# Pro Tools Keyboard Shortcuts For Macintosh Systems

For increased operational speed and ease-of-use, there are many Pro Tools keyboard shortcuts to give you fast access to a wide variety of tasks. *This guide details the many keyboard shortcuts that are not shown within Pro Tools menus.* The shortcuts are grouped by functional area for your added convenience and quick reference.

## Global Keyboard Commands

| Change all audio channel strips                      | option - applicable function |
| Change audio channel strip and all selected          | option - shift - applicable function |
| audio channel strips                                 | applicable functions: |
| • automation mode                                   | • record, solo and mute enables |
| • playlist enables                                  | • record and solo safes |
| • creating Plug-Ins instances                       | • I/O, Bus, Send assignment |
| • volume/peak indicator                             | • extend selection |
| • track heights                                     | • clear clip meter |

| Toggle item & set all others to same new state       | option - click on applicable item |
| Toggle item & set all others to opposite state       | ⌘ - click on applicable item |
| applies to:                                          | |
| • tracks in Show/Hide Tracks List                   | • Group enables/activation |
| • Automation Enable window                          | • memory location parameters |

| Fine Tune                                           | ⌘ - click on control slider/pot/breakpoints |
| applies to:                                         | |
| • Plug-In parameter editing                         | • fader movement |
| • scrubbing                                         | • automation data trimming (requires larger track view for highest resolution) |

## Mix and Edit Groups

| Temporarily isolate channel strip from Group operation | hold down control - any operation that affects Groups |
| New Group                                             | ⌘ - G (with two or more tracks selected) |
| Suspend/Resume all Groups                              | ⌘ - shift - G or ⌘ - click on Groups pop-up menu |
| Rename Group                                          | double-click to far left of group name in the Groups List |
| Group Enable/Disable                                  | type ID letter on keyboard *(To enable keyboard selection of Groups, click box at top right of Groups List)* |

| Hide all Tracks                                       | Click on track symbol in Show/Hide menu |
| Show Group members only                               | control - click on group(s) in Groups List |
|                                                      | (control - shift - click for multiple groups) |

### Grouping affects:
- volume level/faders
- solos and mutes
- automation modes
- track display format
- track height
- editing
- playlist enables

### Grouping does not affect:
- record enables
- pan
- voice and output assignments
- creating instances of TDM Plug-Ins
RECORD AND PLAYBACK

Open New Track Dialog .............................................. ⌘ - shift - N
In New Track Dialog cycle through track type .................. ⌘ - <>
Cycle up/down through New Track options ................... ⌘ - ↑/↓
Start record .......................................................... spacebar/F12
Stop record .......................................................... spacebar
Stop record and discard take .................................... ⌘ - period key
Start/stop playback .................................................. spacebar
Half-speed record ................................................... ⌘ - shift - spacebar
Half-speed playback ................................................... shift - spacebar
Pause (pre-prime deck for instant playback) ................. option - click on Transport play button
Pause (pre-prime deck for instant record) ...................... option - click on Transport play button during recording
Enable/disable online record ...................................... ⌘ - option - spacebar
Enable/disable online playback ................................... ⌘ - J / option - spacebar
toggle record modes (normal/Destructive/Loop/QuickPunch) .......................................................... control - click on Transport record button
Loop playback toggle ............................................... ⌘ - shift - L or control - click on Transport play button
Record-safe track .................................................... ⌘ - click on Record enable button
Solo-safe track ....................................................... ⌘ - click on Solo button
QuickPunch ............................................................. ⌘ - shift - P
Enter/Exit record during playback in QuickPunch ........... ⌘ - spacebar/click Transport record button
Set and enable pre/post-roll time ............................... option - click with selector before/after selection
Disable pre/post-roll time ......................................... option - click within selection closer to front/back
Scroll to selection start/end ......................................←/→ (when selection exceeds window view)
Toggle Transport Master (Pro Tools/Machine/MMC) ........ ⌘ - \  

