/**`Alt`** (Windows), **`Command`** (Mac)/**`Control`** (Windows).



Filtered search results: key assignments including “X” and the Command key modifier

Focus

Enable the **`Focus`** button to include Commands Focus assignments in the search results.

Conflicts

Enable the **`Conflicts`** button to show conflicting key assignments.

Custom

Enable the **Custom** button to show custom key assignments.

Tags

Select one or more tags to filter your search results by tags. For more information, see "Working with Tags" on page 13.

Commands List

By default, the Commands list shows all Pro Tools commands that can be assigned a keyboard shortcut. When conducting a search, only the results of the search are shown. You can apply Filters to further refine the search results. Commands are listed row by row. Command attributes are organized in columns: Tags, Command name, assigned Key Combination (if any), Focus enabled state, and assignment Conflict (if any).

Columns

Click on any column header to sort the list, ascending or descending, by that column. Columns can be resized by dragging the right border of the column header (except for the **Focus** column, which has a fixed width).

Tags

Shows all tags assigned to a command. For more information, see "Working with Tags" on page 13.

Command

Displays the name of the command.

Key Combination

Shows the keyboard shortcut assignment (if any) for commands. For details on creating, editing, and managing keyboard shortcut assignments, see "Assigning Keyboard Shortcuts" on the next page.

Focus

Shows whether the command is Focus enabled or not. Click the checkbox to enable (checked) or disable (unchecked) Commands Focus.

Conflict

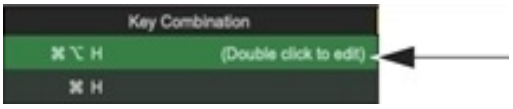
Identifies any conflicting key assignments. The name of the conflicting command is shown in red, and options to Resolve the conflict or Reset the custom key assignment appear. For more information about handling conflicts, see "Conflicting Assignments" on page 13.

Assigning Keyboard Shortcuts

You can edit keyboard shortcut assignments for almost any command in Pro Tools, including commands that do not already have a keyboard shortcut assignment.

To edit the keyboard shortcut assignment for a command:

1. Open the Keyboard Shortcuts window.
2. Search for the command whose key assignment you want to edit. You can also search for the key combination you want to use to see what command it may already be assigned to.
3. In the Commands list, do one of the following:
   - Double-click on the row for the command you want.
   - Select the command you want to edit and press the Spacebar.



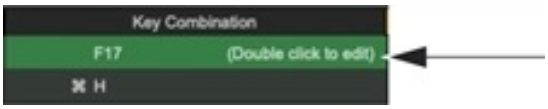
Double-click to edit keyboard assignment

4. Press the key combination you want to use as the keyboard shortcut for that command.



Press key combination for new shortcut assignment

The new keyboard shortcut appears in the Key Combination column for the command.



New keyboard shortcut assignment

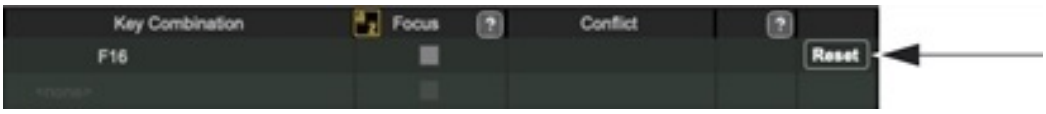
If the new keyboard shortcut assignment is already being used for another command, the name of that command is displayed in red in the Conflict column. You may to resolve the conflict before closing the Keyboard Shortcuts window (see "Conflicting Assignments" on the next page).

Resetting Custom Assignments

Pro Tools lets you reset the custom keyboard assignment for any command to its default assignment.

To reset the custom keyboard assignment for a command to its default assignment:

- Click the **Reset** button at the right end of the row for that command.



Keyboard Assignment Reset button

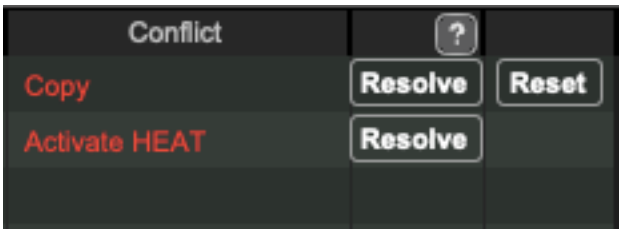
If the command did not originally have a keyboard shortcut assignment, **<none>** is displayed grayed out in the **Key Combination** column.

To reset all commands to their default Key Combinations:

- Click the **Reset All** button.

Conflicting Assignments

When creating custom keyboard shortcut assignments, conflicting assignments are likely to occur. This happens when you have the same key combination assigned to different commands. You may want to resolve any conflicting assignments before closing the Keyboard Shortcuts window. Conflicting assignments are identified in the Conflicts column, with the name of the conflicting commands shown in red. You can manually edit the keyboard shortcut assignment for the conflicting command, Resolve the conflict, or Reset the custom key assignment.



Conflicting key assignments

To resolve conflicting key assignments:

- Click the **Resolve** button for the command whose key assignment you want to keep.

  The conflicting key assignment for any other commands are cleared and set to **<none>**.

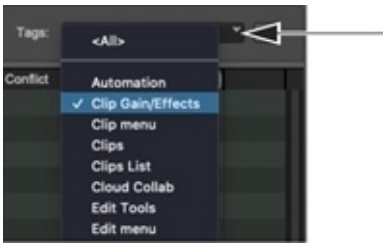
To reset the custom key assignment that is in conflict with another command:

- Click the **Reset** button for the command with your custom key assignment.

  Your custom key assignment is cleared and the command reverts to its original keyboard shortcut, or to **<none>** if the command has no default keyboard shortcut.

Working with Tags

You can filter search results by tags. Default tags are assigned to help identify commands by category (such as **Editing** or **Automation**), type (such as **Clips** or **File**), or location (such as **Edit menu** or **Workspace**). You can also create and assign custom tags to commands. Only custom tags can be edited.



Selecting tags to filter search

To filter search results by tags, do any of the following:

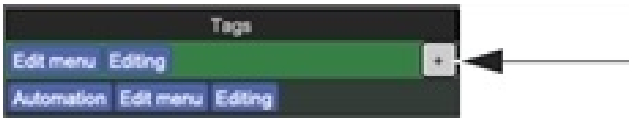
- Select one or more tags by name from the **Tags** selector.
- Click to select a tag in the **Tags** column so that it is highlighted.
- Right-click a tag in the **Tags** column and choose **Search by tag**.

To clear tags from filtering search results, do any of the following:

- Deselect tags in the **Tags** selector.
- Click the **X** to the right of the **Tags** selector to clear all filters, including tags.
- Click to deselect tag in the **Tags** column so that it is not highlighted.

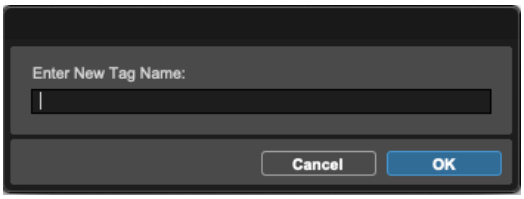
To create a new tag:

1. Move the mouse cursor over empty space in the **Tags** column in the row of the command to show the + icon for custom tags.



Custom Tags + icon

2. Click the + icon and choose **Create New Tag**.
3. In the resulting dialog, type a name for the new tag and click **OK**.

