



Pro Tools[®] | First Shortcuts Guide

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Chapter 1: Pro Tools | First Shortcuts

For increased operational speed and ease of use, there are many keyboard and Right-click shortcuts to give you fast access to a wide variety of tasks in Pro Tools | First. *Menu commands that have a keyboard shortcut display their keyboard shortcut on-screen, to the right of the menu command.*

Conventions Used in Documentation

Pro Tools documentation uses the following conventions to indicate menu choices and key commands:

Convention	Action
File > Save	Choose Save from the File menu.
Command+N/Control+N	Hold down the Command (Apple) key (Mac) or the Control (Ctrl) key (Windows) and press the N key.
Option+Plus/Minus (+/-) keys	Hold down the Option key and press the Plus (+) or Minus (-) key (on numeric keypad or computer, as noted).
Command-click (Mac Only)	Hold down the Command key and click the mouse button.
Right-click	Click with the right mouse button.

Chapter 2: Global Keyboard Shortcuts

Global keyboard shortcuts apply to many functions in Pro Tools (such as changing a parameter).

Parameter Change

Pro Tools provides global keyboard shortcuts for changing the following parameters:

- Automation mode
- Monitor mode
- record, solo and mute enable
- record and solo safes
- inserting plug-ins
- I/O, bus, send assignment
- volume/peak indicator
- extend Edit or Timeline selection
- track height
- clear clip meter

Action	Mac	Windows
Change parameter on all channel strips	Option+applicable function (applicable functions listed above)	Alt+applicable function (applicable functions listed above)
Change parameter on all selected channel strips	Option+Shift+applicable function (applicable functions listed directly above)	Alt+Shift+applicable function (applicable functions listed above)

Toggle

Pro Tools provides global keyboard shortcuts for changing the following parameters:

- Memory Location parameters

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	Command-click on applicable item (applicable items listed directly above)	Control-click on applicable item (applicable items listed above)

Fine Adjustment

Pro Tools provides global keyboard shortcuts for the following types of fine adjustment:

- Plug-in parameter editing
- automation data trimming
- fader movement

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

Action	Mac	Windows
Select multiple contiguous items (tracks, Clips, paths)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed above)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed above)
Select multiple non-contiguous items (tracks, Clips, paths)	Click to select first item, then Command-click to select the next item (applicable items listed above)	Click to select first item, then Control-click another to select the next item (applicable items listed above)

Chapter 3: Keyboard Shortcuts

Pro Tools | First provides single-key shortcuts for many edit and play commands.

Action	Keyboard Shortcut
Play Selection	[
Nudge Play Selection Later By Next Bigger Grid	/
Nudge Play Selection Earlier By Grid	\
Nudge Play Selection Earlier By Grid	,
Nudge Play Selection Later By Grid	.
Move Edit Insertion To Next Edit	'
Move Edit Insertion To Next Track	;
Play To Edit Start	6
Play From Edit Start	7
Play To Edit End	8
Play From Edit End	9
Trim Clip Start To Cursor	A
Clear	B
Copy	C
Duplicate	D
Crossfade With No Dialog	F
Fade Out From Cursor To End Of Clip	G
Move Edit Insertion To Previous Edit	L
Nudge Play Earlier By Next Bigger Grid	M
Toggle Insertion Follows Playback	N
Move Edit Insertion To Previous Track	P

Action	Keyboard Shortcut
Show Selection Start	Q
Zoom Out Horizontal	R
Trim Clip End To Cursor	S
Zoom In Horizontal	T
Paste	V
Display Timeline Selection End	W
Cut	X
Undo	Z
Redo	Shift+Z
Toggle Track View Mode	-

Chapter 4: 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
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+[
Loop playback toggle	Command+Shift+L, or Control-click on Transport Play button	Ctrl+Shift+L, or Start-click on Transport Play button
Dynamic Transport Mode toggle	Command+Control+P	Ctrl+Start+P
Solo-safe track	Command-click on track Solo	Ctrl-click on track Solo