AUDITIONING

When Transport = Pro Tools:
Play by pre-roll value up to selection start/end ............... option - ←/→
Play by post-roll value after selection start/end .............. ⌘ - ←/→
Play by pre & post-roll value through selection start/end ... ⌘ - option - ←/→
Play by pre-roll value to current location counter time ...... option - ←/→ (when no selection)
Play by post-roll value from current location counter time .. ⌘ - ←/→ (when no selection)

When Transport = Machine/MMC:
Cue transport to selection start/end .................................. ⌘ - ←/→
Cue transport with pre/post-roll to selection start/end ...... option - ←/→

SCRUB (JOG) / SHUTTLE

Temporary scrub mode when using Selector ................... control - click - drag
Extend selection while scrubbing ................................. shift - click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle ........................................................................option - click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle-lock ............................................................... control - number key (1-9, where 5 = real-time, 9 = max speed)
Change direction during Shuttle ..................................+/– (eg. shuttle backward = control - number key - minus key)
Shuttle-lock stop .......................................................... 0 (press number key to resume shuttle)
Exit Shuttle-lock mode ................................................. spacebar or ⌘ - period key
EDIT SELECTION DEFINITION AND NAVIGATION

Locate play/edit cursor to next region-boundary/sync point ............ tab
Locate play/edit cursor to previous region-boundary/sync point ........ option - tab
Go to and select next region .............................................. control - tab
Go to and select previous region ........................................ control - option - tab
Extend selection to next region-boundary .............................. shift - tab
Extend selection to previous region-boundary ........................ option - shift - tab
Extend selection to include next region ................................ control - shift - tab
Extend selection to include previous region .......................... control - option - shift - tab
Return to start of session .................................................. return
Go to end of session ........................................................ option - return
Extend selection to start of session ...................................... shift - return
Extend selection to end of session ....................................... option - shift - return
Set selection start/end during playback ................................. ↓/↑
Set selection start/end to incoming time code while stopped ....... ↓/↑
Select entire region in Edit window ..................................... double-click with Selector
Select entire track in Edit window ..................................... triple-click with Selector / ⌘ - A
Extend selection to a memory location ................................. shift - period key - mem loc number - period key*
Place play/edit cursor or create selection across all tracks ........... option - click in Rulers
Extend play/edit cursor or selection across all tracks ................. enable “All” Edit group (! key) and shift - click on any other track (To enable keyboard selection of Groups, click ⏰ box at top right of Groups List)

EDITING, NUDGING & TRIMMING
(+/- key usage is on numeric keypad only)

Change Grid value .......................................................... control - option - +/-
Change Nudge value ......................................................... ⌘ - option - +/-
Nudge selection or region right/left by Nudge value .......... +/-
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio) .......... control - +/-
Nudge left selection boundary right/left by Nudge value ........ option - shift - +/-
Nudge right selection boundary right/left by Nudge value ........ ⌘ - shift - +/-
Nudge back/forward by next Nudge value .............................. see Command Focus Mode section of this guide
Trim left edge of region to right/left by Nudge value .............. option - +/-
Trim right edge of region to right/left by Nudge value ............ ⌘ - +/-
Reverse Trimmer direction when trimming region .................. option - Trimmer
Trim up to, but not over, adjacent regions ......................... hold down control key while trimming
Duplicate region(s) in Edit Window .................................... option - click selection and drag to destination
Delete selection in Edit Window playlist .............................. delete
Constrain audio region to vertical movement ........................ control - move audio region with Grabber
Snap region start to stationary playhead or edit selection start .......... control - click new region with Grabber
Snap region sync point to stationary playhead or edit selection start ...... shift - control - click new region with Grabber
Snap region end to stationary playhead or edit selection start ........ ⌘ - control - click new region with Grabber
**ZOOM**