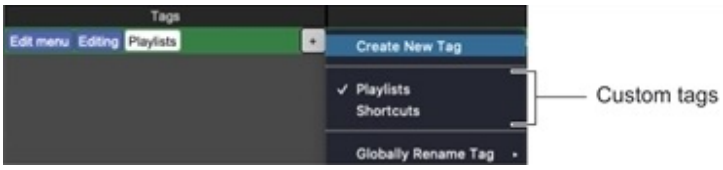


New Tag dialog

The new tag is added to the command. Any custom tags you create are listed in the Custom Tags menu (which is accessible by clicking on the + icon).

To add an existing custom tag to a command:

1. Move the mouse cursor over empty space in the Tags column in the row of the command to show the + icon for custom tags.
2. Click the + icon for the **Custom Tags** menu.
3. Click to select the name of the custom tag you want to add to the selected command. (Deselect a custom tag to remove it from the selected command.)



Custom Tag menu

To remove a custom tag from a command:

1. Right-click the tag in the row of the command you want to remove it from.
2. Choose **Remove** tag.
3. Click **Yes** to confirm.

The tag is removed from the command, but remains available in the Custom Tags menu.

To globally rename an existing custom tag:

1. Do one of the following:
   - Click the + icon for the Custom Tags menu and choose the tag from the **Globally Rename Tag** submenu.
   - Right-click the tag in the **Tags** column and choose **Rename tag globally**.
2. In the resulting dialog, type a new name for the tag and click **OK**.

All instances of the tag are updated with the new name.

To delete all instances of an existing custom tag:

1. Do one of the following:
   - Click the + icon for the Custom Tags menu and choose the tag from the **Globally Delete Tag** submenu.
   - Right-click the tag in the **Tags** column and choose **Delete tag globally**.
2. Click **Yes** to confirm.

All instances of that tag are deleted and it is no longer available in the Custom Tags menu.

Help

Click the **Help** button for a list of dedicated keyboard shortcuts you can use in the Keyboard Shortcuts window:

Command+C (Mac) or Control+C (Windows)

Toggle Focus on or off for the selected command.

Command+F (Mac) or Control+F (Windows)

Move selection between the search field and the Commands list.

Command+H (Mac) or Control+H (Windows)

Show the Keyboard Shortcuts Help window.

Command+K (Mac) or Control+K (Windows)

Enable **Search by Key**.

Command+S (Mac) or Control+S (Windows)

Cycle through columns and sort by ascending or descending.

Command+R (Mac) or Control+R (Windows)

Reset the selected command to its default Key Combination.

Up and Down Arrow Keys

Move the selection up or down in the Commands list.

Spacebar

Edit the Key Combination for the selected command.

Double-press Spacebar

If **Search by Key** is enabled, move selection to the Commands list and disable **Search by Key**.

Double-press X

Clear Search field and Filters.

Delete

Clear the Key Combination for the selected command.

Esc

Cancel changes and close the Keyboard Shortcuts window.

Export

You can export a list of all commands currently shown in the Commands list and their key assignments (both Mac and Windows), if any, for reference. The available file formats include HTML, XML, and CSV.

To export a list of commands and their key assignments for reference:

1. Do one of the following:
   - To export a complete list, clear all filters and search criteria.
   - To export a partial list (such as a list of just custom keyboard shortcuts), search for the specific commands you want and/or use any appropriate Filters (such as **`Custom`**) to list only the commands you want listed in the exported reference file.
2. Click the **`Export`** button and select the desired format: **`As Web Page`** (html), **`As XML`**, or **`As CSV`** (for spreadsheets).
3. In the Save dialog, enter a name for the file and navigate to where you want to save the file.
4. Click **`Save`**.

Default Menu Shortcut Assignments

Keyboard shortcuts, both the assigned key characters and their physical locations on the keyboard, may differ between different keyboard layouts and languages.

For commands in menus, keyboard shortcuts are shown using the key characters in the local keyboard layout.

Most keyboard shortcuts for commands in dialogs use the position of the letter keys in the local keyboard layout (which may be different from the position of the letter keys in the U.S. keyboard layout).

Most keyboard shortcuts for commands not in menus or dialogs use the key positions in the U.S. keyboard layout.

When using keyboard shortcuts with non-U.S. keyboards, Pro Tools lets you either use the physical key locations based on the U.S. keyboard layout or follow matching key characters regardless of the keyboard layout. Select one of the following behaviors for the **`Default Menu Shortcut Assignments`**.

Lock to U.S. Layout

This option is recommended if you are accustomed to using a U.S. English keyboard. With this option selected, the same physical keys used with the U.S. keyboard layout are also used with non-U.S. keyboards. This lets you rely on "muscle memory" for keyboard shortcuts regardless of language or what keyboard you are using. For example, French, German, and U.S. keyboards each have different character layouts. W on a French keyboard, Y on a German keyboard, and Z on a U.S. keyboard all occupy the same key location. So, with **`Lock to U.S. Layout`** selected, press Command+W (French), Command+Y (German), or Command+Z (U.S.) for Undo since W (French), Y (German), and Z (U.S.) all use the same key.

Follow Keyboard Layout

This option is recommended if you are accustomed to using a non-U.S. keyboard. With this option enabled, keyboard shortcuts use the same key characters regardless of language and keyboard layout. For example, on a French, German, or U.S. keyboard, press Command+Z for Undo even though the Z key is in a different location on each keyboard.

Additional Information about Non-US Keyboard Layouts

If you are not using a U.S. English keyboard, the Keyboard Shortcuts window may initially display shortcut conflicts, even if you have not customized any commands. Typically these are conflicts that have always existed between U.S English keyboards and your keyboard type.

In Pro Tools versions 2021.12 and earlier these conflicts were not indicated in any way, and resulted in certain keyboard shortcuts being unavailable. For example, on a U.S. keyboard Command+/ is Write to Current and Command+Shift+/ is Trim to Current. These are both Command+Shift+7 on German keyboards. Similarly, on a U.S. keyboard Command+= is Show Edit/Mix Window and Command+Shift+= is show the Artist Chat window, but on German keyboards these are both Command+Shift+0. In each of these cases, one of the commands is blocked by the other.

Starting with Pro Tools version 2022.4, use the Keyboard Shortcuts window lets you find and change conflicting the key combinations for conflicting commands so they are available on your keyboard type.

Keyboard Shortcuts Presets

Pro Tools provides five Presets so that you can easily store and recall your most commonly used Keyboard Shortcuts assignments. You can also save and import Keyboard Shortcut settings as presets.

Custom keyboard shortcut presets are especially useful if you have to share a workstation, so each user can save and load their own custom shortcuts. Or you may want to use different custom keyboard shortcuts for different workflows, such as music production versus post-production for film or video. And, of course, you can save your custom keyboard shortcuts on one system to import for use on other systems.

To store a Keyboard Shortcut preset:

1. Configure the Keyboard Shortcuts window as you like.
2. Command-click (Mac) or Control-click (Windows) the Preset button (1–5) where you want to store the current Keyboard Shortcuts assignments.

To recall a Keyboard Shortcuts preset, do one of the following:

- Click the Preset button (1–5) that contains the Keyboard Shortcuts assignments you want to recall.
- Press Control+1–5 (Mac) or Start+1–5 (Windows) to recall the corresponding preset.