Recording

Action	Mac	Windows
Start record	Command+Spacebar, F12, or 3 (on numeric keypad)*	Ctrl+Spacebar, or F12, or 3 (on numeric keypad)
Stop record	Spacebar	Spacebar
Stop record and discard recording take (not undoable)	Command+Period (.)	Ctrl+Period (.)
Half-speed record	Command+Shift+Spacebar, or Shift+F12*	Ctrl+Shift+Spacebar, or Shift+F12
Enable/disable online record	Command+Option+Spacebar*	Ctrl+Alt+Spacebar
Record-safe track	Command-click on track Record Enable button	Ctrl-click on track Record Enable button
Cycle through record modes: normal, Destructive, Loop, and QuickPunch™	Control-click on Transport Record Enable button	Start-click on Transport Record Enable button
Loop Record toggle	Option+L	Alt+L
QuickPunch toggle	Command+Shift+P	Ctrl+Shift+P
Enter/Exit record during playback in QuickPunch	Command+Spacebar, F12, or click Transport Record button*	Ctrl+Spacebar, F12, or click Transport Record Enable button
Enable or disable pre/post-roll time	Command+K	Ctrl+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
<p><i>*Some Pro Tools First 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 First, these Mac OS X shortcuts must be disabled or remapped.</i></p>		

Numeric Keypad Transport Shortcuts

The following shortcuts apply when you use the Numeric Keypad.

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

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

Action	Mac	Windows
Zoomer tool	F5, or Command+1 (on computer keyboard)	F5, or Ctrl+1 (on computer keyboard)
Trimmer tool	F6, or Command+2 (on computer keyboard)	F6, or Ctrl+2 (on computer keyboard)
Selector tool	F7, or Command+3 (on computer keyboard)	F7, or Ctrl+3 (on computer keyboard)
Grabber tool	F8, or Command+4 (on computer keyboard)	F8, or Ctrl+4 (on computer keyboard)
Pencil tool	F10, or Command+6 (on computer keyboard, if Mac OS X Expose is disabled)	F10, or Ctrl+6 (on computer keyboard)
Smart Tool	F6+F7, F7+F8, or Command+7 (on computer keyboard)	F6+F7, F7+F8, or Ctrl+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	Ctrl-click the Shuffle button

Edit Selection, Definition, and Navigation

Action	Mac	Windows
Enable or disable Tab to Transients command	Command+Option+Tab	Ctrl+Alt+Tab
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 Tran- sient enabled)	Ctrl+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)	Ctrl+Tab (if Tab to Transients is disabled)
Go to and select next Clip	Control+Tab	Start+Tab

Action	Mac	Windows
Go to and select previous Clip	Control+Option+Tab	Start+Ctrl+Tab or Start+Ctrl
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	Ctrl+Shift+Tab
Extend selection to include next Clip	Control+Shift+Tab	Start+Shift+Tab
Extend selection to include previous Clip	Control+Shift+Option+Tab	Start+Shift+Ctrl+Tab
Return to start of project	Return	Enter
Go to end of project	Option+Return	Ctrl+Enter
Extend selection to start of project	Shift+Return	Shift+Enter
Extend selection to end of project	Option+Shift+Return	Ctrl+Shift+Enter
Set selection start/end during playback	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 Ctrl+A
Select all Clips in all tracks in Edit window	Return, then press Command+A	Enter, then press Ctrl+A
Move the selection forward by the selection amount	Command+Control+Option+Apostrophe (')	Ctrl+Alt+Start+Apostrophe (')
Move the selection backward by the selection amount	Command+Control+Option+L	Ctrl+Alt+Start+L
Double the length of the Edit selection	Command+Control+Option+Shift+Apostrophe (')	Ctrl+Alt+Start+Shift+Apostrophe (')
Halve the length of the selection	Command+Control+Option+Shift+L	Ctrl+Alt+Start+Shift+L
Fit all shown tracks in the Edit window	Command+Option+Control+Up arrow or Down arrow	Ctrl+Alt+Start+Up arrow or Down arrow
Record enable tracks that contain the Edit cursor or Edit selection	Shift+R	Shift+R

