



Pro Tools®
Windows Shortcuts

Version 8.0



Legal Notices

This guide is copyrighted ©2008 by Digidesign, a division of Avid Technology, Inc. (hereafter "Digidesign"), with all rights reserved. Under copyright laws, this guide may not be duplicated in whole or in part without the written consent of Digidesign.

003, 96 I/O, 96i I/O, 192 Digital I/O, 192 I/O, 888|24 I/O, 882|20 I/O, 1622 I/O, 24-Bit ADAT Bridge I/O, AudioSuite, Avid, Avid DNA, Avid Mojo, Avid Unity, Avid Unity ISIS, Avid Xpress, AVoption, Axiom, Beat Detective, Bomb Factory, Bruno, C|24, Command|8, Control|24, D-Command, D-Control, D-Fi, D-fx, D-Show, D-Verb, DAE, Digi 002, DigiBase, DigiDelivery, Digidesign, Digidesign Audio Engine, Digidesign Intelligent Noise Reduction, Digidesign TDM Bus, DigiDrive, DigiRack, DigiTest, DigiTranslator, DINR, D-Show, DV Toolkit, EditPack, Eleven, HD Core, HD Process, Hybrid, Impact, Interplay, LoFi, M-Audio, MachineControl, Maxim, Mbox, MediaComposer, MIDI I/O, MIX, MultiShell, Nitris, OMF, OMF Interchange, PRE, ProControl, Pro Tools M-Powered, Pro Tools, Pro Tools|HD, Pro Tools LE, QuickPunch, Recti-Fi, Reel Tape, Reso, Reverb One, ReVibe, RTAS, Sibelius, Smack!, SoundReplacer, Sound Designer II, Strike, Structure, SYNC HD, SYNC I/O, Synchronic, TL Aggro, TL AutoPan, TL Drum Rehab, TL Everyphase, TL Fauxlдер, TL In Tune, TL MasterMeter, TL Metro, TL Space, TL Utilities, Transfuser, Trillium Lane Labs, Vari-Fi Velvet, X-Form, and XMON are trademarks or registered trademarks of Digidesign and/or Avid Technology, Inc. Xpand! is Registered in the U.S. Patent and Trademark Office. All other trademarks are the property of their respective owners.

Product features, specifications, system requirements, and availability are subject to change without notice.

Guide Part Number 9329-59306-00 REV A 11/08

Documentation Feedback

At Digidesign, we're always looking for ways to improve our documentation. If you have comments, corrections, or suggestions regarding our documentation, email us at techpubs@digidesign.com.

Pro Tools 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™ except as noted in the Pro Tools M-Powered Setup Guide.

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 enable/disable an audio track	Start-click the track's Record Enable button

Table 3. Playback and Record shortcuts

Task	Shortcut
DestructivePunch or TrackPunch enable/disable all audio tracks	Alt-Start-click a track's Record Enable button
DestructivePunch or TrackPunch enable/disable all selected audio tracks	Start-Alt-Shift-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all audio tracks	Alt-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable 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 record enable status (Pro Tools HD only)	Alt-click the VCA Record Enable button
Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools HD only)	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)
Enable Snap To Grid while in another Edit mode	Shfit+F4
Enable Snap to Grid and Shuffle mode	F1+F4
Enable Snap to Grid and Slip mode	F2+F4
Enable Snap to Grid and Spot mode	F3+F4
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

Table 9. Edit mode and tool shortcuts

Task	Shortcut
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
Enable or disable Tab to Transients command	Control+Alt+Tab
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 or Start+Control
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
Move the selection forward by the selection amount	Control+Alt+Start+Apostrophe (')

Table 10. Edit selection, definition and navigation shortcuts

Task	Shortcut
Move the selection backward by the selection amount	Control+Alt+Start+L
Double length of the Edit selection	Control+Alt+Start+Shift+Apostrophe (')
Halve the length of the selection	Control+Alt+Start+Shift+L
Cancel Zoom toggle and remain at the same zoom level	Alt+Shift+E
Fit all shown tracks in the Edit window	Control+Alt+Start+Up
Record enable tracks that contain the Edit cursor or Edit selection	Shift+R
Input enable tracks that contain the Edit cursor or Edit selection	Shift+I
Solo tracks that contain the Edit cursor or Edit selection	Shift+S
Mute tracks that contain the Edit cursor or Edit selection	Shift+M
Move the insertion to the beginning of the Edit selection	Up arrow
Move the insertion to the end of the Edit selection	Down arrow
Increase or decrease height of any lane that contains the Edit cursor or an Edit selection	Start+Up/Down Arrow