Librarian Menu

Use the Librarian menu to manage Keyboard Shortcuts assignments as presets.

<factory default>

Restore the default settings for the Keyboard Shortcuts window.

<user presets>

Any custom user presets are listed in the Librarian menu right under the **<factory default>** settings option.

Save Settings

Save the current settings. This command overwrites any previous version of the preset.

Save Settings As

Save the current settings as a new preset under a different name.

Import Settings

Import a settings file from a location other than the Root Settings folder or Session folder.

Merge Settings

Merge the settings from another preset with the current settings. When merging settings from a preset with custom keyboard shortcuts, you may be prompted to choose one of the following options:

- **`Add All`** to add all custom assignments from the preset and then manually resolve any conflicts.
- **`Overwrite`** to replace conflicting assignments in the current settings with those in the preset.
- **`No`** to import only non-conflicting assignments from the preset.
- **`Cancel`** to keep the current settings.

Delete Current Settings File

Permanently delete the settings file for the current preset from disk.

Lock Settings File

Write-protect the settings file for the current preset.

Alternate Keyboard Shortcuts Presets

Pro Tools includes presets for alternate keyboard shortcuts. If you are used to working with a different DAW, such as Cubase or Logic Pro, or video editor, such as Media Composer or Adobe Premiere, you can now import keyboard shortcuts presets that you are used to using with those alternate DAWs and video editors.

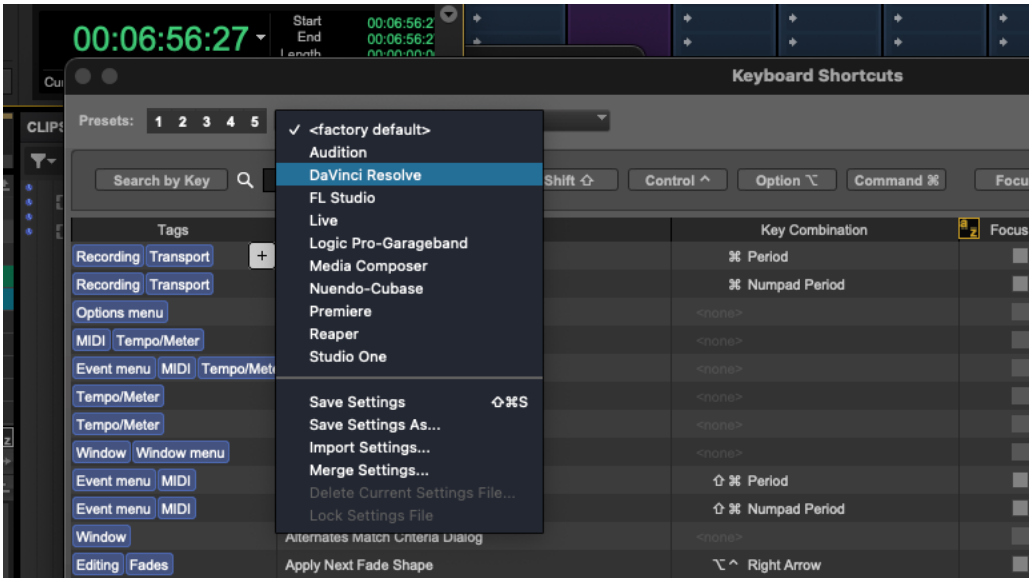
Alternate keyboard shortcuts for the following DAWs and video editors are included with Pro Tools:

- Adobe® Audition®
- DaVinci Resolve
- FL Studio
- Ableton® Live™
- Apple® Logic Pro®/Garage Band®
- Avid® Media Composer®
- Steinberg Nuendo/Cubase
- Adobe® Premiere®
- Reaper
- Studio One

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To import alternate keyboard shortcuts into Pro Tools:

1. Choose **`Setup > Keyboard Shortcuts`**.
2. From the Librarian menu, select the desired Keyboard Shortcuts preset.



Keyboard Shortcuts presets are stored in the /Documents/Pro Tools/Pro Tools Presets/Keyboard Shortcuts/Application folder.

6 Dashboard Shortcuts

Action	Mac	Windows
Open Dashboard	Command+Option+O	Control+Alt+O
Sign in or Sign out	Command+S	Control+S
Select Create tab	Command+1	Control+1
	Command+2	Control+2
	Command+3	Control+3
Select Getting Started tab	Command+4	Control+4
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
	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

7 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
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
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

Action	Mac	Windows
Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools Ultimate only)	Option-click the VCA TrackInput 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
Set the Pre-Roll or Post-Roll from the current Edit insertion point	Control+Option+Command+K	Control+Alt+Start+K
To toggle InputMonitoring between Delay Compensation "blue" and "green" modes	Command-Control-click the InputMonitoring button	Control-Start-click the InputMonitoring button
**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 remapped.*		

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

Action	Mac	Windows
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
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
Go To Next Memory Location	Period (.)+Memory Location+Plus (+)	Period (.)+Memory Location+Plus (+)
Go To Previous Memory Location	Period (.)+Memory Location+Minus (–)	Period (.)+Memory Location+Minus (–)
Refresh Current Memory Locaction	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
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)

Action	Mac	Windows
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 button

Edit Selection, Definition, and Navigation

Action	Mac	Windows
Enable or disable Tab to Transients command	Command+Option+Tab	Control+Alt+T
Locate cursor to next transient	Tab (if Tab to Transient enabled)	Tab (if Tab to Transient enabled)
Locate cursor to previous transient	Option+Tab (if Tab to Transient enabled)	Control+Tab (if Tab to Transient enabled)
Locate cursor to next Clip-boundary/sync point	Tab (if Tab to Transients is disabled)	Tab (if Tab to Transients is disabled)
Locate cursor to previous Clip boundary/sync point	Option+Tab (if Tab to Transients is disabled)	Control+Tab (if Tab to Transients is disabled)
Go to and select next Clip	Control+Tab or Command+Control+’	Start+Tab or Control+Start+’
Go to and select previous Clip	Control+Option+Tab or Command+Control+L	Control+Start+Tab or Control+Start+L
Go to Song Start	Control+Return	Start+Enter
Extend selection to Song Start	Shift+Control+Return	Shift+Start+Enter
Extend selection to next Clip-boundary	Shift+Tab	Shift+Tab
Extend selection to previous Clip-boundary	Option+Shift+Tab	Control+Shift+Tab
Extend selection to include next Clip	Control+Shift+Tab or Command+Control+Shift+’	Start+Shift+Tab or Control+Start+Shift+’

Action	Mac	Windows
Extend selection to include previous Clip	Control+Shift+Option+Tab or Command+Control+Shift+L	Start+Shift+Control+Tab or Control+Start+Shift+L
Shrink start of Edit selection and move insertion point to next edit	Command+Option+Shift+L	Control+Alt+Shift+L
Shrink end of Edit selection and move insertion point to previous edit	Command+Option+Shift+'	Control+Alt+Shift+'
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
Change the Edit selection to match the Timeline selection start	Option+Control+Shift+0	Alt+Start+Shift+0
Change the Edit selection to match the Timeline selection end	Command+Control+Shift+0	Control+Start+Shift+0
Change the Timeline selection to match the Edit selection start	Option+Control+Shift+O	Alt+Start+Shift+O
Change the Timeline selection to match the Edit selection end	Command+Control+Shift+O	Control+Start+Shift+O
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
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	Control+Option+Command+ 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