Action	Mac	Windows
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 the insertion to the beginning of the Edit selection	Down arrow	Down arrow
Move the insertion to the end of the Edit selection	Up arrow	Up arrow
Increase or decrease the height of any track and/or lane that contains the Edit cursor or an Edit selection*	Control+Up/Down Arrow	Start+Up/Down Arrow
<p><i>*Some Pro Tools edit selection, definition, and navigation shortcuts use the same key commands as some Mac OS X shortcuts. If you want to retain use of these key commands in Pro Tools, these Mac OS X shortcuts must be disabled or remapped.</i></p>		

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	Ctrl+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 (,)	Minus (-) key (on numeric keypad), or Comma (,)
Nudge forward by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)	Plus (+) key (on numeric keypad), or Period (.)	Plus (+) key (on numeric keypad), or Period (.)
Nudge start/end data to right/left by Nudge value (keeps underlying audio and moves start/end)	Shift+Plus/Minus (+/-) keys	Shift+Plus/Minus (+/-) keys
Nudge data within current Clip to right/left by Nudge value (keeps Clip start/end and moves underlying audio)	Control+Plus/Minus (+/-) keys	Start+Plus/Minus (+/-) keys

Action	Mac	Windows
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	Ctrl+Shift+Plus/Minus (+/-) keys
Move left edge of selection to right/left by Nudge value	Option+Plus/Minus (+/-) keys	Alt+Plus/Minus (+/-) keys
Move right edge of selection to right/left by Nudge value	Command+Plus/Minus (+/-) keys	Ctrl+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	Ctrl-Start-click new Clip with Grabber tool

Zoom

Action	Mac	Windows
Zoom in or out	Command+] or [Ctrl+] or [
Zoom to show all clips	Option+A	Alt+A
Zoom and scroll timeline	Option+F	Alt+F
Fill window with selection	Option-click on Zoomer tool or Option+F	Alt-click on Zoomer tool or Alt+F

File Menu

Action	Mac	Windows
Create New	Command+N	Ctrl+N
Open Project	Command+O	Ctrl+O
Open Recent	Command+Shift+O	Ctrl+Shift+O
Close Project	Command+Shift+W	Ctrl+Shift+W
Save	Command+S	Ctrl+S
Export Audio Mix	Command+Option+B	Ctrl+Alt+B
Import	Command+Shift+I	Ctrl+Shift+I

Dashboard Window

Action	Mac	Windows
Toggle Dashboard options	Command+Up/Down Arrow	Ctrl+Up/Down Arrow

Edit Menu

Action	Mac	Windows
Undo	Command+Z	Ctrl+Z
Redo	Command+Shift+Z	Ctrl+Shift+Z
Cut	Command+X	Ctrl+X
Copy	Command+C	Ctrl+C
Paste	Command+V	Ctrl+V
Clear	Command+B	Ctrl+B
Select All	Command+A	Ctrl+A
Play Selection	Option+[Alt+[
Duplicate selection	Command+D	Ctrl+D
Repeat selection	Option+R	Alt+R
Shift selection	Option+H	Alt+H

Action	Mac	Windows
Insert Silence	Command+Shift+E	Ctrl+Shift+E
Trim Clip to Selection	Command+T	Ctrl+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	Ctrl+E
Heal Separation	Command+H	Ctrl+H
Strip Silence	Command+U	Ctrl+U
Consolidate selection	Option+Shift+3	Alt+Shift+3
Restore Last Selection	Command+Option+Z	Ctrl+Alt+Z

Memory Locations and Markers

Action	Mac	Windows
Create Memory Location	Enter (on numeric keypad)	Enter (on numeric keypad)
Edit a Memory Location	Control-click on Memory Location marker	Start-click on Memory Location marker
Delete Memory Location	Option-click on a Memory Location marker	Alt-click on a Memory Location marker
Recall a Memory Location using the numeric keypad	Period (.)+Memory Location number+Period (.) (Transport or Shuttle mode), or Memory Location number+Period (.) (Classic mode)	Period (.)+Memory Location number+Period (.) (Transport or Shuttle mode), or Memory Location number+Period (.) (Classic mode)
Move only the Song Start Marker, without moving any tick-based data	Control-Shift-drag the Song Start Marker	Start-Shift-drag the Song Start Marker
Toggle the Timeline Insertion/Play Start Marker Follows Playback preference on and off	Control+N	Start+N

