



Pro Tools®
Windows Shortcuts

Version 7.3



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Pro Tools 7.3 Shortcuts

(for Pro Tools Systems on Windows)

For increased operational speed and ease-of-use, there are many Pro Tools keyboard and Right-click shortcuts to give you fast access to a wide variety of tasks. This guide lists these keyboard and Right-click shortcuts. The shortcuts are grouped by functional area for your added convenience and quick reference.

 Menu commands that have a keyboard shortcut display their keyboard shortcut on-screen, to the right of the menu command.

 References to Pro Tools LE™ in this guide are usually interchangeable with Pro Tools M-Powered™ or Pro Tools Academic™, except as noted in the Pro Tools M-Powered and Academic Getting Started Guides.

Conventions Used in This Guide

Digidesign guides use the following conventions to indicate menu choices and key commands:

Table 1. Global keyboard shortcuts

Convention	Action
File > Save Session	Choose Save Session from the File menu.
Control+N	Hold down the Control (Ctrl) key and press the N key.
Alt+Plus/Minus (+/-) keys	Hold down the Alt key and press the Plus (+) or Minus (–) key (on numeric keypad or QWERTY, as noted).
Control-click	Hold down the Control (Ctrl) key and click the mouse button.
Right-click	Click with the right mouse button.

Keyboard Shortcuts

Global Keyboard Shortcuts

Table 2. Global keyboard shortcuts

Task	Shortcut
Change parameter on all similar channel strips	Alt+applicable function (applicable functions listed below)
Change parameter on all selected similar channel strips	Alt+Shift+applicable function (applicable functions listed below)
Applicable functions: Automation mode · Monitor mode · playlist enables · record, solo and mute enables · record and solo safes · inserting plug-ins · I/O, bus, send assignment · volume/peak indicator/channel delay · extend Edit or Timeline selection · track heights · clear clip meter	

Task	Shortcut
Toggle item and set all others to same new state	Alt-click on applicable item (applicable items listed below)
Toggle item and set all others to opposite state	Control-click on applicable item (applicable items listed below)
Applicable items: Tracks in Track List · Group enables/activation · Automation Enable window · Memory Location parameters	

Task	Shortcut
Fine Tune (Fine Adjust mode)	Control-click on applicable fader/pot/breakpoint function (applicable functions listed below)
Applicable functions: Plug-In parameter editing · fader movement · scrubbing · automation data trimming (requires larger Track View for highest resolution)	

Task	Shortcut
Select multiple contiguous items (tracks, regions, paths)	Click to select first item, then Shift-click another to select all similar items between (applicable items listed below)
Select multiple non-contiguous items (tracks, regions, paths)	Click to select first item, then Control-click another to select all similar items between (applicable items listed below)
Applicable items: Tracks (click Track Names) · regions in Region List · paths in I/O Setup	

Playback and Record

Table 3. Playback and Record shortcuts

Task	Shortcut
Start/stop playback	Spacebar
Start record	Control+Spacebar, or F12, or 3 (on numeric keypad)
Stop record	Spacebar
Stop record and discard recording take (not undoable)	Control+Period (.)
Half-speed playback	Shift+Spacebar
Half-speed record	Control+Shift+Spacebar, or Shift+F12
Pause (pre-prime deck for instant playback and record)	Start+Spacebar, or Alt-click on Transport Play button
Enable/disable online record	Control+Alt+Spacebar
Enable/disable online playback	Control+J, or Alt+Spacebar
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)
Play Edit selection	Alt+[
Back/Forward (move the playback location backwards/forwards by the Back/Forward amount) (Pro Tools HD [®] only)	Control+Transport Rewind button or Transport Fast Forward button
Back/Forward and Play (move the playback location backwards/forwards by Back/Forward amount and then begin playback) (Pro Tools HD only)	Control+Alt+Transport Rewind button or Transport Fast Forward button
Extend a selection backwards by the Back/Forward amount (Pro Tools HD only)	Shift+Control+ Transport Rewind button or Transport Fast Forward button
Extend the selection backwards by the Back/Forward amount and begin playback (Pro Tools HD only)	Shift+Control+Alt+Transport Rewind button or Transport Fast Forward button
Record-safe track	Control-click on track Record Enable button
Solo-safe track	Control-click on track Solo button
Cycle through record modes: normal, Destructive, Loop, QuickPunch, TrackPunch, DestructivePunch	Start-click on Transport Record Enable button
Loop playback toggle	Control+Shift+L, or Start-click on Transport Play button
Loop Transport Mode	Control+Start+P
Loop Record	Alt+L
TrackPunch (Pro Tools HD only)	Control+Shift+T
QuickPunch	Control+Shift+P
Enter/Exit record during playback in QuickPunch	Control+Spacebar, F12, or click Transport Record Enable button
DestructivePunch or TrackPunch disable/enable an audio track	Start-click the track's Record Enable button

Table 3. Playback and Record shortcuts

Task	Shortcut
DestructivePunch or TrackPunch disable/enable all audio tracks	Alt-Start-click a track's Record Enable button
DestructivePunch or TrackPunch disable/enable all selected audio tracks	Start-Alt-Shift-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch disable/enable and record disable/enable all audio tracks	Alt-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch disable/enable and record disable/enable all selected audio tracks	Alt-Shift-click a track's Record Enable button
Temporarily force all VCA slave tracks to toggle their record enable status	Alt-click the VCA Record Enable button
Temporarily force all VCA slave tracks to toggle their TrackInput status	Alt-click the VCA TrackInput button
Enable or disable pre/post-roll time	Control+K
Set and enable pre/post-roll time	Alt-click with Selector tool before or after selection
Disable and set to zero pre/post-roll time	Alt-click within selection closer to front or back
Toggle Transport Master (Pro Tools/Machine/MMC)	Control+Backslash (\)