Action	Mac	Windows
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
Move current Edit selection to target ruler	Command-click the target ruler name	Control-click the target ruler name
Extend Edit selection to target ruler	Shift-click the target ruler name	Shift-click the target ruler
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
**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.*		

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	Control+Plus/Minus (+/–) keys	Start+Plus/Minus (+/–) keys

Action	Mac	Windows
Clip start/end and moves underlying audio)		
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)
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	Optiom+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
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 (/)
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 and Studio only)	Option+6	Alt+6
Clear Clip Effects	Command+Option+ Control+B	Control+Alt+Start+B
Cut Clip Effects (Pro Tools Ultimate and Studio only)	Command+Option+ Control+X	Control+Alt+Start+X
Copy Clip Effects (Pro Tools Ultimate and Studio only)	Command+Option+ Control+C	Control+Alt+Start+C
Paste Clip Effects (Pro Tools Ultimate and Studio only)	Command+V	Control+V
Save Preset (Pro Tools Ultimate and Studio only)	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 and Studio only)	Control+Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard), or Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard, in Commands Keyboard Focus)	Start+Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard), or Clip Effects preset number (1, 2, 3, 4, or 5 on computer keyboard in Commands Keyboard Focus)

Track Compositing

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

Action	Mac	Windows
Solo the Playlist lane containing the Edit cursor	Shift+S	Shift+S
Move the Edit cursor up and down through Playlist lanes	Control+P and Control+ Semicolon (;)	Start+P and Start+ Semicolon (;)
Show the previous or next playlist in the main playlist for tracks that contain the Edit cursor	Shift+Up Arrow/Shift+Down Arrow	Shift+Up Arrow/Shift+Down Arrow
To designate the Target playlist for the playlist containing the Edit insertion	Command+Shift+Right Arrow	Control+Shift+Right Arrow
To designate the Target playlist for the playlist containing the Edit insertion for all tracks	Command+Option+Shift+ Right Arrow	Control+Alt+Shift+Right Arrow
To show the Target playlist as the Main Playlist	Shift+Right Arrow	Shift+Right Arrow
To toggle between the current and most recent Main playlists	Shift+Left Arrow	Shift+Left Arrow
Copy the selection to the Target playlist	Option+Shift+Up Arrow or Option+Control+V	Alt+Shift+Up Arrow or Alt+Start+V
Move the selection to the Target playlist	Option+Shift+T	Alt+Shift+T
Copy the selection to a new playlist	Option+Shift+Down Arrow	Alt+Shift+Down Arrow
Move the selection to a new playlist	Option+Shift+N	Alt+Shift+N
To cycle in material in the Edit selection from the previous playlist	Command+Shift+Up Arrow	Control+Shift+Up Arrow
To cycle in material in the Edit selection from the next playlist	Command+Shift+Down Arrow	Control+Shift+Down Arrow
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	Control+Option+Command+\	Control+Alt+Start+\
Duplicate the main playlist for each selected track in the session	Command+Option+ Control+Shift+\	Control+Alt+Start+Shift+\

Action	Mac	Windows
Focus the first playlist (with Edit selection in the Main playlist)	Shift+Home (full-sized keyboard) fn+Shift+Left Arrow (laptop)	Shift+Home (full-sized keyboard) fn+Shift+Left Arrow (laptop)
Focus the last playlist (with Edit selection in the Main 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 (with Edit selection in the Main playlist)	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 (with Edit selection in the Main playlist)	Shift+Page Up (full-sized keyboard) fn+Shift+Up Arrow (laptop)	Shift+Page Up (full-sized keyboard) fn+Shift+Up Arrow (laptop)
Target the same playlist in all audio tracks	Shift-click the Target button for the playlist you want to target	Shift-click the Target button for the playlist you want to target
To target the same playlist in all tracks of the same type (audio, MIDI, Instrument, or Video)	Shift-click the playlist you want to target in the Playlist selector menu	Shift-click the playlist you want to target in the Playlist selector menu
Target the same playlist in all selected audio tracks	In Playlists view, Option-Shift-click the Target button for the playlist you want to target	In Playlists view, Alt-Shift-click the Target button for the playlist you want to target
Target the same playlist in all selected tracks of the same type (audio, MIDI, Instrument, or Video)	Option-Shift-click the playlist you want to target in the Playlist selector menu	Alt-Shift-click the playlist you want to target in the Playlist selector menu

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)	Control+Option+Command+[	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+[

Action	Mac	Windows
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
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 and Studio only)	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	Control-click Zoom preset

Action	Mac	Windows
	number in Mix Window toolbar	number in Mix Window toolbar

Memory Locations and Markers

Action	Mac	Windows
Create Memory Location (Marker) on the targeted ruler or track	Enter (on numeric keypad)	Enter (on numeric keypad)
Add marker to the Marker ruler at the current edit location or playback location without opening the New Memory Location dialog	Command+Enter (Mac)	Control+Enter
Edit a Memory Location in the Memory Locations window	Control-click on Memory Location marker	Start-click on Memory Location marker
Select and recall a memory location in the Memory Locations window	Click	Click
Open context menu in the Memory Locations window	Right-click	Right-click
Extend selection in the Memory Locations window	Shift-click	Shift-click
Add individual item to selection in the Memory Locations window	Command-click	Control-click
Move selection and recall marker in the Memory Locations window	Up/Down Arrows	Up/Down Arrows
Extend selection in the Memory Locations window	Shift+Up/Down Arrows	Shift+Up/Down Arrows
Select first/last memory location in the Memory Locations window	Option+Up/Down Arrows	Alt+Up/Down Arrows
Extend Selection to Top/Bottom in the Memory Locations window	Option+Shift+Up/Down Arrows	Alt+Shift+Up/Down Arrows
Scroll to top/bottom of the list without updating the selection or active memory location in the Memory Locations window	Home/End	Home/End
Scroll the Memory Locations window by current window height without updating the selection or active memory location	Page Up/Down	Page Up/Down
Select all memory locations in the Memory Locations window without updating the active memory location	Command+A	Control+A
Highlight multiple memory locations in the Memory Locations window	Click and drag	Click and drag
Delete a memory location in the Memory Locations window	Delete	Delete

Action	Mac	Windows
Edit a Memory Location on the Timeline	Command-click on Memory Location marker	Control-click on Memory Location marker
Delete Memory Location	Option-click on a Memory Location marker	Alt-click on a Memory Location marker
Change the Marker ruler selection	Command+Option+Left/Right Arrow	Control+Alt+Left/Right Arrow
Snap a marker to the beginning of the Edit selection	Control-click the marker	Start-click the marker
Snap a marker to the end of the Edit selection	Command-Control-click the marker	Control-Start-click the marker
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
Target first track in edit selection or toggle between track and ruler	Shift+X	Shift+X
Move the Target to the previous or next visible track	Shift+[or Shift+]	Shift+[or Shift+]
Toggle between Marker Names and Comments for any tracks in the edit selection regardless of whether the Marker controls are shown or not	Shift+N	Shift+N
Toggle prioritize marker names vs comments for all tracks and marker ruler	Option-click	Alt-click
Toggle prioritize marker names vs comments for selected tracks	Option-Shift-click	Alt-Shift-click
Toggle Marker Follows Edit (MFE) on or off	Shift+Y	Shift+Y
Extend marker selection into Marker Lane when Marker Follows Edit is disabled	Shift-click marker	Shift-click marker
To constrain the vertical movement of a marker	Shift-click and drag	Shift-click and drag
Set the selection to the Main Ruler.	Enter	Enter
Set the location to the targeted track	Command+Enter	Control+Enter