Automation

Action	Mac	Windows
Toggle Track View on all tracks	Option+Minus (–) key (on computer keyboard)	Alt+Minus (–) key (on computer keyboard)
Change to previous/next Track View on all tracks	Control+Option+Command+ Left/Right Arrow keys	Ctrl+Alt+Start+ Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Command-click on Track View selector	Ctrl-click on Track View selector
Disable/enable all Automation playlists on selected track	Command+Shift-click on Track View selector	Ctrl+Shift-click on Track View selector
Open Plug-in Automation dialog	Command+Option+Control-click on Track View selector (in Edit window)	Ctrl+Alt+Start-click on parameters (in Plug-in window)
Suspend Trim automation on all tracks	In the Automation window, Command-click the Suspend button	In the Automation window, Ctrl-click the Suspend button
Suspend currently displayed automation type on a track	Command-click the control name in the Track View selector	Ctrl-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 Ctrl+Alt while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
Display Automation playlist of automation-enabled plug-in control, track volume, or track pan	Command-Control-click on control	Ctrl-Start-click on control

Fades

Action	Mac	Windows
Create Fades (open Fades dialog)	Command+F	Ctrl+F
Apply crossfade without opening Fades dialog	Command+Control+F (uses last selected fade shape)	Ctrl+Start+F (uses last selected fade shape)
Fade to Start	Option+D	Alt+D
Fade to End	Option+G	Alt+G

Fades Dialog

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)	Ctrl-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	Ctrl-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)
Cycle up/down through Out Shape parameter options	Control+Up/Down Arrow keys	Start+Up/Down Arrow keys
Cycle up/down through In Shape parameter options	Option+Up/Down Arrow keys	Alt+Up/Down Arrow keys
Cycle up/down through Link parameter options	Up/Down Arrow keys	Up/Down Arrow keys
Cycle up/down through preset Out Shape curves	Control+Left/Right Arrow keys	Start+Left/Right Arrow keys
Cycle up/down through preset In Shape curves	Option+Left/Right Arrow keys	Alt+Left/Right Arrow keys

Track Menu

Action	Mac	Windows
New Track	Command+Shift+N	Ctrl+Shift+N
Duplicate Tracks	Option+Shift+D	Alt+Shift+D
Clear all Clip indicators	Option+C	Alt+C

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, MIDI, or Master Fader)	Double-click empty area of the Mix or Edit windows, or Tracks list	Double-click empty area of the Mix or Edit windows, or Tracks list
Add a new Audio track of the same channel width as the last new track	Command-double-click empty area of Mix or Edit windows, or Tracks list	Control-double-click empty area of the Mix or Edit windows, or Tracks list
Add a new Auxiliary Input track of the same channel width as the last new track	Control-double-click empty area of Mix or Edit windows, or Tracks list	Start-double-click empty area of the Mix or Edit windows, or Tracks list
Add a new Master Fader track of the same channel width as the last new track	Shift-double-click empty area of Mix or Edit windows, or Tracks list	Shift-double-click empty area of the Mix or Edit windows, or Tracks list
Add a new stereo Instrument track	Option-double-click empty area of Mix or Edit windows, or Tracks list	Alt-double-click empty area of the Mix or Edit windows, or Tracks list

New Tracks Dialog

Action	Mac	Windows
Cycle through Track Type choices	Command+Up/Down Arrow keys	Ctrl+Up/Down Arrow keys
Cycle through Track Format choices	Command+Left/Right Arrow keys	Ctrl+Left/Right Arrow keys
Cycle through Track Timebase choices	Command+Option+Up/Down Arrow keys	Ctrl+Alt+Up/Down Arrow keys