<table>
<thead>
<tr>
<th>Action</th>
<th>Key or Hotkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal zoom in/out (Audio + MIDI)</td>
<td>⌘ - ] / [</td>
</tr>
<tr>
<td>Vertical zoom in/out (Audio)</td>
<td>⌘ - option - ] / [</td>
</tr>
<tr>
<td>Vertical zoom in/out (MIDI)</td>
<td>⌘ - shift - ] / [</td>
</tr>
<tr>
<td>Fill window with selection</td>
<td>option - click on Zoomer or option - F</td>
</tr>
<tr>
<td>View entire session</td>
<td>double-click on Zoomer or option - A</td>
</tr>
<tr>
<td>Zoom vertical and horizontal axis</td>
<td>hold down ⌘ key while using Zoomer</td>
</tr>
<tr>
<td>Zoom to previous horizontal zoom value</td>
<td>option - click on display scale arrows</td>
</tr>
<tr>
<td>Max zoom before waveform drawn from disk</td>
<td>⌘ - click on Zoomer (faster drawing from RAM)</td>
</tr>
<tr>
<td>Select 5 preset zoom levels</td>
<td>see Command Focus Mode section of this guide</td>
</tr>
</tbody>
</table>

**MEMORY LOCATIONS**

<table>
<thead>
<tr>
<th>Action</th>
<th>Key or Hotkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create memory location</td>
<td>enter</td>
</tr>
<tr>
<td>Reset a memory location</td>
<td>control - click on memory location button</td>
</tr>
<tr>
<td>Delete memory location</td>
<td>option - click on a memory location button</td>
</tr>
<tr>
<td>Recall a memory location</td>
<td>period key - memory location number - period key (or click on memory location button)*</td>
</tr>
</tbody>
</table>

**SELECT EDIT TOOLS/MODES**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Key or Hotkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuffle</td>
<td>.F1 or option - 1 on alpha keyboard</td>
</tr>
<tr>
<td>Slip</td>
<td>.F2 or option - 2 on alpha keyboard</td>
</tr>
<tr>
<td>Spot</td>
<td>.F3 or option - 3 on alpha keyboard</td>
</tr>
<tr>
<td>Grid</td>
<td>.F4 or option - 4 on alpha keyboard - repeated pressings toggle between relative and absolute Grid mode</td>
</tr>
<tr>
<td>Zoomer</td>
<td>.F5 or ⌘ - 1 on alpha keyboard</td>
</tr>
<tr>
<td>Trimmer</td>
<td>.F6 or ⌘ - 2 on alpha keyboard</td>
</tr>
<tr>
<td>Selector</td>
<td>.F7 or ⌘ - 3 on alpha keyboard</td>
</tr>
<tr>
<td>Grabber</td>
<td>.F8 or ⌘ - 4 on alpha keyboard</td>
</tr>
<tr>
<td>Scrubber</td>
<td>.F9 or ⌘ - 5 on alpha keyboard</td>
</tr>
<tr>
<td>Pencil</td>
<td>.F10 or ⌘ - 6 on alpha keyboard</td>
</tr>
<tr>
<td>SmartTool</td>
<td>(F6 &amp; F7) or (F7 &amp; F8) or ⌘ - 7 on alpha keyboard</td>
</tr>
<tr>
<td>Cycle through edit tools</td>
<td>escape key</td>
</tr>
<tr>
<td>Cycle through edit modes</td>
<td>~ key</td>
</tr>
</tbody>
</table>

*The first period key press is not required with “Classic” numeric keypad mode selected in Preferences.*
TO USE SINGLE KEYS ON THE COMMANDS BELOW, CLICK THE A...Z BUTTON IN THE EDIT WINDOW OR USE THE CONTROL KEY IN COMBINATION WITH THE SINGLE KEYS BELOW.