Action	Mac	Windows
Show/Hide Marker Track Lane	Shift+U	Shift+U
Show/Hide Marker Ruler lines	Control+Option+Command+R	Control+Alt+Start+R
Show/Hide Marker Folder lines	Control+Option+Command+F	Control+Alt+Start+F

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 Plugin Automation dialog	Command+Option+Control-click on Track View selector (in Edit window)	Control+Alt+Start-click on parameters (in Plugin window)
Access Plugin Automation commands (Pro Tools Ultimate and Studio only): Automation dialog, Enable/disable plugin automation	Command+Option+Control-click on parameters (in Plugin window)	Control-Alt-Start-click on Track View selector (in Edit window)
Copy Automation to Send	Command+Option+H	Control+Alt+H
Thin Automation	Command+Option+T	Control+Alt+T
Write Automation to start of session/selection (Pro Tools Ultimate and Studio only)	Control-click on Transport Return to Zero button	Start-click on Transport Return to Zero button
Write Automation to end of session/selection (Pro Tools Ultimate and Studio 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 and Studio 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 and Studio only)	Command+Forward Slash (/)	Control+Forward Slash (/)
Write Automation to All Enabled parameters (Pro Tools Ultimate and Studio only)	Command+Option+ Forward Slash (/)	Control+Alt+ Forward Slash (/)
Trim Automation to Current	Command+Shift+ Forward Slash (/)	Control+Shift+ Forward Slash (/)

Action	Mac	Windows
Parameter (Pro Tools Ultimate and Studio only)		
Trim Automation to All Enabled Parameters (Pro Tools Ultimate and Studio only)	Command+Option+Shift+ Forward Slash (/)	Control+Alt+Shift+ Forward Slash (/)
Glide Automation to Current parameter (Pro Tools Ultimate and Studio only)	Option+Forward Slash (/)	Alt+Forward Slash (/)
Glide Automation to All Enabled parameters (Pro Tools Ultimate and Studio 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 and Studio only)	Command-click the Automation Mode selector on the track	Control-click the Automation Mode selector on the track
AutoMatch all controls of one automation type (Pro Tools Ultimate and Studio 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 plugin 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

Action	Mac	Windows
Suspend preview (Pro Tools Ultimate and Studio 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 and Studio 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 plugin control, track volume, or track pan	Command-Control-click on control	Control-Start-click on control
Hide all Automation lanes for all tracks	Option-click track Automation lane "–" (minus) button	Alt-click track Automation lane "–" (minus) button
Hide all Automation lanes for a single track	Command-click track Automation lane "–" (minus) button	Control-click track Automation lane "–" (minus) button
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
Clear, including all automation playlists*	Command+Control+B	Control+Start+B
Copy, including all automation playlists*	Control+C or Command+Control+C	Start+C or Control+Start+C
Cut, including all automation playlists*	Control+X or Command+Control+X	Start+X or Control+Start+X
Duplicate and extend edit selection including all automation playlists*	Control+Option+Command+ Shift+D	Control+Alt+Start+Shift+D
Duplicate including all automation playlists*	Command+Control+D	Control+Start+D
Insert Silence including all automation playlists*	Command+Control+Shift+E	Control+Start+Shift+E

* The Automation Follows Edit setting determines how these commands operate. If the Automation Follows Edit option is disabled, clips and automation are edited separately.

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 Track List	Double-click empty area of the Mix or Edit windows, or Track 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 Track List	Control-double-click empty area of the Mix or Edit windows, or Track 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 Track List	Start-double-click empty area of the Mix or Edit windows, or Track 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 Track List	Shift-double-click empty area of the Mix or Edit windows, or Track List
Add a new stereo Instrument track	Option-double-click empty area of Mix or Edit windows, or Track List	Alt-double-click empty area of the Mix or Edit windows, or Track 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
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	Control+Shift+4

Action	Mac	Windows
	(on numeric keypad)	(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
Batch Rename selected Clips	Control+Shift+R	Start+Shift+R
Time Stamp selected Clips	Command+Shift+M	Control+Shift+M
Spot selected clip to Edit insertion	Option-Control-click	Alt-Start-click
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 discontiguous Clips with the Marquee	Place the cursor to the left of the names in the Clip List. When the Marquee (“+”) appears, hold Command and drag to select or deselect the desired Clips	Place the cursor to the left of the names in the Clip List. When the Marquee (“+”) appears, hold Control and drag to select or deselect the desired Clips.
Bypass dialogs during deletion of audio files	Option-click Delete or Yes when prompted	Alt-click Delete or Yes when prompted
Audition Clip in Clip List	Option-click and hold on Clip in Clip List	Alt-click and hold on Clip in Clip List
Rename Clip/file	Double-click Clip in Clip List, or double-click with Grabber tool on Clip in playlist	Double-click Clip in Clip List, or double-click with Grabber tool on Clip in playlist
Constrain Clip placement to start at play/edit cursor location or selection start	Control and drag Clip	Start-click and drag Clip
Constrain Clip placement to end at play/edit cursor location or selection end	Command+Control and drag Clip	Start+Control and drag Clip
Show/hide all whole file clips	Command+Shift+Numpad 5	Control+Shift+Numpad 5
Show/hide all subclips	Command+Shift+Numpad 6	Control+Shift+ Numpad 6

Track List

Action	Mac	Windows
Show/Hide all tracks	Option-click on any	Alt-click on any

Action	Mac	Windows
	Track Show/Hide icon in Track List	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 Groups List and Edit Groups List

Action	Mac	Windows
New Group	Command+G	Control+G
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 and ARA

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

Action	Mac	Windows
Toggle between Real-Time and Rendered Elastic Audio processing	Command-Control-click the Elastic Audio plugin button	Control-Start-click the Elastic Audio plugin 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

Action	Mac	Windows
Delete an Event marker	With the Grabber Tool or Pencil tool, Option-click the Event marker you want to delete	With the Grabber Tool or Pencil tool, Alt-click the Event marker you want to delete
To assign (or unassign) an Elastic Audio or ARA plugin a favorite	Command-click the Elastic Audio or ARA plug in the track Elastic Audio/ARA Plugin selector	Control-click the Elastic Audio or ARA plug in the track Elastic Audio/ARA Plugin selector

Window Configuration

Action	Mac	Windows
Add new Window Configuration or replace existing one in Window Configuration List	Period (.)+number (1–99)+Slash (/) (numeric keypad only)	Period (.)+number (1–99)+Slash (/) (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)
New/Replace Windows Configuration at Number	Period (.)+Window Configuration number (1–99)+Slash (/) (numeric keypad only)	Period (.)+Window Configuration number (1–99)+Slash (/) (numeric keypad only)

Plugin 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 plugins on selected tracks	Shift+E	Shift+E
Bypass (or unbypass) all Dynamics plugins on selected tracks	Shift+C	Shift+C
Bypass (or unbypass) all Reverb plugins on selected tracks	Shift+V	Shift+V
Bypass (or unbypass) all Delay plugins on selected tracks	Shift+D	Shift+D

Action	Mac	Windows
Bypass (or unbypass) all Modulation plugins 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

8 Pro Tools Menus Keyboard Shortcuts

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

Menu commands display their corresponding keyboard shortcut (if available) to the right of the name of the command in the menu. When using non-U.S. keyboards, keyboard shortcuts are shown in menus using the key characters in the local keyboard layout.