Action	Mac	Windows
Add or delete a Track Entry field	Command+Plus/Minus (+/-) keys or Command+Shift+Up/Down Arrow keys	Ctrl+Plus/Minus (+/-) keys, or Ctrl+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

Clip Menu

Action	Mac	Windows
Bring to Front	Option+Shift+F	Alt+Shift+F
Send to Back	Option+Shift+B	Alt+Shift+B
Group Clips	Command+Option+G	Ctrl+Alt+G
Ungroup Clips	Command+Option+U	Ctrl+Alt+U
Regroup Clips	Command+Option+R	Ctrl+Alt+R
Loop Clip	Command+Option+L	Ctrl+Alt+L
Identify Sync Point	Command+Comma (,)	Ctrl+Comma (,)
Quantize Clip to Nearest Grid	Command+0 (zero)	Ctrl+0
Open Elastic Properties windows	Option+5 (on numeric keypad)	Alt+5 (on numeric keypad)

Clip List

Action	Mac	Windows
Select All Clips in Clip List	Command+Shift+A	Ctrl+Shift+A
Select Unused Clips	Command+Shift+U	Ctrl+Shift+U
Clear selected Clips	Command+Shift+B	Ctrl+Shift+B
Rename selected Clips	Command+Shift+R	Ctrl+Shift+R
Export Clip Definition	Command+Shift+Y	Ctrl+Shift+Y
Export Clips as Files	Command+Shift+K	Ctrl+Shift+K
Select or deselect a Clip	Command-click a Clip	Ctrl-click a Clip

Action	Mac	Windows
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
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+Ctrl and drag Clip

Elastic Audio

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

Action	Mac	Windows
Toggle between Real-Time and Rendered Elastic Audio processing	Command-Control-click the Elastic Audio plug-in button	Ctrl-Start-click the Elastic Audio plug-in button
Add a Warp marker on top of an event	With the Grabber tool, Control-click any Event marker	With the Grabber tool, Start-click any Event marker
Relocate a Warp marker (without applying warping)	With the Grabber or the Pencil tool, Control-click and drag a Warp marker to a new location	With the Grabber or the Pencil tool, Start-click and drag a Warp marker to a new location
Delete a Warp marker	Double-click a Warp marker, or with the Grabber or the Pencil tool, Option-click a Warp marker	Double-click a Warp marker, or with the Grabber or the Pencil tool, Alt-click a Warp marker
Delete all Warp markers in a selection	Press Delete or Backspace	Press Delete or Backspace
Telescope-Warp audio before first Warp marker in or out	With the Grabber tool, Option-click and drag first Event marker to the left or right	With the Grabber tool, Alt-click and drag first Event marker to the left or right

Action	Mac	Windows
Add an Event marker	With the Grabber tool, Control-click at the location where you want to add an Event marker	With the Grabber tool, Start-click at the location where you want to add an Event marker
Delete an Event marker	With the Graber Tool or Pencil tool, Option-click the Event marker you want to delete	With the Graber Tool or Pencil tool, Alt-click the Event marker you want to delete

Event Menu

Action	Mac	Windows
Open Time Operations window	Option+1 (on numeric keypad)	Alt+1 (on numeric keypad)
Open Tempo Operations window	Option+2 (on numeric keypad)	Alt+2 (on numeric keypad)
Open Event Operations window	Option+3 (on numeric keypad)	Alt+3 (on numeric keypad)
Quantize (in Event Operations window)	Option+0 (on numeric keypad)	Alt+0 (on numeric keypad)
Change Duration (in Event Operations window)	Option+P	Alt+P
Transpose (in Event Operations window)	Option+T	Alt+T
Select/Split Notes (in Event Operations window)	Option+Y	Alt+Y
Open MIDI Event List window	Option+Equal (=)	Alt+Equal (=)
Open Beat Detective window	Command+8 (on numeric keypad)	Ctrl+8 (on numeric keypad)
Identify Beat	Command+I	Ctrl+I
All MIDI Notes Off	Command+Shift+Period (.)	Ctrl+Shift+Period (.)

