### Global Keyboard Commands

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### Mix and Edit Groups

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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.
RECORD AND PLAYBACK

Open New Track Dialog ........................................... 96 - shift - N
Cycle up/down through New Track options ................. 96 - ↑ / ↓
Start record ......................................................... 96 - spacebar/F12
Stop record ............................................................ spacebar
Stop record and discard take .................................. 96 - period key
Start/stop playback ............................................ spacebar
Half-speed record ................................................ 96 - shift - spacebar
Half-speed playback ............................................. shift - spacebar
Pause (pre-prime deck for instant playback & record) .... control - spacebar or option - click on Transport play button
Enable/disable online record .................................. 96 - option - spacebar
Enable/disable online playback ................................ 96 - J / option - spacebar
Toggle record modes (normal/Destructive/Loop/QuickPunch) .... control - click on Transport record button
Record-safe track ................................................ 96 - click on Record enable button
Solo-safe track ...................................................... 96 - click on Solo button
QuickPunch ............................................................ 96 - shift - P
Enter/Exit record during playback in QuickPunch .......... 96 - 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 ..................................... 96 - forward/reverse
Toggle Transport Master (Pro Tools/Machine/MMC) .......... 96 - \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 .......... 96 - ←/→
Play by pre & post-roll value through selection start/end .... 96 - 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 ...... 96 - ←/→ (when no selection)

When Transport = Machine/MMC:
Cue transport to selection start/end .......................... 96 - ←/→
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 96 - 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 ................................ shift - option - return
Set selection start/end during playback ......................... shift - control - tab
Set selection start/end to incoming time code while stopped .... shift - control - option - tab
Select entire region in Edit window ............................. double-click with Selector
Select entire track in Edit window ............................... triple-click with Selector / 1
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 (1 key) and shift - click on
any other track (To enable keyboard selection of
Groups, click 1 box at top right of Groups List)

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

Change Nudge value ............................................ 1 - 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 ....... 1 - shift - +/−
Trim left edge of region to right/left by Nudge value ............... option - +/−
Trim right edge of region to right/left by Nudge value .......... 1 - +/−
Reverse Trimmer direction when trimming region ................ option - Trimmer
Trim boundary between two regions .......................... hold down 1 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 .... 1 - control - click new region with Grabber
**Zoom**

Horizontal zoom in/out ................................................. \[ \text{Control} - ] / [ \]
Vertical zoom in/out ................................................... \[ \text{Control} - ] / [ \]
Fill window with selection .............................................. \[ \text{Option} - ] / [ \]
View entire session ...................................................... \[ \text{Double-Click on Zoomer} \]
Zoom vertical and horizontal axis ..................................... hold down \[ \text{Control} \] key while using Zoomer
Zoom to previous orientation .......................................... \[ \text{Option} - Click on Display Scale Arrows} \]
Max zoom before waveform drawn from disk ....................... \[ \text{Control} - Click on Zoomer (faster drawing from RAM) \]

**Memory Locations**

Create memory location ............................................... \[ \text{Enter} \]
Reset a memory location .............................................. \[ \text{Control} - Click on Memory Location Button \]
Delete memory location ............................................... \[ \text{Option} - Click on a Memory Location Button \]
Recall a memory location ............................................... period key - Memory Location Number - period key
(or click on memory location button)*

**Select Edit Tools/Modes**

Shuffle ................................................................. \[ F1 \]
Slip ................................................................. \[ F2 \]
Spot ................................................................. \[ F3 \]
Grid ................................................................. \[ F4 \]
Zoomer ............................................................... \[ F5 \]
Trimmer ............................................................... \[ F6 \]
Selector .............................................................. \[ F7 \]
Grabber ............................................................ \[ F8 \]
Scrubber ........................................................... \[ F9 \]
Pencil ............................................................... \[ F10 \]
SmartTool .......................................................... \[ \text{F6 & F7) or (F7 & F8) \]
Cycle through edit tools ............................................ \[ \text{Escape Key} \]
Cycle through edit modes ........................................... \[ \text{~ Key} \]

