**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 audio channel strips | option - shift - applicable function |
| applicable functions: | |
| • automation mode | • record, solo and mute enables |
| • playlist enables | • creating Plug-Ins instances |
| • record and solo safes | • 1/O, Bus, Send assignment |
| • volume/peak indicator | • track heights |
| • extend selection | • 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) |
| 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
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) ....................control - spacebar or option - click on Transport play button
Pause (pre-prime deck for instant record) .......................⌘ - control - spacebar or option - click Transport record button
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) .............⌘ - \n
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 3 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 left/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 boundary between two regions.............................................. hold down ⌘ 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 to stationary playhead or edit selection sync point......... option - control - click new region with Grabber
Snap region end to stationary playhead or edit selection start........... ⌘ - control - click new region with Grabber
**Zoom**

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

**Memory Locations**

Create memory location ................................enter 
Reset a memory location .................................control - click on memory location button 
Delete memory location .................................option - click on a memory location button 
Recall a memory location ...............................period key - memory location number - period key 
(or click on memory location button)*

**Select Edit Tools/Modes**

Shuffle ..................................................F1 or option - 1 on alpha keyboard 
Slip ......................................................F2 or option - 2 on alpha keyboard 
Spot .......................................................F3 or option - 3 on alpha keyboard 
Grid .......................................................F4 or option - 4 on alpha keyboard 
Zoomer ....................................................F5 or ⌘ - 1 on alpha keyboard 
Trimmer ...................................................F6 or ⌘ - 2 on alpha keyboard 
Selector ...................................................F7 or ⌘ - 3 on alpha keyboard 
Grabber ...................................................F8 or ⌘ - 4 on alpha keyboard 
Scrubber ..................................................F9 or ⌘ - 5 on alpha keyboard 
Pencil .....................................................F10 or ⌘ - 6 on alpha keyboard 
SmartTool ................................................(F6 & F7) or (F7 & F8) or ⌘ - 7 on alpha keyboard 
Cycle through edit tools .................................escape key 
Cycle through edit modes ..............................← key

*The first period key press is not required with “Classic” numeric keypad mode selected in Preferences.*
TDM SYSTEMS ONLY

Zoom Level 1-5  \[1\ 2\ 3\ 4\ 5\]  
Play to/from edit start by pre/post-roll value  \[6\ 7\]
Play to/from edit end by pre/post roll amount  \[8\ 9\]
Copy Edit Selection to Timeline Selection  0
Copy Timeline Selection to Edit selection  0
Track View Toggle  - (minus key)
Capture Timecode  =
Center Timeline Start  Q
Center Timeline End  W
Zoom Toggle  E
Zoom Out Horizontally  R
Zoom In Horizontally  T
Snap Start (of selected region) to timecode  Y
Snap sync point (of selected region) to timecode  U
Snap End (of selected region) to timecode  I
Snap Start (of selected region) to playhead  H
Snap Sync point (of selected region) to playhead  J
Snap End (of selected region) to playhead  K
Move Edit Selection up  P
Move Edit Selection down  ; (semi colon)
Tab back  L
Tab forward  ' (apostrophe)
Play Timeline selection  J
Play Edit selection  I
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  /

LE AND TDM SYSTEMS

Track View Toggle  control - Minus Key (alpha only)
Zoom Toggle  control - E
Zoom Defaults  control - 1 through 5
**Fades**

Apply xfade to selection without accessing Fades window. ⌘-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 - ←/→

**Regions List**

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 - ⌘-B

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

**Import Audio Dialog**

Remove item from list ................................. ⌘-R

Remove all items from list ......................... shift - ⌘-R

Add all .................................................. ⌘-option - A

Random-access search through selected file .......... move slider to desired location

Import current selection ............................... Enter

Import all ............................................... shift - ⌘-I

Convert and import current selection ............... ⌘-C

Convert and import all .............................. shift - ⌘-C

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

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/clip-hold from meter 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

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 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 ............... ⌘ - control - click on control
Scroll to & display track in default view in Edit window ..................... ⌘ - control - click on track name in Mix, or Insert, window or Show/Hide Tracks List
Scroll to & select track in Mix/Edit window ..................................... control - 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
Insert Silence .............................................................. .shift - ⌘ - E
**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
- Big Counter
- Transport window time fields

**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 ProControl window .........................⌘ - 4

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

Keyboard Input for Plug-In Parameters

Click mouse in text field ................................ Type desired value
Move down/up parameter fields ....................... tab/ shift - tab
Increase/decrease slider value ....................... ↑/↓
Input value without leaving field .................... enter
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) ⌘ - close 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”

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**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