MIDI Events List

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

Step Input

The following shortcuts are available in the Event Operations Step Input window when the Enable Numeric Keypad Shortcuts option is enabled.

Action	Mac	Windows
Whole note	1	1
1/2 note	2	2
1/4 note	4	4
1/8 note	5	5
1/16 note	6	6
1/32 note	7	7
1/64 note	8	8
Dotted note	Decimal key (.)	Decimal key (.)
Toggle Tuplet on/off	3	3
Next step	Enter	Enter

Action	Mac	Windows
Undo step	0	0
Nudge forward	Plus (+)	Plus (+)
Nudge back	Minus (-)	Minus (-)
Select Main Location indicator	Equals (=)	Equals (=)
Edit Selection indicators	/	/

Window Menu

Action	Mac	Windows
Toggle Mix and Edit windows	Command+Equal (=)	Ctrl+Equal (=)
Hide All Floating Windows	Command+Option+Control+W	Ctrl+Alt+Start+W
Show Task Manager	Option+Apostrophe (')	Alt+Apostrophe (')
Show Workspace	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)	Ctrl+1 (on numeric keypad)
Show Big Counter	Command+3 (on numeric keypad)	Ctrl+3 (on numeric keypad)
Show Memory Locations	Command+5 (on numeric keypad)	Ctrl+5 (on numeric keypad)
Open MIDI Editor	Control+Equal (=)	Start+Equal (=)
Cycle through all open MIDI Editors	Control+Equal (=)repeatedly	Ctrl+Equal (=) repeatedly

Plug-In Inserts and Sends

Action	Mac	Windows
Bypass an insert and all inserts below it on a track	Control-click the Insert Assignment button	Start-click the Insert Assignment button
Bypass an insert and all inserts below it on all tracks	Control+Option-click the Insert Assignment button	Start+Alt-click the Insert Assignment button
Bypass (or unbyypass) all inserts on selected tracks	Shift+A	Shift+A
Bypass (or unbyypass) inserts A–E on selected tracks	Shift+2	Shift+2
Bypass (or unbyypass) all EQ plug-ins on selected tracks	Shift+E	Shift+E
Bypass (or unbyypass) all Dynamics plug-ins on selected tracks	Shift+C	Shift+C
Bypass (or unbyypass) all Reverb plug-ins on selected tracks	Shift+V	Shift+V
Bypass (or unbyypass) all Delay plug-ins on selected tracks	Shift+D	Shift+D
Bypass (or unbyypass) all Modulation plug-ins on selected tracks	Shift+W	Shift+W
Mute (or unmute) Sends on selected tracks	Shift+4	Shift+4
Mute (or unmute) all Sends on selected tracks	Shift+Q	Shift+Q
Mute a send and all sends below it on a track	Control-click the Send Assignment button	Start-click the Send Assignment button
Mute a send and all sends below it on all tracks	Control+Option-click the Send Assignment button	Start+Alt-click the Send Assignment button

Chapter 5: Workspace Shortcuts

Pro Tools provides shortcuts for managing and auditioning files in Workspace browsers.

Global Workspace Shortcuts

Action	Mac	Windows
Open the Workspace browser if no browser is currently open and Cycle through open Workspace browsers (when multiple Workspace browsers are open)	Option+Semicolon (;)	Alt+Semicolon
Open a new Workspace browser focused on Volumes	Option+I	Alt+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	Ctrl+Left/Right Arrow keys

Action	Mac	Windows
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

Delete or Duplicate

Action	Mac	Windows
Clip List: Delete selected Clip from the timeline – or – Browser Item: Delete items from the browser/disk	Delete	Delete
Delete locked files selected in a browser	Command+Delete	Ctrl+Delete
Delete any selected browser item, and suppresses any warning dialog	Option+Delete	Alt+Delete
Create duplicates of any selected files	Command+D	Ctrl+D