Auditioning

When Transport = Pro Tools

Table 4. Auditioning shortcuts when Transport = Pro Tools

Task	Shortcut
Play by pre-roll value up to selection start/end (or current location if no selection)	Alt+Left/Right Arrow keys
Play by post-roll value from selection start/end (or current cursor location if no selection)	Control+Left/Right Arrow keys
Play by pre- and post-roll value through selection start/end	Control+Alt+Left/Right Arrow keys

When Transport = Machine/MMC

Table 5. Auditioning shortcuts when Transport = Machine/MMC

Task	Shortcut
Cue Transport to selection start/end	Control+Left/Right Arrow keys
Cue Transport with pre/post-roll to selection start/end	Alt+Left/Right Arrow keys

Scrub (Jog)/Shuttle

Table 6. Scrub (Jog)/Shuttle shortcuts

Task	Shortcut
Temporary Scrub mode when using Selector tool	Start-click and drag
Extend selection while scrubbing	Shift-click and drag with the Scrubber, (also in temporary Scrub mode)
Shuttle	Alt-click-drag with Scrubber, (also in temporary Scrub mode)
Shuttle Lock (Classic or Transport mode)	Start+number key 1–9 (1=minimum, 5=real-time, 9=maximum)
Change direction during Shuttle Lock (Classic or Transport mode)	Plus/Minus (+/–) keys For example, Start+number+Minus (–) key
Shuttle Lock stop (Classic or Transport mode)	0 (press number key to resume shuttle)
Exit Shuttle Lock mode (Classic or Transport mode)	Spacebar or Escape (Esc) key

Transport Mode Shortcuts with Numeric Keypad

Select Transport mode in the Operations Preferences page.

Table 7. Transport mode shortcuts

Task	Shortcut (on Numeric Keypad)
Play/Stop	0
Rewind	1
Fast Forward	2
Record Enable	3
Loop Playback mode on/off	4
Loop Record mode on/off	5
QuickPunch mode on/off	6
Click on/off	7
Countoff on/off	8
MIDI Merge/Replace mode on/off	9

Shuttle Mode Shortcuts with Numeric Keypad

(Pro Tools HD Only)

Select Shuttle mode in the Operations Preferences page.

Table 8. Shuttle mode shortcuts

Task	Shortcut
1 x Forward playback speed	6
1 x Rewind playback speed	4
4 x Forward playback speed	9

Table 8. Shuttle mode shortcuts

Task	Shortcut
4 x Rewind playback speed	7
1/4 x Forward playback speed	3
1/4 x Rewind playback speed	1
1/2 x Forward playback speed	5+6
1/2 x Rewind playback speed	5+4
2 x Forward playback speed	8+9
2 x Backward playback speed	8+7
1/16 x Forward playback speed	2+3
1/16 x Backward playback speed	2+1
Loop playback of Edit selection	0
Recall Memory Location	Period (.)+Memory Location+Period (.)

Edit Modes and Tools

Table 9. Edit mode and tool shortcuts

Task	Shortcut
Shuffle mode	F1, or Alt+1 (on QWERTY keyboard)
Slip mode	F2, or Alt+2 (on QWERTY keyboard)
Spot mode	F3, or Alt+3 (on QWERTY keyboard)
Grid mode	F4, or Alt+4 (on QWERTY keyboard)
Zoomer tool	F5, or Control+1 (on QWERTY keyboard)
Trimmer tool	F6, or Control+2 (on QWERTY keyboard)
Selector tool	F7, or Control+3 (on QWERTY keyboard)
Grabber tool	F8, or Control+4 (on QWERTY keyboard)
Scrubber tool	F9, or Control+5 (on QWERTY keyboard)
Pencil tool	F10, or Control+6 (on QWERTY keyboard)
Smart Tool	F6+F7, F7+F8, or Control+7 (on QWERTY keyboard)
Cycle through Edit modes	Single Open Quote (') key, located above the Tab key
Cycle through Edit tools	Escape (Esc) key, or Center-click
Lock out or unlock Shuffle Mode	Control-click the Shuffle button

Edit Selection, Definition, and Navigation

Table 10. Edit selection, definition and navigation shortcuts

Task	Shortcut
Locate cursor to next region-boundary/sync point	Tab (if Tab to Transients button is enabled)
Locate cursor to previous region boundary/sync point	Control+Tab (if Tab to Transients button is enabled)
Go to and select next region	Start+Tab
Go to and select previous region	Start+Control+Tab
Go to Song Start	Start+Enter
Extend selection to Song Start	Shift+Start+Enter
Extend selection to next region-boundary	Shift+Tab
Extend selection to previous region-boundary	Control+Shift+Tab
Extend selection to include next region	Start+Shift+Tab
Extend selection to include previous region	Start+Shift+Control+Tab
Return to start of session	Enter
Go to end of session	Control+Enter
Extend selection to start of session	Shift+Enter
Extend selection to end of session	Control+Shift+Enter
Link Timeline and Edit selection	Shift+Forward Slash (/)
Set selection start/end during playback	Down/Up Arrow keys
Set selection start/end to incoming time code while stopped	Down/Up Arrow keys
Select entire region in Edit window	Double-click with Selector tool
Select entire track in Edit window	Triple-click with Selector tool, or single-click in track and press Control+A
Select all regions in all tracks in Edit window	Enter, then press Control+A
Extend cursor or selection across all tracks	Enable "All" Edit group and Shift-click on any other track

Editing, Nudging and Trimming

In the following shortcuts, the Plus/Minus (+/-) key usage is on the numeric keypad only.