File Menu

Action	Mac	Windows
New Session	Command+N	Control+N
Open Session	Command+O	Control+O
Open Sketch	Control+Option+Command+O	Control+Alt+Start+O
Open Dashboard	Command+Option+O	Control+Alt+O
Open Most 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
Import Video	Command+Option+Shift+I	Control+Alt+Shift+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

Action	Mac	Windows
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	Control+Option+Command+ 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+;
Selection › Remove Edit from Top	Option+Control+P	Alt+Start+P
Selection › Remove Edit from Bottom	Option+Control+;	Alt+Start+;
Selection › Move Edit Selection to Previous Marker Zone	Command+Option+P	Control+Alt+Start+P
Selection › Move Edit Selection to Next Marker Zone	Command+Option+;	Control+Alt+Start+;
Selection › Extend Edit Selection to Previous Marker Zone	Command+Option+Shift+P	Control+Alt+Start+Shift+P
Selection › Extend Edit Selection to Next Marker Zone	Command+Option+Shift+;	Control+Alt+Start+Shift+;
Cut Special Cut Clip Gain	Control+Shift+X	Start+Shift+X
Cut Special Cut Clip Effects (Pro Tools Ultimate Only)	Control+Option+Command+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	Control+Option+Command+C	Control+Option+Start+C

Action	Mac	Windows
(Pro Tools Ultimate Only)		
Paste Special Merge MIDI	Option+M	Alt+M
Paster Special Merge Markers	Option+V	Alt+V
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	Control+Option+Command+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
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 docked MIDI Editor	Control+Option+Shift+=	Start+Alt+Shift+=
Show/Hide docked Melodyne Editor	Option+8	Alt+8
Open Melodyne Editor to full height	Control+Option+8	Start+Alt+8
Show/Hide docked Clip Effects	Option+6	Alt+6
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
Show/Hide Track Transcription Lane	Control+Shift+U	Start+Shift+U

Track Menu

Action	Mac	Windows
New Track	Command+Shift+N	Control+Shift+N
Group Tracks	Command+G (with two or more tracks selected)	Control+G (with two or more tracks selected)
Duplicate Tracks	Option+Shift+D	Alt+Shift+D
Move to New Folder	Command+Option+Shift+N	Control+Alt+Shift+N
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	Command+Option+F	Control+Alt+F
Clear all Clip indicators	Option+C	Alt+C
Designate as Target Playlist	Command+Shift+Right Arrow	Control+Shift+Right Arrow
Show Target Playlist	Shift+Right Arrow	Shift+Right Arrow
Toggle Recent Playlist	Shift+Left Arrow	Shift+Left Arrow

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 (zero)
Quantize MIDI to Nearest Grid	Command+Option+0 (zero)	Control+Alt+0 (zero)
Edit selected audio clip with Melodyne	Control+Shift+A	Start+Shift+A
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 MIDI Operations window	Option+3 (on numeric keypad)	Alt+3 (on numeric keypad)
Quantize (in MIDI Operations window)	Option+0 (zero)	Alt+0 (zero)
Change Duration (in MIDI Operations window)	Option+P	Alt+P
Transpose (in MIDI Operations window)	Option+T	Alt+T
Select/Split Notes (in MIDI 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

Action	Mac	Windows
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 (/)
Loop Record	Option+L	Alt+L
QuickPunch	Command+Shift+P	Control+Shift+P
TrackPunch	Command+Shift+T	Control+Shift+T
Transport Online	Command+J	Control+J
Video Track Online	Command+Shift+J	Control+Shift+J
Pre/Post-Roll	Command+K‘	Control+K
Loop Playback	Command+Shift+L	Control+Shift+L
Dynamic Transport	Command+Control+P	Control+Start+P
Enable/Disable Link Track and Edit selection	Shift+T	Shift+T
Enable/Disable Tab to Transients	Command+Option+Tab	Control+Alt+Tab
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)
Keyboard Shortcuts	Control+Shift+K	Start+Shift+K

Window Menu

Action	Mac	Windows
Toggle Mix and Edit windows	Command+Equal (=)	Control+Equal (=)
Sketch to Front	Control+Option+Command+Equal (=)	Control+Alt+Start+Equal (=)
Hide All Floating Windows	Command+Option+ Control+W	Control+Alt+Start+W
Show Window Configuration List	Command+Option+J	Control+Alt+J

Action	Mac	Windows
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)
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+=
Pro Tools Search	Control+Shift+S	Start+Shift+S
Show/Hide Renderer window (Dolby Atmos® or 360RA)	Command+Control+=	Control+Start+=

9 Dialog Windows Keyboard Shortcuts

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

When using non-U.S. keyboards, most keyboard shortcuts for commands in dialogs use the position of the letter keys in the local keyboard layout (which may be different from the position of the letter keys in the U.S. keyboard layout).

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+Down arrow	Control+Shift+Down arrow
Remove bottom Bounce Source row	Command+Shift+Up arrow	Control+Shift+Up arrow
Recall a preset (1–5)	Control+1–5	Start+1–5
Cycle through available file types	Command+Up/Down arrows	Control+Up/Down arrows

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

Fades 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
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	Option+Left/Right Arrow keys	Alt+Left/Right Arrow keys

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

Commit Tracks Dialog

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

New Tracks Dialog

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

Batch Track Rename and Batch Clip Rename Dialogs

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

Save Track Presets Dialog

The following shortcuts apply to the Save Track Presets dialog.

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

Create Group and Modify Group Dialogs

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

MIDI Events List

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

MIDI Operations

The following shortcuts are available in the MIDI Operations window.

Action	Mac	Windows
Open the previous or next panel while closing all others	Command+Up/Down Arrow	Control+Up/Down Arrow
Open or close all panels in the MIDI Operations window.	Option-click on any reveal triangle	Alt-click on any reveal triangle
Open or close MIDI Operations window Quantize	Option+0	Alt+O
Open or close MIDI Operations window Transpose	Option+T	Alt+T
Open or close MIDI Operations window Split Selected Notes	Option+Y	Alt+Y
Open or close MIDI Operations window Duration	Option+P	Alt+P
Open or close MIDI Operations window	Option+3 (numeric keypad)	Alt+3 (numeric keypad)
Choose Apply in active panel and close Event Ops window	Return	Enter
Activate next number or text field in active panel	Tab	Tab
Activate previous number or text field in active panel	Shift+Tab	Shift+Tab
Increment/decrement value in an active number or note field	Up/Down Arrow	Up/Down Arrow

Step Input

The following shortcuts are available in the MIDI 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
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

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

Import Session Data Dialog

There are two types of key commands available in the Import Session Data dialog. The standard commands, accessed with a modifier, are available even if a text field is focused. There are also single press key commands that are only available if a text field is not focused. This speeds up actions on tracks after making a selection.