Zoom Level 1-5 [12345] alpha keys 1/2/3/4/5
Play to/from edit start by pre/post-roll value alpha keys 6/7
Play to/from edit end by pre/post roll amount alpha keys 8/9
Copy Edit Selection to Timeline Selection alpha key 0
Copy Timeline Selection to Edit selection 0
Track View Toggle - (minus key)
Capture Timecode = (on numeric pad)
Center Timeline Start Q
Center Timeline End W
Zoom Toggle E
Zoom Out Horizontally R
Zoom In Horizontally T
Snap Start (of selected region) to timecode Y (Not available in Pro Tools LE)
Snap sync point (of selected region) to timecode U (Not available in Pro Tools LE)
Snap End (of selected region) to timecode I (Not available in Pro Tools LE)
Snap Start (of selected region) to playhead H
Snap Sync point (of selected region) to playhead J (Not available in Pro Tools LE)
Snap End (of selected region) to playhead K (Not available in Pro Tools LE)
Move Edit Selection up P
Move Edit Selection down ; (semi colon)
Tab back L
Tab forward ' (apostrophe)
Play Timeline selection .
Play Edit selection .
Trim Start to Insertion A
Trim End to Insertion S
Fade to Start (Available if no selection) D
Fade (without showing Fades dialog) F
Fade to End (Available if no selection) G
Undo Z
Cut X
Copy C
Paste V
Separate B
Timeline Insertion follows Playback (pref toggle) N
Nudge back by next Nudge Value M
Nudge back by Nudge Value <
Nudge forward by Nudge Value >
Nudge forward by next Nudge Value /
Track View Toggle Minus Key (alpha only)
Zoom Toggle E
Zoom Defaults 1 through 5
F A D E S

Apply xfade to selection without accessing Fades window .  - control - F (uses default fade shape)
Edit fade-in only in Fades window ............. option - click - drag fade-in curve (in “None” Link mode only)
Edit fade-out only in Fades window ............ - click - drag fade-out curve (in “None” Link mode only)
Audition start/stop in Fades window ......... spacebar
Reset to default zoom in Fades window ....... - click on either zoom arrow
Reset standard or S-shape crossfades to default curves . option - click in xfade window (in Equal Power/Gain modes)
Cycle up/down through Out Shape parameter options ...... control - ↑/↓
Cycle up/down through In Shape parameter options ...... option - ↑/↓
Cycle up/down through Link parameter options ....... ↑/↓
Cycle up/down through preset Out Shape curves ...... control - ←/→
Cycle up/down through preset In Shape curves ...... option - ←/→

R E G I O N S  L I S T

Select region by name ............................................. type letter(s) A-Z (To enable keyboard selection of Regions, click box at top right of Regions List)
Clear selected region(s) from Regions List ........... shift - -
Bypass dialog boxes during deletion of audio files . option - click “delete”/“yes” button in respective dialog
Audition region in Regions List ......................... option - click & hold on region in Regions List
Rename region/file ............................................. double-click region in Regions List or double-click with Grabber on region in playlist
Constrain region placement to start at play/edit cursor location or selection start ....................... control - click - drag region

I M P O R T  A U D I O  D I A L O G

Remove item from list ....................................  - R
Remove all items from list ......................... shift - -
Add all .................................................  - A
Random-access search through selected file .......... move slider to desired location, or click left/right side of slider
Import current selection ................................. Enter
Import all .............................................. shift - -
Convert and import current selection .............  - C
Convert and import all ................................. shift - -
Add currently selected region or audio file to list .... enter or return
Audition currently selected audio file/region .... - P or - spacebar
Stop audition of selected file and retain selection .... - P or - S
Done ................................................. - W
Cancel ................................................. - period key
**Mixing**

- Make track Active/Inactive: Click on track symbol in Mix window while holding ⌘ and control keys.
- Set all faders to their automation null points: Option - clicking on either automatch triangle.
- Reset a control to default value: Option - click on control.
- Headroom/Track Level/Channel delay Indicator: ⌘ - click on Track Level Indicator.
- Clear peak/clip-hold from meter: Click on indicator.
- Peak counter reset in Headroom Indicator mode: Click on Headroom Indicator.
- Bypass Plug-In Insert: ⌘ - click on insert name in Inserts view.
- Send mute: ⌘ - click on send name in Sends view.
- Toggle Send Display between “All” & “Individual” mode: ⌘ - click on Send diamond, then select from pop up.
- Bypass Delay Compensation View indicators and fields: ⌘ - control-click on Plug-In Delay, User Delay, or Track Delay Compensation.