Table 11. Editing, navigation and trimming shortcuts

Task	Shortcut
Change Grid value	Start+Alt+Plus/Minus (+/-) keys
Change Nudge value	Control+Alt+Plus/Minus (+/-) keys
Nudge back by next Nudge value (Nudge Edit selection and any regions entirely inside the Edit selection)	Minus (-) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)
Nudge forward by next Nudge value (Nudge Edit selection and any regions entirely inside the Edit selection)	Plus (+) key (on numeric keypad), or Period (.) (in Commands Keyboard Focus)
Nudge start/end data to right/left by Nudge value (keeps underlying audio and moves start/end)	Shift+Plus/Minus (+/-) keys
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	Start+Plus/Minus (+/-) keys
Nudge left selection boundary right/left by Nudge value	Alt+Shift+Plus/Minus (+/-) keys
Nudge right selection boundary right/left by Nudge value	Control+Shift+Plus/Minus (+/-) keys
Trim left edge of region to right/left by Nudge value	Alt+Plus/Minus (+/-) keys
Trim right edge of region to right/left by Nudge value	Control+Plus/Minus (+/-) keys
Reverse Trimmer tool direction when trimming region	Alt+Trimmer tool
Trim up to, but not over, adjacent regions	Hold down Start key while trimming
Duplicate region(s) in Edit Window	Alt-click selection and drag to destination
Delete selection in playlist	Backspace or Delete (on QWERTY keyboard)
Constrain audio region to vertical movement	Start-click to move audio region with Grabber tool
Snap region start to stationary playhead or Edit selection start	Start-click new region with Grabber tool
Snap region sync point to stationary playhead or Edit selection start	Start-Shift-click region containing the sync point with Grabber tool
Snap region end to stationary playhead or Edit selection start	Control-Start-click new region with Grabber tool

File Menu Commands

Table 12. File menu command shortcuts

Task	Shortcut
New session	Control+N
Open Session	Control+O
Open Recent	Control+Shift+O
Close Session	Control+Shift+W
Save Session	Control+S
Bounce to Disk	Control+Alt+B
Import Session Data	Shift+Alt+I
Import Audio	Control+Shift+I
Import MIDI	Control+Alt+I

Missing Files Dialog Commands

Table 13. Missing Files dialog command shortcuts

Task	Shortcut
Skip all missing files	Control+S
Manually find and relink all missing files	Control+M
Automatically find and relink all missing files	Control+A
Regenerate missing fades (toggle on/off)	Control+R

Edit Menu Commands

Table 14. Edit menu command shortcuts

Task	Shortcut
Undo	Control+Z
Redo	Control+Shift+Z
Cut	Control+X
Copy	Control+C
Paste	Control+V
Clear	Control+B
Select All	Control+A
Paste Special Merge	Alt+M
Paste Special Repeat to Fill Selection	Control+Alt+V

Table 14. Edit menu command shortcuts

Task	Shortcut
Paste Special to Current Automation Type	Control+Start+V
Change Timeline Selection to Edit Selection	Alt+Shift+6
Change Edit Selection to Timeline Selection	Alt+Shift+5
Play Edit Selection	Alt+[
Play Timeline Selection	Alt+]
Duplicate selection	Control+D
Repeat selection	Alt+R
Shift selection	Alt+H
Insert Silence	Control+Shift+E
Trim Region to Selection	Control+T
Trim Region Start to Insertion	Alt+Shift+7
Trim Region End to Insertion	Alt+Shift+8
Separate Region at Selection	Control+E
Heal Separation	Control+H
Strip Silence	Control+U
Consolidate selection	Alt+Shift+3
TCE Edit to Timeline Selection (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Alt+Shift+U
Automation Region menu commands	See Table 15 on page 11
Fades Region menu commands	Table 16 on page 12

Automation

Table 15. Automation shortcuts

Task	Shortcut
Toggle Track View on all tracks	Alt+Minus (-) key (on QWERTY keyboard)
Change to previous/next Track View on all tracks included in the current selection	Control+Start+Left/Right Arrow keys
Change to previous/next Track View on all tracks	Control+Alt+Start+Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Control-click on Track View selector
Disable/enable all Automation playlists on selected track	Control-Shift-click on Track View selector
Access Plug-in Automation Commands (Pro Tools HD only): Automation dialog, Enable/disable plug-in automation	Control-Alt-Start-click on Track View selector (in Edit window)
Open Plug-in Automation dialog	Control-Alt-Start-click on parameters (in Plug-In window)
Copy Automation to Send (Pro Tools HD only)	Control+Alt+H
Thin Automation	Control+Alt+T
Write automation to start of session/selection (Pro Tools HD only)	Start-click on Transport Return to Zero button
Write automation to end of session/selection (Pro Tools HD only)	Start-click on Transport Go to End button
Write automation from start to end of session/selection (Pro Tools HD only)	Start-Shift-click on Transport Go to End or Return to Zero button
Write Automation to Current Parameter (Pro Tools HD only)	Control+Forward Slash (/)
Write Automation to All Enabled Parameters (Pro Tools HD only)	Control+Alt+Forward Slash (/)
Trim Automation to Current Parameter (Pro Tools HD only)	Control+Shift+Forward Slash (/)
Trim Automation to All Enabled Parameters (Pro Tools HD only)	Control+Alt+Shift+Forward Slash (/)
Glide Automation to Current Parameter (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Alt+Forward Slash (/)
Glide Automation to All Enabled Parameters (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Alt+Shift+ Forward Slash (/)
Suspend Trim automation on all tracks	In the Automation window, Control-click the Suspend button
Suspend currently displayed automation type on a track	Control-click the control name in the Track View selector
Vertically constrain automation movement	Press Shift and move automation with Grabber tool