Action	Mac	Windows
Select all source tracks and toggle to new tracks or none, and tracks are automatically imported if linked	Command+A	Control+A
Trigger the Add button	Command+N	Control+N
Triggers the Clear button	Command+B	Control+B
Triggers the Match button	Command+M	Control+M
Filter tracks by name	Command+F	Control+F
Toggle Exact Match option on/off	Command+E	Control+E
Toggle Ulnlink on/off	Command+U	Control+U
Add	A or N	A or N
Match	M	M
Clear	C or B	C or B
Unlink	U	U
Exact match	E	E
Import all visible tracks as new tracks	Option-click the source track name	Alt-click the source track name
Extend the selection	Shift-click the Folder button	Shift-click the Folder button
Set all tracks **new** or **none** and only import the track on which you clicked	Command-click the source track name	Control-click the source track name
Select all visible tracks	Option-click the Folder button	Alt-click the Folder button
Set all visible tracks to ‘none’, except for the clicked Folder and its members (which will be imported as new tracks	Command-click the Folder button	Control-click the Folder button
With all tracks set to either new or none, import only clicked tracks	Command-click source track names	Control-click source tracks names

Import Audio Dialog

Action	Mac	Windows
Start/stop audition of currently selected audio file/Clip	Command+P or Control+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

New/Edit Memory Location Dialog

Action	Mac	Windows
Cycle between Marker, Selection, and None.	Command+Up/Down Arrow	Control+Up/Down Arrow
Cycle between Absolute, Bars | Beats, and Follow Track Timebase.	Command+Left/Right Arrow	Control+Left/Right Arrow
Cycle through destination Marker Rulers	Command+Option+Left /Right Arrow	Control+Alt+Left /Right Arrow
Select the corresponding Marker line color	Control+1–8 and Command+1–8	Control+1–8 and Alt+1–8
Cycle between location, track, and main ruler		Alt Up/Down Arrow

Output/Send 3D Surround Panning Window

Action	Mac	Windows
Snap to speaker and maintain height	Control-click speaker icon	Start-click speaker icon
Adjust height	Control-Shift-drag pan control	Start-Shift-drag pan control

Transcription Window

Action	Mac	Windows
Move to the previous or next result (this is especially usefully when Auto-Preview is enabled).	Command+Left or Right Arrow	Control+Left or Right Arrow
Move to the previous or next result and select the entire word to which the search term belongs.	Shift+Command+Left or Right Arrow	Control+Shift+Left or Right Arrow
Scroll the Transcript and Edit windows to the selection	Command-click a word (or selection of words) in the Edit window	Control-click a word (or selection of words) in the Edit window
Show Track Transcription Lane (Edit window)	Shift+Control+U	Shift+Start+U

Pro Tools Immersion Panner Window

Action	Mac	Windows
To adjust the Orbit control in Tilt view	Control-Option-click and drag the anchor point or object	Start-Alt-click and drag the anchor point or object
To adjust the Tilt X control in Rear view	Control-Option-click and drag the anchor point or object	Start-Alt-click and drag the anchor point or object
To adjust the Roll setting with fine control in Rear view	Control-Option-Command-click and drag the anchor point or object	Control-Start-Alt-click and drag the anchor point or object
To adjust the Y setting in Rear view	Control-Shift-click and drag the anchor point or object up or down	Start-Shift-click and drag the anchor point or object up or down
To adjust the Y setting with fine control in Rear view	Command-Control-Shift-click and drag the anchor point or object up or down	Control-Start-Shift-click and drag the anchor point or object up or down
To adjust the Orbit control in Top view	Control-Option-click and drag the anchor point or object	Start-Alt-click and drag the anchor point or object
To adjust the Orbit setting with fine control in Top view.	Control-Option-Command-click and drag the anchor point or object	Control-Start-Alt-click and drag the anchor point or object
To adjust the Z setting in Top view	Control-Shift-click and drag the anchor point or object up or down	Start-Shift-click and drag the anchor point or object up or down
To adjust the Z setting with fine control in Top view	Command-Control-Shift-click and drag the anchor point or object up or down	Control-Start-Shift-click and drag the anchor point or object up or down
To reverse the Anchor Link and drag with fine with control	Command-Control-click the anchor point	Control-Start-click the anchor point
Clutch Anchor Link off	Control	Start

Dolby Atmos Renderer Window

Action	Mac	Windows
Cancel all Mutes	Option-click muted Group button	Alt-click muted Group button
Solo all Groups	Option-click Group button (unsoloed/unmuted)	Control-Alt-click Group button (unsoloed/unmuted)
Mute all Groups	Command-Option-click Group button	Control-Alt-click Group button
Cancel all Muted or Soloed Groups	Option-click soloed or muted Group button	Alt-click soled or muted Group button

10 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
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) 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 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 Clip List: Audition a file Browser Find Button: Cancel a search, and closes the Search pane 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 Workspace column label	Start-click (or Right-click) in any Workspace column label
Browser Back Button: Open the navigation menu Browser Items: Select discontiguous items Column Headers: Select discontinuous column headers Browser Up Button: Open menu for navigating up several levels 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 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	Command-drag and drop	Control-drag and drop

Action	Mac	Windows
Clip List: Open the Replace Clip dialog (Pro Tools Ultimate only)		
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
Clip List: Snap to head Browser Audio File, from Name or Icon: Snap to head 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 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 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
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

Action	Mac	Windows
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	Control+Option+Command+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	Control+Option+Command+F	Control+Alt+Start+F

11 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 video satellite	Option+Shift+L	Alt+Shift+L

12 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	Temporarily isolate control from group operation
Channel Pan slider	
Channel Mute button	
Channel Solo button	
Channel Record Enable button	
Channel Track Input button	
Send fader	
Send Pan slider	
Channel Input selector Channel Output selector	• 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	• 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	• Mute • Make Active/Inactive • Rename • Select Assignments To • Show Assignments To • Show Only Assignments To
Insert Assignment button	• Bypass • Make Active/Inactive • Automation dialog (plugins only) • Automation Safe (plugins only)

Feature	Shortcut
	• Rename (hardware I/O only)
Track name (in Mix window and Track List)	• 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) • ARA Plugins—such as Melodyne (audio tracks only) – Edit – Bypass – Clear – Render • Save Track Preset • Recall Track Preset • New • Rename • Batch Rename • Color • Duplicate • Split Into Mono (multichannel tracks only) • Convert Aux to Routing Folder (Auxiliary Input tracks only) • Change Track Width • Delete • EUCON Monitor (Master Fader track only) • Track Cloud Synchronization (Track List only) – Download – Ignore for Future Download – Import • Expand Channels to New Tracks – By Channel Name – By Channel Number

Feature	Shortcut
	– By Channel Name and Number – By Timecode • Track Compositing Commands: Filtering Lanes – 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 • Keep Track Transcribed (audio track only) • Field Recorder Guide Track (audio track only) • Transcribe (audio track only) • Global Renderer Management
Surround Panning Mode button (in Surround Output Window) (Pro Tools Ultimate only)	Access Panning modes: • X/Y Mode • 3-Knob mode • Divergence Editing mode • AutoGlide mode
Group List items	Access Group List commands and information: • 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
Track name	• 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) • Pin (unpinned track) • Unpin (pinned track) • Tracks (pinned track) • Search (pinned track) • Freeze • Commit • Bounce • Extract MIDI to New Track (audio tracks only) • ARA Plugins—such as Melodyne (audio tracks only) – Edit – Bypass – Clear – Render • Save Track Preset • Recall Track Preset • New • Rename • Batch Rename • Color • Duplicate • Split Into Mono (multichannel tracks only) • Convert Aux to Routing Folder (Auxiliary Input tracks only) • Change Track Width • Delete • EUCON Monitor (Master Fader track only) • Track Cloud Synchronization (Track List only) – Download – Ignore for Future Download