**Automation**

- Leave absolute Minimum/Maximum breakpoints while trimming: Hold down shift key while trimming.
- Disable auto-creation of anchor breakpoints.
- When trimming automation of a selection: Option - Trimmer.
- Access Plug-In Automation dialog: Option - control - click on parameters (in Plug-in window) or track display format selector (in Edit window).
- Enable/Disable Plug-In Automation: Option - control - click on parameters (in Plug-in window) or track display format selector (in Edit window).
- Disable/enable automation playlist on selected track: ⌘ - click on track display format selector.
- Disable/enable ALL automation playlists on selected track: Shift - click on track display format selector.
- Vertically constrain automation movement: Shift - move automation with Grabber.
- Special Paste of automation data between different controls: Control - ⌘ - V.
- Write automation to end of session/selection: Control - click on Transport End button.
- Write automation to start of session/selection: Control - click on Transport RTZ button.
- Write automation from start to end of session/selection: Control - Shift - click on Transport End/RTZ button.
- Copy to Send: Option - H.
- Display Automation Playlist of automation-enabled control: Option - H.
- Scroll to & display track in default view in Edit window: Option - click on track name in Mix, or Insert, window or Show/Hide Tracks List.
- Scroll to & select track in Mix/Edit window: Option - click on track name in Mix, or Edit window, or Show/Hide Tracks List.

When all tracks in selection are displaying automation playlists, hold down control key during the following operations to affect all playlists on every track in selection:

- Delete: Delete
- Cut: ⌘ - X
- Duplicate: ⌘ - D
- Copy: ⌘ - C
- Clear: ⌘ - B
NUMERIC ENTRY

Initiate time entry in Current Location & Big Counters .......... = or * key on numeric keypad
Initiate time entry in Edit window Start/End/Length fields ... / on numeric keypad (subsequent presses toggle through fields)
Initiate time entry in Transport window fields ................. option - / on numeric keypad (subsequent presses toggle through fields)
Capture incoming timecode in Session Setup window (with Start field selected),
Spot dialog & Time Stamp Selected dialog ..................... = (hold down key for continued input)
Move sub-unit selection to the right ............................ period key
Move sub-unit selection to the left/right ...................... ←/→
“Calculator entry” mode ....................................+ or – keys followed by offset number
Increment/decrement the current sub-unit ...................... ↑/↓
Clear entered numeric value & stay in time entry mode ...... clear
Apply entered numeric value ...................................... return or enter
Clear entered numeric value and exit time entry mode ....... escape

Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left

Above keyboard shortcuts apply to:

- Current Location Counter  - Start, End & Length fields in Edit window  - Transport window time fields
- Spot dialog  - Big Counter

TEXT ENTRY

Move down/up rows .................................. tab /shift-tab
Move to beginning/end of word ......................... ↑/↓
Move single letters at a time across a name label ......... ←/→
Select entire word ...................................... double click on word

Above keyboard shortcuts apply to:

- naming channel strips  - Get Info dialog  - I/O Labels

PERIPHERALS DIALOG

Go to Synchronization window ................................. ⌘ - 1
Go to Machine Control window ............................... ⌘ - 2
Go to MIDI Controllers window .............................. ⌘ - 3
Go to Ethernet Controllers window ......................... ⌘ - 4
Go to Mic Preamps window ................................. ⌘ - 5