Table 15. Automation shortcuts

Task	Shortcut
Write new breakpoint at next automation value	Press and hold Alt+Shift while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
Write new breakpoint at previous automation value	Press and hold Control+Alt while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
AutoMatch all controls on a track (Pro Tools HD only)	Control-click the Automation Mode selector on the track
AutoMatch all controls of one automation type (Pro Tools HD only)	In the Automation window, Control-click the button for the automation type
AutoMatch all controls of one automaton type on a channel (Pro Tools HD with ICON work surface only)	Hold Control and press the Channel Strip Mode controls for the track whose controls you want to AutoMatch
AutoMatch a Pan control or the controls for an individual Insert or Send (Pro Tools HD with ICON work surface only)	Hold Control and press the Rotary Encoder Select switch for the control you want to AutoMatch
AutoMatch the controls for a plug-in displayed in the Dynamics or EQ section (Pro Tools HD with ICON work surface only)	Hold Control and press the Auto switch in the Dyn or EQ section of the console
Suspend preview (Pro Tools HD only)	In the Automation window, Control-click the Preview button
Special Paste of automation data between different controls	Start+Control+V
Configure Write on Stop modes to remain enabled after an automation pass (Pro Tools HD only)	Alt-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode
Delete*	Backspace
Cut*	Control+X
Copy*	Control+C
Duplicate*	Control+D
Clear*	Control+B
Insert Silence	Control+Shift+E
*Hold Down Start during the shortcut to affect all Automation playlists on the track	

Fades

Table 16. Fades shortcuts

Task	Shortcut
Create Fades (open Fades dialog)	Control+F
Apply crossfade without opening Fades dialog	Control+Start+F (uses last selected fade shape)
Fade to Start	Alt+D
Fade to End	Alt+G

Fades Dialog

The following shortcuts are active only when the Fades dialog is open.

Table 17. Fades dialog shortcuts

Task	Shortcut
Edit crossfade-in only in Fades dialog	Alt-drag fade-in curve (“None” mode only)
Edit crossfade-out only in Fades dialog	Control-drag fade-out curve (“None” Link mode only)
Audition start/stop in Fades dialog	Spacebar
Reset to default zoom in Fades dialog	Control-click on Zoom In or Zoom Out buttons
Reset standard or S-shape crossfades to default curves	Alt-click fade curve in crossfade fade window (“Equal Power” and “Equal Gain” Link modes only)
Cycle up/down through Out Shape parameter options	Start+Up/Down Arrow keys
Cycle up/down through In Shape parameter options	Alt+Up/Down Arrow keys
Cycle up/down through Link parameter options	Up/Down Arrow keys
Cycle up/down through preset Out Shape curves	Start+Left/Right Arrow keys
Cycle up/down through preset In Shape curves	Alt+Left/Right Arrow keys

View Menu

Table 18. View menu command shortcuts

Task	Shortcut
View Narrow Mix window option	Control+Alt+M
View Real-Time Properties window	Alt+4 (on the numeric keypad)

Track Menu Commands

Table 19. Track menu command shortcuts

Task	Shortcut
New track	Control+Shift+N
Group tracks	Control+G (with two or more tracks selected)
Duplicate tracks	Alt+Shift+D
Auto Input Monitoring/Input Only Monitoring (Pro Tools LE only)	Alt+K
Set Record Tracks to Input Only/Set Record Track to Auto Input (Pro Tools HD)	Alt+K
Scroll to Track number	Control+Alt+F
Clear all Clip indicators	Alt+C

New Tracks Dialog

The following shortcuts are active only when the New Tracks dialog is open.

Table 20. New Tracks dialog shortcuts

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

Track List

Table 21. Track List shortcuts

Task	Shortcut
Hide all tracks	Alt-click on a highlighted track name in Track List
Show all tracks	Alt-click on an unhighlighted track name in Track List

Mix Group List and Edit Group List

Table 22. Group List shortcuts

Task	Shortcut
Suspend All Groups	Control+Shift+G, or Control-click on Groups pop-up menu
Rename group	Double-click to far left of Group name in Group List
Group enable/disable	Click Group List Keyboard Focus, then type the letter corresponding to desired group
Select all tracks in a group	Click to the left of a Group name in Group List

Create Group and Modify Group Dialogs

Table 23. Group dialogs shortcuts

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

Region Menu Commands

Table 24. Region Menu command shortcuts

Task	Shortcut
Mute/Unmute Regions	Control+M
Lock/Unlock Regions	Control+L
Bring to Front	Alt+Shift+F
Send to Back	Alt+Shift+B
Group Regions	Control+Alt+G
Ungroup Regions	Control+Alt+U
Regroup Regions	Control+Alt+R
Loop Region	Control+Alt+L
Capture Region	Control+R
Identify Sync Point	Control+Comma (,)
Quantize Region to Nearest Grid	Control+0

Region List

Table 25. Region List shortcuts

Task	Shortcut
Select region by name	Click the Region List a-z button, then type the first letters of the desired region
Find region	Control+Shift+F
Clear Find	Control+Shift+D
Show/Hide Audio regions	Control+Shift+1 (on numeric keypad)
Show/Hide MIDI regions	Control+Shift+2 (on numeric keypad)
Show/Hide Groups	Control+Shift+3 (on numeric keypad)
Show/Hide Auto-Created region	Control+Alt+k
Select All Regions in Region List	Control+Shift+A
Select Unused regions	Control+Shift+U
Clear selected regions	Control+Shift+B
Rename selected regions	Control+Shift+R
Time Stamp selected regions	Control+Shift+M
Export Region Definition	Control+Shift+Y
Export Regions as Files	Control+Shift+K
Select or deselect a region	Control-click a region

Table 25. Region List shortcuts

Task	Shortcut
Select multiple contiguous regions	Click one region, then Shift-click another region to select or deselect all regions between
Select or deselect multiple discontinuous regions with the Marquee	Place the cursor to the left of the names in the Region List. When the Marquee (“+”) appears, hold Control and drag to select or deselect the desired regions
Bypass dialogs during deletion of audio files	Alt-click Delete or Yes box when prompted
Audition region in Region List	Alt-click and hold on region in Region List
Rename region/file	Double-click region in Region List, or double-click with the Grabber tool on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	Start-click and drag region
Constrain region placement to end at play/edit cursor location or selection start	Start-Control click and drag region

Event Menu Commands

Table 26. Event Menu command shortcuts

Task	Shortcut
Open Time Operations window	Alt+1 (on numeric keypad)
Open Tempo Operations window	Alt+2 (on numeric keypad)
Open MIDI Operations window	Alt+3 (on numeric keypad)
Grid/Groove Quantize (in MIDI Operations window)	Alt+0 (on numeric keypad)
Change Duration (in MIDI Operations window)	Alt+P
Transpose (in MIDI Operations window)	Alt+T
Select/Split Notes (in MIDI Operations window)	Alt+Y
Open MIDI Event List window	Alt+Equal (=)
Open Beat Detective window	Control+8 (on numeric keypad)
Identify Beat	Control+I
All MIDI Notes Off	Control+Shift+Period (.)