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

Table 11. Editing, navigation and trimming shortcuts

Task	Shortcut
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

Track Compositing

Table 12. Track Compositing shortcuts

Task	Shortcut
Solo any one Playlist lane containing the Edit cursor	Shift+S
Move the Edit cursor up and down through Playlist lanes	Start+P and Start+ Apostrophe (;)
Copy the selection to the main playlist	Alt+Start+V
Copy the selection to a new playlist	Control+Alt+Start+V
Copy the selection to a duplicate of the main playlist	Control+Alt+Start+Shift+V

File Menu Commands

Table 13. 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
Print Score from Pro Tools Session	Control+P

Missing Files Dialog Commands

Table 14. 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 15. 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
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 16 on page 12
Fades Region menu commands	Table 17 on page 14
Restore Last Selection	Control+Alt+Z

Automation

Table 16. 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
Open Plug-in Automation dialog	Control-Alt-Start-click on parameters (in Plug-in window)
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)
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 16. 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 17. 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 18. 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 19. 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 20. 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 21. 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 22. Track List shortcuts

Task	Shortcut
Show/Hide all tracks	Alt-click on any Eye in Track List
Select all tracks	Alt-click on any Track Name in Track List

Mix Group List and Edit Group List

Table 23. 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 24. 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 25. Region Menu command shortcuts

Task	Shortcut
Mute/Unmute Regions	Control+M
Lock/Unlock Regions	Control+L
Edit lock/Unlock the selected region	Control+L
Time lock/Unlock the selected region	Alt+Start+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 (,)

Table 25. Region Menu command shortcuts

Task	Shortcut
Quantize Region to Nearest Grid	Control+0
Open Elastic Properties windows	Alt+5 (on numeric keypad)

Elastic Audio

Elastic Audio shortcuts

Task	Shortcut
Toggle between Real-Time and Rendered Elastic Audio processing	Control-Start-click the Elastic Audio plug-in button
Add a Warp marker on top of an event	With the Grabber tool, Start-click any Event marker
Relocate a Warp marker (without applying warping)	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, Alt-click a Warp marker
Delete all Warp markers in a selection	Press Delete or Backspace
Telescope-Warp audio before first Warp marker in or out	With the Grabber tool, Alt-click and drag first Event marker to the left or right
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 Pencil tool, Alt-click the Event marker you want to delete

Region List

Table 26. 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

Table 26. Region List shortcuts

Task	Shortcut
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
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 27. 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 Event Operations window	Alt+3 (on numeric keypad)
Quantize (in Event Operations window)	Alt+0 (on numeric keypad)
Change Duration (in Event Operations window)	Alt+P
Transpose (in Event Operations window)	Alt+T
Select/Split Notes (in Event 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 28. 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 29. 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 30. 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 31. Preferences dialog shortcuts

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

Peripherals Dialog

Table 32. 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 33. 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 34. 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)
Open MIDI Editor window	Start+Equal (=)
Cycle through all open MIDI Editor windows	Control Equal (=) repeatedly
Open Score Editor window	Alt+Start+Equal (=)

Zoom

Table 35. Zoom shortcuts

Task	Shortcut
Horizontal zoom in or out	Control+] or [
Zoom to show entire session horizontally without affecting vertical zoom or scrolling	Control+Start+[
Zoom in horizontally on a selection without affecting vertical zoom or scrolling	Control+Start+]
Vertical zoom to show default waveform height (Audio)	Control+Alt+Start+[
Incrementally zoom vertically on all audio tracks	Control+Alt+ [or]
Vertical zoom in or out (MIDI)	Control+Shift+] or [
Vertical zoom to show all notes (lowest to highest) in MIDI and Instrument (MIDI)	Control+Start+Shift+[
Vertical zoom to show all tracks	Alt+A
Horizontal zoom to show all tracks	Alt+Start+A
Horizontal zoom to selection, including MIDI events	Alt+F
Horizontal zoom to selection, excluding MIDI events	Alt+Start+F
Continuously zoom vertically on a single audio track (or group of tracks)	Start-drag with the Zoomer tool up or down in the track
Continuously zoom vertically on all audio tracks	Start+Shift-drag in an audio track with the Zoomer tool
Incrementally zoom vertically on all audio tracks	Press Control+Alt+[or Control+Alt+]
Fill window with selection	Alt-click on Zoomer tool or Alt+F
View entire session and reset waveform display to the default height	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)
Zoom Toggle	Start+E
Cancel Zoom Toggle and remain at the same zoom level	Alt+Shift+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)
Set all audio track waveform heights to match the waveform height of the top-most audio track in the Edit window	Control-Shift-click any of the Zoom buttons

Window Configuration

Table 36. 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 37. 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
Toggle the Timeline Insertion/Play Start Marker Follows Playback preference on and off	Start+N

Import Audio Dialog

Table 38. 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
Done	Alt+E
Cancel	Escape

Import Video Dialog

Table 39. 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 40. 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 41. 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 42. 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