*The first period key press is not required with “Classic” numeric keypad mode selected in Preferences.*
COMMANDS FOCUS MODE (CLICK [F5] BUTTON)

Zoom Level 1-5 [1][2][3][4][5] .......................... 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
Capture Timecode ................................................................. =
Center Timeline Start .............................................................. Q
Center Timeline End ............................................................... W
Fill Window ................................................................. 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 ................................................................. C
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 ................................... /
**Fades**

Apply xfade to selection without accessing Fades window: \( \text{control} + F \) (uses default fade shape)

Edit fade-in only in Fades window: \( \text{option} + \text{click} + \text{drag fade-in curve} \) (in "None" Link mode only)

Edit fade-out only in Fades window: \( \text{control} + \text{click} + \text{drag fade-out curve} \) (in "None" Link mode only)

Audition start/stop in Fades window: \( \text{spacebar} \)

Reset to default zoom in Fades window: \( \text{click} + \text{on either zoom arrow} \)

Reset standard or S-shape crossfades to default curves: \( \text{option} + \text{click in xfade window} \) (in Equal Power/Gain modes)

Cycle up/down through Out Shape parameter options: \( \text{control} - / \) (fl)

Cycle up/down through In Shape parameter options: \( \text{option} - / \) (fl)

Cycle up/down through Link parameter options: \( \text{control} - / \) (fl)

Cycle up/down through preset Out Shape curves: \( \text{control} - / \) (fl)

Cycle up/down through preset In Shape curves: \( \text{option} - / \) (fl)

**Regions List**

Select region by name: \( \text{type letter(s) A-Z} \) (To enable keyboard selection of Regions, click box at top right of Regions List)

Clear selected region(s) from Regions List: \( \text{shift} + \text{B} \)

Bypass dialog boxes during deletion of audio files: \( \text{option} + \text{click "delete"/"yes" button in respective dialog} \)

Audition region in Regions List: \( \text{option} + \text{click & hold on region in Regions List} \)

Rename region/file: \( \text{double-click region in Regions List or double-click with Grabber on region in playlist} \)

Constrain region placement to start at play/edit cursor location or selection start: \( \text{control} - \text{click} - \text{drag region} \)

**Import Audio Dialog**

Add currently selected region or audio file to list: \( \text{enter or return} \)

Audition currently selected audio file/region: \( \text{P or spacebar} \)

Stop audition of selected file and retain selection: \( \text{P or S} \)

Stop audition of selected file & go to top of scroll box: \( \text{spacebar} \)

Move between file windows: \( \text{tab} \)

Done: \( \text{W} \)

Cancel: \( \text{period key} \)

Random-access fwd/rew search through selected file: \( \text{click right/left side of counter} \)

**Convert and Import Dialog**

Add: \( \text{A} \)

Remove: \( \text{R} \)

Add All: \( \text{option} - \text{A} \)

Done: \( \text{W} \)

Cancel: \( \text{period key} \)

Play/Stop: \( \text{spacebar} \)
**Mixing**

Set all faders to their automation null points .... option - clicking on either auto-match 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 ..................option - click on insert name in Inserts view
Send mute ..................option - click on send name in Sends view
Toggle Send Display between "All" & "Individual" mode .......... - click on Send pop up

**Automation**

Leave upper/lower-most extremity 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 Plug-In Insert 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 ... - control - click on track name in Mix, Edit, Insert, (Track defaults: disk=waveform; MIDI=notes; aux/master=volume) or Sends window or Show/Hide Tracks List
Scroll to & display track in default view in Edit window ... - control - click on track name in Mix, Edit, Insert or Sends window or Show/Hide Tracks List
Scroll to & select track in Mix/Edit window ...........control - click on track name in Mix, Edit, Insert or Sends 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)
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 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
Plug-In Settings Librarian

Compare .................................................. shift - E
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
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 chosen position
matches user time stamp of files/regions) ................. 36 - click with Selector on position
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”