MIDI Events List Entry

The following shortcuts are active only when the MIDI Event List window is open.

Table 27. MIDI Events List window shortcuts

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

MIDI Step Input

The following shortcuts are available in the MIDI Step Input window, when Enable Numeric Keypad Shortcuts is enabled.

Table 28. MIDI Step Input shortcuts

Task	Shortcut
Whole note	1
1/2 note	2
1/4 note	4
1/8 note	5
1/16 note	6
1/32 note	7
1/64 note	8
Dotted note	. (decimal key)
Toggle Tuplet on/off	3
Next step	Enter
Undo step	0
Nudge forward	+
Nudge back	-
Select Main Location indicator	=
Edit Selection indicators	/

Options Menu Commands

Table 29. Options menu command shortcuts

Task	Shortcut
Transport Online	Control+J
Video Track Online	Control+Shift+J
Auto-Spot regions	Control+P
Additional Options menu commands in Playback and Recording (Table 3 on page 3)	

Setup Menu Commands

Table 30. Preferences dialog shortcuts

Task	Shortcut
Session Setup window	Control+2 (on the numeric keypad)

Peripherals Dialog

Table 31. Peripherals dialog shortcuts

Task	Shortcut
Go to Synchronization window	Control+1
Go to Machine Control window	Control+2
Go to MIDI Controllers window	Control+3
Go to Ethernet Controllers window	Control+4
Go to Mic Preamps window (Pro Tools HD only)	Control+5

Preferences Dialog

Table 32. Preferences dialog shortcuts

Task	Shortcut
Go to Display window	Control+1
Go to Operation window	Control+2
Go to Editing window	Control+3
Go to Automation window	Control+4
Go to Processing window	Control+5
Go to MIDI window	Control+6
Go to Machine Control window	Control+7

Window Menu Commands

Table 33. Window menu command shortcuts

Task	Shortcut
Toggle Mix and Edit windows	Control+Equal (=)
Hide All Floating Windows	Control+Alt+Start+W
Show Window Configuration List	Control+Alt+J
Show Task Manager window	Alt+Apostrophe (')
Show Workspace browser	Alt+Semi-Colon (:)
Show Project browser	Alt+O
Bring to Front	Alt+J
Send to Back	Alt+Shift+J
Show Transport window	Control+1 (on numeric keypad)
Show Big Counter window	Control+3 (on numeric keypad)
Show Automation Enable window	Control+4 (on numeric keypad)
Show Memory Locations window	Control+5 (on numeric keypad)
Machine Track Arming window	Control+6 (on numeric keypad)
Universe window (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Control+7 (on numeric keypad)
Display Video window	Control+9 (on numeric keypad)

Zoom

Table 34. Zoom shortcuts

Task	Shortcut
Horizontal zoom in or out	Control+] or [
Vertical zoom in or out (Audio)	Control+Alt+] or [
Vertical zoom in or out (MIDI)	Control+Shift+] or [
Fill window with selection	Alt-click on Zoomer tool or Alt+F
View entire session	Double-click on Zoomer tool or Alt+A
Zoom vertical and horizontal axis	Hold down Control key while dragging Zoomer tool
Zoom to previous orientation	Alt-click on any Horizontal Zoom In or Out button, or Audio or MIDI Zoom In or Out button
Maximum zoom before waveform drawn from disk	Control-click on Zoomer tool (faster drawing from RAM)

Table 34. Zoom shortcuts

Task	Shortcut
Zoom Toggle	Start+E
Zoom presets 1–5	Start+Zoom preset number (1, 2, 3, 4, or 5 on QWERTY keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on QWERTY keyboard in Commands Keyboard Focus)

Window Configuration

Table 35. Window Configuration shortcuts

Task	Shortcut
Add new Window Configuration or replace existing one in Window Configuration List	Period (.)+number (1–99)+Plus (+)
Recall a Window Configuration	Period (.)+Window Configuration number (1–99)+Asterisk (*)

Memory Locations and Markers

Table 36. Memory Locations shortcuts

Task	Shortcut
Create Memory Location	Enter (on numeric keypad)
Reset a Memory Location	Start-click on Memory Location button
Delete Memory Location	Alt-click on a Memory Location button
Recall a Memory Location using the numeric keypad	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	Start-Shift-drag the Song Start Marker

Import Audio Dialog

Table 37. Import Audio dialog shortcuts

Task	Shortcut
Start/stop audition of currently selected audio file or region	Spacebar
Add currently selected audio region or file to list	Alt+S (if audio file has the same sample rate and bit depth as the current session)
Convert and import selected audio region/files	Alt+O
Remove currently selected audio files/regions from Regions to Import field	Alt+R
Remove all audio files/regions from Regions in Current File field	Alt+V
Random-access fwd/rew search selected file	Drag slider to, or click at, new location
Move between file windows	Tab

Table 37. Import Audio dialog shortcuts

Task	Shortcut
Done	Alt+E
Cancel	Escape

Import Video Dialog

Table 38. Import Video dialog shortcuts

Task	Shortcut
Bypass Video Import Options dialog when importing video into Pro Tools	Alt-drag one or more video files from a DigiBase browser or the Region List to any location in the Timeline

Plug-In Settings Librarian

The following shortcuts apply in the current target plug-in (Target icon is lit in plug-in window).