Table 42. Mixing shortcuts

Task	Shortcut
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 43. 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 (.)
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 44. 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 45. 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
Bank display of tracks to top of Edit window	Shift-Start-click Track Name
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
Link Pro Tools and a video satellite (Pro Tools HD only)	Shift+Alt+L
Close all open Plug-in, Send, Pan, and Mic Pre windows	Control+Alt+W
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
Rearrange Toolbars	Control-click and drag
Send all selected Tracks to Sibelius	Alt-Right-click

Keyboard Focus

Table 46. 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
Toolbar focus for Tracks pane in Edit window	Control+Alt+4
Toolbar focus for MIDI Editor pane in Edit window	Control+Alt+5

Commands Keyboard Focus Mode

To use the following single key shortcuts, click the Commands Keyboard Focus button in the Edit or MIDI Editor window so that it remains lit. Or, use the Start key in combination with the single keys listed below except for Undo, Cut, Copy and Paste. For these functions, you must use the Control key in combination with the single keys listed.

Table 47. 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
Snap end (of selected region) to time code (Pro Tools HD only)	I
Snap start (of selected region) to playhead	H

Table 47. Commands Keyboard Focus mode shortcuts

Task	Shortcut
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 (enable/disable)	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 (.)
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 48. Text Entry shortcuts

Task	Shortcut
Scroll horizontally	Shift+Scroll Wheel
Fine-tune scroll (Fine Adjust mode)	Control+Scroll Wheel
Scroll Notes View up or down	Control-Alt-Start-scroll over MIDI or Instrument track in Notes View
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 49. 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 50. 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
Start and stop Context Preview in the front-most browser during session playback.	Press Esc or Control+P
Enable/disable Loop Preview mode	Start-click the Preview button
Enable/disable Auto-Preview mode	Control-click the Preview button
Import Audio dialog: Start or stop auditioning	Alt+P

DigiBase Delete or Duplicate Keyboard Shortcuts

Table 51. 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
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 52. 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 53. 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
<p>Browser File: Import to Timeline and create a new track</p>	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
<p>Waveform Display: Set the sync point and spot to the Timeline and copy the audio file</p>	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
<p>Browser Audio File to Timeline: Snap to head and copy the audio file to the session's Audio Files folder</p>	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
<p>Browser Item: Snap to sync point and copy the audio file to the session's Audio Files folder</p>	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
<p>Browser Item: Snap to tail and copy the audio file to the session's Audio Files folder</p>	Start-Control-Alt drag and drop
<p>Browser Item: Spot with variable cursor</p>	Start-Control-Shift drag and drop
<p>Browser Item: Spot with variable cursor and copy the audio file to the session's Audio Files folder</p>	Start-Control-Alt-Shift-drag and drop

DigiBase Navigation Shortcuts

Table 54. 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 assignment views
Send Assignment button	Access Send commands: <ul style="list-style-type: none"> • Mute Send • Make Active/Inactive • Rename
Insert Assignment button	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/Show and Make Active • Make Inactive/Make Active • Scroll Into View • Locked (video track only) • New • Rename • Duplicate • Split Into Mono (multichannel tracks only) • Delete • Expand Channels to New Tracks <ul style="list-style-type: none"> • By Channel Name • By Channel Number • By Channel Name and Number • By Timecode • Track Compositing Commands: Filtering Lanes <ul style="list-style-type: none"> • Show All Lanes • Show Only Lanes With > Regions Within The Edit Selection • Show Only Lanes With > Regions Outside The Edit Selection • Show Only Lanes With > Regions Rated >=1-5 • Hide All Lanes • Hide Only Lanes With > Regions Within The Edit Selection • Hide Only Lanes With > Regions Outside The Edit Selection • Hide Only Lanes With > Regions Rated >=1-5 • Rating

Mix window *Right-click commands and menus*

Right-Click Shortcut	Task
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
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
<p>Region, region selection, or point in region (Blocks and Waveform Track views)</p>	<p>Access Edit and Region commands:</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 • Paste • Clear • Matches (region or region selection only) <ul style="list-style-type: none"> • Match Criteria • Expand Alternates to New Playlists • 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 (region or region selection only) • Group Regions (region or region selection only) • Ungroup Regions (region or region selection only) • Loop • Unloop • Rating <ul style="list-style-type: none"> • 1–5
<p>Control-Right-click region, region selection, or point in region (Blocks and Waveform Track views)</p>	<p>Access Edit, Region, and Move Region commands:</p> <ul style="list-style-type: none"> • 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 Region Start to Selection Start • Move Region Sync to Selection Start • Move Region End to Selection Start • Loop • Unloop