PREFERENCES DIALOG

Go to Display window ...................................... ⌘ - 1
Go to Operation window .................................... ⌘ - 2
Go to Editing window ...................................... ⌘ - 3
Go to Automation window .................................. ⌘ - 4
Go to Processing window ................................... ⌘ - 5
Go to Compatibility window ............................... ⌘ - 6
Go to MIDI window ...................................... ⌘ - 7
PLUGIN SETTINGS LIBRARY

Save Settings .................................................. ⌘ shift S
Copy Settings .................................................. ⌘ shift C
Paste Settings .................................................. ⌘ shift V

KEYBOARD INPUT FOR PLUGIN PARAMETERS

Click mouse in text field .................................... Type desired value
Move down/up parameter fields ......................... tab/ shift tab
Increase/decrease slider value ........................... ↑/↓
Input value without leaving field ....................... enter
Enter value and exit keyboard entry mode ............ return
For fields that support kilohertz ......................... type k after number multiplies by 1000

NUMERIC KEYPAD MODES

TRANSPORT MODE
MIDI Metronome On/Off .................................. 7
MIDI Count On/Off ......................................... 8
Merge Record On/Off ..................................... 9
Loop Playback ............................................. 4
Loop Record .............................................. 5
QuickPunch Record ..................................... 6
Rewind ................................................. 1
Fast Forward .......................................... 2
Record ............................................... 3
Play/Stop ............................................. 0

SHUTTLE MODE (TDM SYSTEMS ONLY)
1 X Forward .............................................. 6
1 X Rewind ............................................. 4
4 X Forward ........................................... 9
4 X Rewind ........................................... 7
1/4 X Forward ......................................... 3
1/4 X Rewind .......................................... 1
1/2 X Forward ......................................... 5-6
1/2 X Rewind ......................................... 5-4
2 X Forward .......................................... 8-9
2 X Backward .......................................... 8-7
1/16 X Forward ....................................... 2-3
1/16 X Backward ..................................... 2-1
Loop Playback of Edit Selection ....................... 0

Note: Choose Classic, Transport, or Shuttle mode in Preferences>Operations menu.
MISCELLANEOUS

Display Takes Pop Up list (appears only when selection start
or flashing insertion point matches user time stamp of regions) . . . ⌘ - click with Selector tool at selection start or
current cursor location

Set all tracks to selected record drive in Disk Allocation
dialog (for Pro Tools® III – on same Disk I/O™ only) ............option - click on record drive
Access Playback Engine dialog during Pro Tools launch . . . . . . . hold down “N” key while launching Pro Tools
Toggle between Hide All and Show All ..............option - click in Show/Hide Tracks List
Bypass repeat dialogs when multiple items will be
changed by single operation (eg. Clear, Delete, Compact) . . . . option - click respective “Proceed” button in dialog
Wait for (MIDI note) ..................................................F11 (Preference option enabled)
Single key shortcut (with Commands Focus disabled) . . . . control - “single key”
Increase or decrease track height . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . control+ up arrow or control+ down arrow

MIDI EVENTS LIST ENTRY

ALL COMMANDS BELOW ARE ACTIVE ONLY WHEN THE MIDI EVENT LIST WINDOW IS OPEN:

Enter start time field for editing ..............................⌘ - Enter (numeric keypad)
Show Event Filter dialog .................................⌘ - F
Go to ..........................................................⌘ - G
Scroll to Edit Selection .................................⌘ - H
Insert Another .............................................⌘ - M
Insert Note ..................................................⌘ - N
Insert Program Change ...............................⌘ - P
Insert Controller ......................................⌘ - L
Insert Poly Pressure .......................................⌘ - O
Delete event in MIDI Events List .................Option - Click

DIGIBASE

FOR THE FULL LIST OF DIGIBASE KEY COMMANDS, PLEASE REFER TO THE DIGIBASE GUIDE