Table 39. Plug-In Settings Librarian Menu shortcuts

Task	Shortcut
Save settings	Control+Shift+S
Copy settings	Control+Shift+C
Paste settings	Control+Shift+V
Switch between Librarian Settings subfolders in the Plug-in Settings dialog	Control+Up/Down Arrow keys
Switch between settings files in the Plug-In Settings dialog	Up/Down or Left/Right Arrow keys

Plug-In Controls

Table 40. Target Plug-In window shortcuts

Task	Shortcut
Change plug-in control setting in parameter field	Click mouse in text field and type desired value
Move down/up to next/previous parameter fields	Tab or Shift+Tab
Increase/decrease slider value	Up/Down Arrow keys
Input value without leaving field	Enter (on numeric keypad)
Enter value and exit Keyboard Entry mode	Enter
For fields that support kHz (kiloHertz)	Type "k" after number (multiplies by 1000)

Mixing

Table 41. Mixing shortcuts

Task	Shortcut
Make track active/inactive	Control-Start-click Track Type icon in Mix window
Set all faders to their automation null points	Alt-click on either AutoMatch indicator
Reset a control to default value	Alt-click on control
Volume/Peak/Channel Delay amount	Control-click on Track Volume/Peak/Channel Delay indicator
Clear peak or clip-hold from meter	Click on indicator
Peak counter reset in Headroom indicator mode	Click on Headroom indicator
Bypass plug-in insert	Control-click on insert name in Inserts View
Bypass Send mute	Control-click on send name in Sends View
Toggle Send display between "All" and "Individual"	Control-click on Send selector
Bypass Delay Compensation View indicators (Pro Tools HD only)	Start-Control-click on Plug-In Delay, User Offset, or Track Compensation indicator

Numeric Entry

The following keyboard shortcuts apply to: current Location Counter, Transport window time fields, Start/End/Length fields in the Edit window, Spot dialog, and the Big Counter.

Table 42. Numeric Entry shortcuts

Task	Shortcut
Edit Current Location and Big Counters	Asterisk (*) (on numeric keypad)
Edit Start/End/Length fields (Edit window)	Forward Slash (/) (on numeric keypad). Subsequent presses toggle through fields vertically
Initiate time entry in Transport window fields	Alt+Forward Slash (/) (on numeric keypad). Subsequent presses toggle through fields
Capture incoming time code in Session Setup window (with Start field selected)	Comma (,)
Capture incoming time code in Spot dialog and Time Stamp Selected dialog	Equals (=). Hold down key for continued input.
Move sub-unit selection to the right	Period (.)
Move sub-unit selection to the left/right	Left/Right Arrow keys
Calculator Entry mode	Plus (+) or Minus (-) keys followed by offset number (subtraction not supported in Bars Beats)
Increment/decrement the current sub-unit	Up/Down Arrow keys
Change Time Code unit selection. First entry zeroes (00) lowest sub-unit. Subsequent entry zeroes (00) the next highest sub-unit.	Period (.)

Table 42. Numeric Entry shortcuts

Task	Shortcut
Clear entered numeric value and stay in Time Entry mode	Retype value
Apply entered numeric value and exit Time Entry mode	Enter
Clear entered numeric value and exit Time Entry mode	Esc (Escape) key
Note: When Time Code is the selected time scale, initiating a time entry highlights entire field, and numeric values are entered right to left.	

Text Entry

The following keyboard shortcuts apply to: naming channel strips, the Get Info dialog and I/O Setup path names.

Table 43. Text Entry shortcuts

Task	Shortcut
Move down or up rows	Tab or Shift+Tab
Move to beginning or end of edit contents	Up/Down Arrow keys or Home/End keys
Move single letters at a time across a name label	Left/Right Arrow keys
Select entire word	Double-click on word
Select entire line	Triple-click on a word in the line

Miscellaneous

Table 44. Miscellaneous shortcuts

Task	Shortcut
Increase or decrease track height	Start+Up/Down Arrow keys
Set all tracks to selected record drive in Disk Allocation dialog	Alt-click on record drive
Display Playlist selector (requires selection start or flashing insertion point match user time stamp of region)	Control-click with Selector tool at start or current cursor location
Display and adjust the AFL/PFL Path fader while in AFL/PFL mode (Pro Tools HD only)	Control-click a Solo button
Close all open Plug-In, Send, Pan, and Mic Pre windows	Control+Option+W
Access Playback Engine dialog during Pro Tools launch	Hold down N key while launching Pro Tools
Bypass repeat dialogs when multiple items are changed by single operation (such as Clear, Delete, Compact)	Alt-click "Proceed" button in dialog
Close all open Plug-In, Send, Pan, and Mic Pre windows	Control+Alt+W

Table 44. Miscellaneous shortcuts

Task	Shortcut
Close active Mix or Edit window (if both are open) or active browser (if two for more browsers are open)	Control+F4
Quit Pro Tools	Control+Q, or Alt+F4

Keyboard Focus

Table 45. Keyboard Focus shortcuts

Task	Shortcut
Commands Keyboard Focus	Control+Alt+1
Region List Keyboard Focus	Control+Alt+2
Group List Keyboard Focus	Control+Alt+3

Commands Keyboard Focus Mode

To use the following single key shortcuts, click the Commands Keyboard Focus button in the Edit window so that it remains lit. Or, use the Start key in combination with the single keys listed below.