Auditioning

Action	Mac	Windows
Browser Item: Start or stop auditioning from head (when Spacebar Toggle File Preview is enabled) – or – Audio Import dialog: Start or stop auditioning from head	Spacebar	Spacebar
Browser Item: Start or stop loop auditioning from head	Option+Spacebar	Alt+Spacebar

Action	Mac	Windows
Start or stop preview when browser is front-most window	Command+P	Ctrl+P
Stop preview when browser is front-most window	Escape	Escape
Start and stop Context Preview in the front-most browser during project playback	Press Esc or Command+P	Press Esc or Ctrl+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	Ctrl-click the Preview button
Import Audio dialog: Start or stop auditioning	Command+P	Alt+P

Mouse Click

Action	Mac	Windows
Select contiguous items in a browser or column headers	Shift-click	Shift-click
Select all of the files in a multichannel file in a browser	Option+Shift-click	Alt+Shift-click
Column Headers: Make a secondary sort order – or – Clip List: Audition a file – or – Browser Find Button: Cancel a search, and closes the Search pane – or – Browser Close Box: Close all open browsers	Option-click	Alt-click
Column Header: Access list of columns that can be shown or hidden	Control-click in any Workspace column label	Start-click (or Right-click) in any Workspace column label

Action	Mac	Windows
Browser Back Button: Open the navigation menu – or – Browser Items: Select discontiguous items – or – Column Headers: Select discontinuous column headers – or – Browser Up Button: Open menu for navigating up several levels – or – Browser View Preset Buttons: Store column order and width, and sort order	Command-click	Ctrl-click
Clip List: Select a Clip without changing which Clip is highlighted in Timeline	Control-click	Ctrl-double-click
Browser Items: Open a new window and leave the original window open	Command-double-click	Ctrl-double-click

Drag and Drop

Action	Mac	Windows
Browser Item: From one folder to another folder on the same volume, create a copy of that item in the target location – or – Browser Media File to Clip List or Timeline	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 the sync point and spot to the Timeline and copy the audio file	Command+Option-drag and drop	Ctrl-Alt-drag and drop
Clip List: Snap to head – or – Browser Audio File, from Name or Icon: Snap to head – or – Browser Audio File, from Waveform Display: Spot to temporary sync point	Control-drag and drop	Start-drag and drop
Browser Audio File to Timeline: Snap to head	Control+Option-drag and drop	Start-Alt-drag and drop

Action	Mac	Windows
Clip List: Snap to sync point – or – Browser Item: Snap to sync point	Control+Shift-drag and drop	Start-Shift-drag and drop
Browser Item: Snap to sync point	Control+Option-Shift-drag and drop	Start-Alt-Shift-drag and drop
Clip List: Snap to tail – or – Browser Item: Snap to tail	Control+Command-drag and drop	Start+Ctrl-drag and drop
Browser Item: Snap to tail	Control+Command+Option-drag and drop	Start+Ctrl+Alt drag and drop
Browser Item: Spot with variable cursor	Control-Command-Shift drag and drop	Start+Ctrl+-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	Ctrl+Alt+F
Up one browser level (same as Up arrow icon)	Command+Up Arrow key	Ctrl+Up Arrow key
Open folder (new window)	Command+Down Arrow key	Ctrl+Down Arrow key
Open Show/Hide icon	Right Arrow key	Right Arrow key
Close Show/Hide icon	Left Arrow key	Left Arrow key
Cycle to next or previous browser	Command+Left/Right Arrow keys	Ctrl+Left/Right Arrow keys
Enter/exit Name Edit field	Enter or Return	Enter
Revert to original text	Escape (Esc) key	Escape (Esc) key

Action	Mac	Windows
Open/close Search pane	Command+F	Ctrl+F
Move to next Search field	Tab	Tab
Move to previous Search field	Shift+Tab	Shift+Tab