Edit window Right-click commands and menus

Right-Click Shortcut	Task
Region, region selection, or point in region (Analysis Track view, Elastic Audio track only)	<p>Access Edit and Region commands:</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 • Add Event Marker • Remove Event Marker • Elastic Properties • Conform to Tempo • Remove Warp • Conform to Tempo • Remove Warp Marker • Remove Pitch Shift
Region, region selection, or point in region (Warp Track view)	<p>Access Edit and Region commands:</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 • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Separate • Delete Fades • Rename (region only) • Group (region or region selection only) • Ungroup (region or region selection only) • Loop • Unloop • Rating <ul style="list-style-type: none"> • 1–5

Edit window Right-click commands and menus

Right-Click Shortcut	Task
Region, region selection, or point in region (Playlist view only)	<p>Access Edit and Region commands:</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 • Paste • Clear • Copy Selection to New Playlist • Copy Selection to Main Playlist • Copy Selection to Duplicate Playlist • Matches (region or region selection only) <ul style="list-style-type: none"> • Match Criteria • Expand Alternates to New Playlists • Expand Alternates to New Tracks • Separate • Delete Fades • Snap to Next • Snap to Previous • Spot • Rename (region or region selection only) • Loop • Unloop • Rating • 1–5

Edit window Right-click commands and menus

Right-Click Shortcut	Task
Region, region selection, point in region (Aux Input, MIDI, and Instrument track only)	<p>Access Edit and Region commands:</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 • 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 Score Editor
Control-Right-click region, region selection, or point in region (Warp Track view)	<p>Access Edit and Region commands:</p> <ul style="list-style-type: none"> • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Rename • Loop • Unloop
Region List items	<p>Access Region List commands:</p> <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
Toolbar	Show/Hide controls in Edit Window toolbar

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
Universe window	Access Universe window commands

MIDI Editor Window Right-Click Commands

MIDI Editor window Right-click commands

Right-Click Shortcut	Task
Midi Editor window Notes Pane	<p>Access Edit and Region commands:</p> <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"> • Key Signature • Meter • Chord • 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 New MIDI Editor • Open in Score Editor • Open in MIDI Event List • Display Notation
MIDI Editor window Track List	<p>Access Track List commands:</p> <ul style="list-style-type: none"> • Hide/Show • Hide and Make Inactive/Show and Make Active • Export MIDI • New • Rename • Duplicate • Split Into Mono (multichannel tracks only) • Delete • MIDI Real-Time Properties • Open in New MIDI Editor • Open in Score Editor • Open in MIDI Event List • Notation Display Track Settings
MIDI Editor window toolbar	Show/Hide controls in MIDI Editor Window toolbar

Score Editor Window Right-Click Commands

Score Editor window Right-click commands

Right-Click Shortcut	Task
Score Editor window Notes Pane	<p>Access Edit and Region commands:</p> <ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> • Zoomer • Trimmer • Selector • Grabber • Pencil • Insert <ul style="list-style-type: none"> • Key Signature • Meter • Chord Symbol • Cut • Copy • Paste • Merge • Clear • 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 • Notation Display Track Settings • Score Setup • Send to Sibelius • Print Score
Score Editor window Track List	<ul style="list-style-type: none"> Show All Tracks Show Only Selected Tracks Hide All Tracks Hide Selected Tracks Notation Display Track Settings Score Setup
Score Editor window toolbar	Show/Hide controls in Score Editor Window toolbar

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	<p>Access Video window commands:</p> <ul style="list-style-type: none"> • Online • Video Out Firewire • Half Size • Actual Size • Double Size • Fit Screen

DigiBase Right-Click Commands and Menu

DigiBase Right-click commands and menus

Right-Click Shortcut	Task
Any column header in a Browser menu	Access list of DigiBase columns to show or hide
File in Name column of Browser menu	<p>Access DigiBase Browser menu commands:</p> <ul style="list-style-type: none"> • Calculate Waveform • Update Database for Selected • Calculate Elastic Analysis • Clear Elastic Analysis • Invent Selection • Reveal in Explorer • Reveal in Browser • Duplicate Selected • Lock Selected • Unlock Selected • Delete Selected • Unmount • Loop Preview • Auto-Preview • Spacebar Toggles File Preview • Audio Files Conform to Session Tempo
Preview button	<p>Access DigiBase Preview commands:</p> <ul style="list-style-type: none"> • Loop Preview • Auto-Preview • Spacebar Toggles File Preview
Volume field	Display Volume fader



www.digidesign.com

DIGIDESIGN

2001 Junipero Serra Boulevard
Daly City, CA 94014-3886 USA
Tel: 650.731.6300
Fax: 650.731.6399

TECHNICAL SUPPORT (USA)

Tel: 650.731.6100
Fax: 650.731.6375

PRODUCT INFORMATION (USA)

Tel: 800.333.2137

INTERNATIONAL OFFICES

Visit the Digidesign website
for contact information