Table 46. Commands Keyboard Focus mode shortcuts

Task	Shortcut
Zoom presets 1–5	1, 2, 3, 4, or 5 (on QWERTY keyboard)
Play to/from edit start by pre/post-roll value	6/7 (on QWERTY keyboard)
Play to/from edit end by pre/post roll amount	8/9 (on QWERTY keyboard)
Copy Edit selection to Timeline selection	O (on QWERTY keyboard)
Copy Timeline selection to Edit selection (Pro Tools HD only)	O
Toggle pre-defined common Track Views (audio track = Waveform and Volume; MIDI track = Notes and Regions; Instrument tracks = Notes and Regions)	Minus (–) key (on QWERTY keyboard)
Capture Time Code	=
Center Timeline selection start	Q
Center Timeline selection end	W
Zoom Toggle	E
Zoom Out horizontally	R
Zoom In horizontally	T
Snap start (of selected region) to time code (Pro Tools HD only)	Y
Snap sync point (of selected region) to time code (Pro Tools HD only)	U

Table 46. Commands Keyboard Focus mode shortcuts

Task	Shortcut
Snap end (of selected region) to time code (Pro Tools HD only)	I
Snap start (of selected region) to playhead	H
Snap sync point (of selected region) to playhead (Pro Tools HD only)	J
Snap end (of selected region) to playhead (Pro Tools HD only)	K
Move Edit selection up	P
Move Edit selection down	; (Semi-Colon)
Tab back	L
Tab forward	' (Apostrophe)
Play Timeline Selection (Pro Tools HD only)]
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 (disable/enable)	N
Nudge back by Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	Comma (,)
Nudge forward by Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	Period (.)

Table 46. Commands Keyboard Focus mode shortcuts

Task	Shortcut
Nudge back by next large Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	M
Nudge forward by next larger Nudge value; Nudge Timeline selection (Link Timeline and Edit Selection disabled) or Nudge region (Link Timeline and Edit Selection enabled)	/ (Forward Slash) (on QWERTY keyboard)

Scroll Wheel Commands

The following keyboard shortcuts apply to moving scrollbars on systems with a scroll wheel.

Table 47. Text Entry shortcuts

Task	Shortcut
Scroll horizontally	Shift+Scroll Wheel
Fine-tune scroll (Fine Adjust mode)	Control+Scroll Wheel
Zoom in/out of timeline	Alt+Scroll Wheel in timeline (press Alt again when done scrolling)
Zoom in/out of waveforms	Alt+Shift+Scroll Wheel in timeline

DigiBase Shortcuts

The following shortcuts are available only in DigiBase windows, as noted.

DigiBase Browser and Window Keyboard Shortcuts

Table 48. DigiBase Browser and window shortcuts

Task	Shortcut
Open the Workspace browser	Alt+Semi-Colon
Open the Task Manager window	Alt+Apostrophe (')
Open or closes the Project browser	Alt+O
Bring all browsers to the foreground	Alt+J
Send all browsers to the back	Alt+Shift+J
Cycle to previous/next browsers	Control+Left/Right Arrow keys
Zoom presets in the Edit window – OR – View presets in DigiBase browsers	Start+1, 2, 3, 4, or 5

DigiBase Auditioning Keyboard Shortcuts

Table 49. DigiBase auditioning shortcuts

Task	Shortcut
Browser Item: Start or stop auditioning from head – OR – Audio Import dialog: Start or stop auditioning from head	Spacebar
Browser Item: Start or stop loop auditioning from head	Alt+Spacebar
Start or stop preview when browser is front-most window	Control+P
Stop preview when browser is front-most window	Escape
Import Audio dialog: Start or stop auditioning	Alt+P

DigiBase Delete or Duplicate Keyboard Shortcuts

Table 50. DigiBase Delete or Duplicate shortcuts

Task	Shortcut
Region List: Delete a Region from the timeline – OR – Browser Item: Delete items from the browser/disk	Delete
Delete locked files selected in a browser	Control+Delete

Table 50. DigiBase Delete or Duplicate shortcuts

Task	Shortcut
Delete any selected browser item, and suppresses any warning dialog	Alt+Delete
Create duplicates of any selected files	Control+D

DigiBase Mouse Click Keyboard Shortcuts

Table 51. DigiBase mouse click shortcuts

Task	Shortcut
Select contiguous items in a browser – OR – Select a range of contiguous column headers	Shift-click
Select all of the files in a multichannel file in a browser	Alt-Shift-click
Column Headers: Make a secondary sort order – OR – Region List: Audition a file – OR – Browser Find Button: Cancel a search, and closes the Search pane – OR – Browser Close Box: Close all open browsers	Alt-click
Column Header: Access list of columns that can be shown or hid	Start-click (or right-click) in any DigiBase column label
Browser Back Button: Open the navigation menu – OR – Browser Items: Select discontinuous 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 – OR – Region List: Select a region without changing which region is highlighted in Timeline	Control-click
Browser Items: Open a new window and leaves the original window open	Control-double-click

DigiBase Drag and Drop Keyboard Shortcuts

Table 52. DigiBase drag and drop shortcuts

Task	Shortcut
<p>Browser Item: From one folder to another folder on the same volume, create a copy of that item in the target location</p> <p>– OR –</p> <p>Browser Media File to Region List or Timeline: Create a copy of the media file in the session's Audio Files folder</p>	Alt-drag and drop
Browser File: Import to Timeline and create a new track.	Shift-drag and drop
<p>Waveform Display: Set sync point and spot to Timeline</p> <p>– OR –</p> <p>Region List: Open the Replace Region dialog (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)</p>	Control-drag and drop
Waveform Display: Set the sync point and spot to the Timeline and copy the audio file	Control-Alt-drag and drop
<p>Region List: Snap to head</p> <p>– OR –</p> <p>Browser Audio File, from Name or Icon: Snap to head</p> <p>– OR –</p> <p>Browser Audio File, from Waveform Display: Spot to temporary sync point</p>	Start-drag and drop
Browser Audio File to Timeline: Snap to head and copy the audio file to the session's Audio Files folder	Start-Alt-drag and drop
<p>Region List: Snap to sync point</p> <p>– OR –</p> <p>Browser Item: Snap to sync point</p>	Start-Shift-drag and drop
Browser Item: Snap to sync point and copy the audio file to the session's Audio Files folder	Start-Alt-Shift-drag and drop
<p>Region List: Snap to tail</p> <p>– OR –</p> <p>Browser Item: Snap to tail</p>	Start-Control-drag and drop
Browser Item: Snap to tail and copy the audio file to the session's Audio Files folder	Start-Control-Alt drag and drop
Browser Item: Spot with variable cursor	Start-Control-Shift drag and drop
Browser Item: Spot with variable cursor and copy the audio file to the session's Audio Files folder	Start-Control-Alt-Shift-drag and drop