Feature	Shortcut
	– Import • Expand Channels to New Tracks – By Channel Name – By Channel Number – By Channel Name and Number – By Timecode • Track Compositing Commands: Filtering Lanes – 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 • Keep Track Transcribed (audio track only) • Field Recorder Guide Track (audio track only) • Transcribe (audio track only) • Global Renderer Management
Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil • Insert – Key Signature – Meter – Chord • Cut • Copy • Paste – Copy To – Main Playlist – New Playlist

Feature	Shortcut
	– Duplicate Playlist – ‹existing playlist› • Move To – Main Playlist – New Playlist – Duplicate Playlist – ‹existing playlist› • Clear • Matches (Clip or Clip selection only) – Match Criteria – Expand Alternates to New Playlists – Expand Alternates to New Tracks • 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) – Standard – S-Curve – Equal Power – Equal Gain – Batch Fades • Delete Fades • Clip Gain – Bypass/Unbypass Clip Gain – Copy Clip Gain – Clear Clip Gain – Render Clip Gain – Show/Hide Clip Gain Line • Clip Effects (whole audio clips only) – 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) • Transcription (audio only) – Copy Text

Feature	Shortcut
	– Transcribe – Re-Transcribe – Clear Transcription – Reload Transcription Data • ARA Plugins—such as Melodyne (whole audio clips only) – Edit – Bypass – Clear – Render • Snap to Next • Snap to Previous • Space Clips • Spot • Mute Clips • Rename (Clip or Clip selection only) • Color • 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 – 1–5
Clip, Clip selection, or point in Clip (Analysis Track view, Elastic Audio track only)	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil • Insert – Key Signature – Meter – Chord • Add Event Marker • Remove Event Marker

Feature	Shortcut
	• Elastic Properties • Conform to Tempo • Remove Warp • Conform to Tempo • Remove Warp Marker • Remove Pitch Shift
Clip, Clip selection, or point in Clip (Warp Track view)	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil • Insert – Key Signature – Meter – Chord • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Separate • Delete Fades • Clip Gain – Bypass/Unbypass Clip Gain – Copy Clip Gain – Clear Clip Gain – Render Clip Gain – Show/Hide Clip Gain Line • Clip Effects (whole audio clips only) – 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) • Transcription – Copy Text

Feature	Shortcut
	– Transcribe – Re-Transcribe – Clear Transcription – Reload Transcription Data • ARA Plugins—such as Melodyne (whole audio clips only) – Edit – Bypass – Clear – Render • Mute Clips • Rename (Clip only) • Color • Copy Audio as MIDI • Commit • Group (Clip or Clip selection only) • Ungroup (Clip or Clip selection only) • Loop • Unloop
Clip, Clip selection, or point in Clip (Playlist view only)	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil • Insert – Key Signature – Meter – Chord • Cut • Copy • Paste • Copy to – New Playlist – Target Playlist – ‹playlist name› (existing playlist) • Move to

Feature	Shortcut
	– New Playlist – Target Playlist – ‹playlist name› (existing playlist) • Clear • Matching Alternates (Clip or Clip selection only) – Match Criteria – Expand Alternates to New Playlists – Expand Alternates to New Tracks • Separate • Fades (only if one or more fades or crossfades are selected) – Standard – S-Curve – Equal Power – Equal Gain – Batch Fades • Delete Fades • Snap to Next • Snap to Previous • Space Clips • Spot • Mute Clips • Rename (Clip or Clip selection only) • Color • Copy Audio to MIDI • Loop • Unloop • Rating • 1–5
Clip, Clip selection, point in Clip (Aux Input, MIDI, and Instrument track only)	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil • Insert – Key Signature

Feature	Shortcut
	– Meter – Chord • Cut • Copy • Paste • Merge • Copy Selection to – New Playlist – Target Playlist – ‹playlist name› (existing playlist) • Move Selection to – New Playlist – Target Playlist – ‹playlist name› (existing playlist) • Clear • Matching Alternates • Separate • Consolidate • Mute Clips/Notes • MIDI Real–Time Properties • MIDI Operations – Quantize – Change Velocity – Change Duration – Transpose – Select/Split Notes – Input Quantization – Step Input – Restore Performance – Flatten Performance • Olpen in Docked MIDI Editor • Open in MIDI Editor • Open in Score Editor • Open in MIDI Event List
Control-Right-click Clip, Clip selection, or point in Clip (Warp Track view)	• Add Warp Marker • Remove Warp Marker • Elastic Properties

Feature	Shortcut
	• Conform to Tempo • Remove Warp • Rename • Loop • Unloop

Clip List items	• Clear
	• Rename
	• Batch Rename
	• Time Stamp
	• Spot to Edit insertion
	• Replace Clip (Pro Tools Ultimate only)
	• Copy Audio as MIDI
	• Compact
	• Export Clip Definition
	• Export Clips as Files
	• Transcription
	  – Copy Text
	  – Transcribe
	  – Re-Transcribe
	  – Clear Transcription
	  – Reload Transcription Data
	• Recalculate Waveform Overviews
	• Reveal in Workspace
	• Reveal in Finder/Explorer
	• Object Select in Edit Window

Toolbar	Show/Hide controls in Edit Window toolbar

Transport Window

Feature	Shortcut
Transport Play button	Access Playback modes Half Speed Prime for Playback Loop Dynamic Transport
Transport Record button	Access Record modes Normal

Feature	Shortcut
	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) Write to Start Write to All
Transport Go To End button	Access Automation commands (Pro Tools Ultimate only) 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	• Tools – Zoomer – Trimmer – Selector – Grabber – Scrubber – Pencil – Smart • Insert – Key Signature – Meter – Chord • Cut • Copy • Paste • Clear • Separate

Feature	Shortcut

	• Consolidate
	• Mute
	• MIDI Real-Time Properties
	• MIDI Operations
	  – 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

MIDI Editor window Track List	Access Track List commands: • 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
Score Editor window Notes Pane	• Tools – Zoomer – Trimmer – Selector – Grabber – Pencil • Insert – Key Signature – Meter – Chord Symbol • Cut • Copy • Paste • Merge • Clear • MIDI Operations – 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

Feature	Shortcut
	• Notation Display Track Settings • Score Setup • Send to Sibelius – Print Score

Video Window

Feature	Shortcut
Video window	Access Video window commands Quarter Size Half Size Actual Size Double Size Full Screen Stretch Pillbox/Letterbox Full Quality Full Quality 10-bit Draft Best Performance Video Window Color Space Follow Video Track Rec.709 SRGB DCI P3 Rec.709 [full range] Rec.2020 ACESproxy

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: Loop Preview Auto-Preview Spacebar Toggles File Preview
Volume field	Display Volume fader



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www.avid.com/support