Chapter 6: 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 Input selector	<ul style="list-style-type: none">• Make Active/Inactive
Send selector	Access send assignment views
Send Assignment button	<ul style="list-style-type: none">• Mute• Make Active/Inactive
Insert Assignment button	<ul style="list-style-type: none">• Bypass• Make Active/Inactive• Automation dialog (plug-ins only)• Automation Safe (plug-ins only)
Track name (in Mix and Edit windows)	<ul style="list-style-type: none">• Scroll Into View• New• Rename• Duplicate• Split Into Mono (multichannel tracks only)• Delete

Edit Window

Feature	Shortcut
Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Meter • Cut • Copy • Paste • Clear • Matches (Clip or Clip selection only) <ul style="list-style-type: none"> •Match Criteria •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 • Delete Fades • Snap to Next • Snap to Previous • Spot • Rename (Clip or Clip selection only) • Group Clips (Clip or Clip selection only) • Ungroup Clips (Clip or Clip selection only) • Loop • Unloop

Feature	Shortcut
<p>Command+right-click (Mac), Control+right-click (Windows) Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)</p>	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Key Signature •Meter •Chord • Cut • Copy • Clear • Matches (Channels or Alternates) • Elastic Properties (Elastic Audio track only) • Conform to Tempo (Elastic Audio track only) • Remove Warp (Elastic Audio track only) • Snap to Next • Snap to Previous • Spot • Rename • Move Clip Start to Selection Start • Move Clip Sync to Selection Start • Move Clip End to Selection Start • Loop • Unloop
<p>Clip, Clip selection, or point in Clip (Analysis Track view, Elastic Audio track only)</p>	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Meter • Add Event Marker • Remove Event Marker • Elastic Properties • Conform to Tempo • Remove Warp • Conform to Tempo • Remove Warp Marker • Remove Pitch Shift

Feature	Shortcut
Clip, Clip selection, or point in Clip (Warp Track view)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Meter • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Separate • Delete Fades • Rename (Clip only) • Group (Clip or Clip selection only) • Ungroup (Clip or Clip selection only) • Loop • Unloop

Feature	Shortcut
Clip, Clip selection, point in Clip (Aux Input, MIDI, and Instrument track only)	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert <ul style="list-style-type: none"> •Meter • Cut • Copy • Paste • Merge • Clear • Separate • Consolidate • Mute Notes • MIDI Real-Time Properties • Event Operations <ul style="list-style-type: none"> •Quantize •Change Velocity •Change Duration •Transpose •Select/Split Notes •Input Quantization •Step Input •Restore Performance •Flatten Performance • Open in MIDI Editor • Open in MIDI Event List
Control-Right-click Clip, Clip selection, or point in Clip (Warp Track view)	<ul style="list-style-type: none"> • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Rename • Loop • Unloop
Clip List items	<ul style="list-style-type: none"> • Clear • Rename • Export Clips as Files • Recalculate Waveform Overviews • Reveal in Workspace • Reveal in Finder/Explorer

MIDI Editor Window

Feature	Shortcut
Midi Editor window Notes Pane	<ul style="list-style-type: none">• Tools<ul style="list-style-type: none">•Zoomer•Trimmer•Selector•Grabber•Scrubber•Pencil•Smart• Insert<ul style="list-style-type: none">•Meter• Cut• Copy• Paste• Clear• Separate• Consolidate• Mute• MIDI Real-Time Properties• Event Operations<ul style="list-style-type: none">•Quantize•Change Velocity•Change Duration•Transpose•Select/Split Notes•Input Quantization•Step Input•Restore Performance•Flatten Performance• Open in MIDI Event List

Transport Window

Feature	Shortcut
Transport Play button	Access Playback modes <ul style="list-style-type: none">• Normal• Loop• Dynamic Transport
Transport Record button	Access Record modes <ul style="list-style-type: none">• Normal• Loop• QuickPunch

Workspace

Feature	Shortcut
Any column header in a Browser menu	Access list of Workspace columns to show or hide
File or folder in Name column	Access Workspace Browser menu commands as available for that item
Preview button	Access Workspace Preview commands: <ul style="list-style-type: none">• Loop Preview• Auto-Preview• Spacebar Toggles File Preview• Audio Files Conform to Project Tempo
Volume field	Display Volume fader



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