DigiBase Navigation Shortcuts

Table 53. DigiBase navigation shortcuts

Task	Shortcut
Selection up	Up Arrow key
Selection down	Down Arrow key
Scroll Page up	Page Up
Scroll Page down	Page Down
Scroll to top of browser	Home
Scroll to bottom of browser	End
Scroll to track	Control+Alt+F
Up one browser level (same as Up Arrow icon)	Control+Up Arrow key
Open folder (same window)	Control+Down Arrow key
Open folder (new window)	Control+Option+Down Arrow key
Open Show/Hide icon	Right Arrow key
Close Show/Hide icon	Left Arrow key
Cycle to next or previous browser	Control+Left/Right Arrow keys
Enter/exit Name Edit field	Enter
Revert to original text	Escape (Esc) key
Open/close Search Pane	Control+F
Move to next Search field	Tab
Move to previous Search field	Shift+Tab

Right-Click Shortcuts

Mix Window Right-Click Commands and Menus

Mix Window Right-Click Commands and Menus

Right-click Shortcut	Task
Channel Volume fader Channel Pan slider Channel Mute button Channel Solo button Channel Record Enable button Channel TrackInput button Send fader Send Pan slider	Temporarily isolate control from group operation
Channel Input selector Channel Output selector	Access I/O commands: <ul style="list-style-type: none"> • Make Active/Inactive • Rename
Send selector	Access Send commands: <ul style="list-style-type: none"> • Mute Send • Make Active/Inactive • Rename
Insert selector	Access Insert commands: <ul style="list-style-type: none"> • Bypass • Make Active/Inactive • Automation dialog (plug-ins only) • Automation Safe (plug-ins only) • Rename (hardware I/O only)
Track name (in Mix window, Edit window and Track List)	Access Track commands: <ul style="list-style-type: none"> • Hide/Show • Hide and Make Inactive • Make Active/Inactive • Scroll Into View • Send to Sibelius (MIDI and Instrument tracks only) • Export MIDI (MIDI and Instrument tracks only) • Locked (video track only) • Rename • Duplicate • Split Into Mono (multichannel tracks only) • Delete • Coalesce VCA Master Automation (Pro Tools HD only) • Coalesce Trim Automation (Pro Tools HD only) • Clear Trim Automation (Pro Tools HD only) • Expand to New Track (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)
Surround Panning Mode button (in Surround Output Window) (Pro Tools HD only)	Access Panning modes: <ul style="list-style-type: none"> • X/Y Mode • 3-Knob mode • Divergence Editing mode • AutoGlide mode

Mix Window Right-Click Commands and Menus

Right-click Shortcut	Task
Region List items	Access Region List commands: <ul style="list-style-type: none"> • Clear • Rename • Time Stamp • Replace Region (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only) • Compact • Export Region Definition • Export Regions as Files • Recalculate Waveform Overviews • Select Parent in Workspace • Object Select in Edit Window
Group List items	Access Group List commands and information: <ul style="list-style-type: none"> • Group ID • Tracks (list of tracks in Group) • Attributes (list of Group Attributes) (Pro Tools HD only) • Modify • Duplicate • Delete • Select Tracks in Group • Show/Hide Tracks in Group • Show/Hide Only Tracks in Group • Show/Hide All Tracks

Edit Window Right-Click Commands and Menus

Edit Window Right-Click Commands and Menus

Right-click Shortcut	Task
Timeline or point in region previously selected with Selector tool	Access commands: <ul style="list-style-type: none"> • Matches (Channels or Alternates) • Separate
Region or region selection	Access Edit and Region commands: <ul style="list-style-type: none"> • Cut • Copy • Paste • Clear • Matches (Channels or Alternates) • Separate • Delete Fades • Snap to Next • Snap to Previous • Spot • Group Regions • Ungroup Regions
Control-Right-click region (Windows) Command-Right-click region (Mac)	Access Move Region commands: <ul style="list-style-type: none"> • Move Region Start to Selection Start • Move Region Sync to Selection Start • Move Region End to Selection Start

Transport Window Right-Click Commands and Menus

Transport Window Right-Click Commands and Menus

Right-click Shortcut	Task
Transport Play button	Access Playback modes: <ul style="list-style-type: none">• Half Speed• Prime for Playback• Loop Playback• Loop Transport Mode
Transport Record button	Cycle through Record modes: <ul style="list-style-type: none">• Normal• Loop• Destructive• QuickPunch• TrackPunch (Pro Tools HD only)• DestructivePunch (Pro Tools HD only)
Transport Return to Zero button	Access Automation commands (Pro Tools HD only): <ul style="list-style-type: none">• Write to Start• Write to All
Transport Go To End button	Access Automation commands (Pro Tools HD only): <ul style="list-style-type: none">• Write to End• Write to All

Universe Window Right-Click Commands and Menus

Universe Window Right-Click Commands and Menus

Right-click Shortcut	Task (Pro Tools HD and Pro Tools LE with DV Toolkit 2 Only)
Universe window	Access Universe window commands

Video Window Right-Click Commands and Menus

Video Window Right-Click Commands and Menus

Right-click Shortcut	Task (Pro Tools HD and Pro Tools LE with DV Toolkit 2 Only)
Video window	Access Video window commands: <ul style="list-style-type: none">• Online• Video Out Firewire• Half Size• Actual Size• Double Size• Fit Screen



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