Pro Tools® Shortcuts Guide

Version 11.1

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Guide Part Number 9329-65384-00 REV A 11/13

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Chapter 1: Introduction to Pro Tools Shortcuts

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.

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

Conventions Used in Documentation

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

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

Chapter 2: Global Keyboard Shortcuts

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

Parameter Change

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

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

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

Toggle

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

- Tracks in Track List
- Group enables/activation
- Memory Location parameters
- Automation Enable window

Action	Mac	Windows
Toggle item and set all others to same new state	Option-click on applicable item (applicable items listed above)	Alt-click on applicable item (applicable items listed above)
Toggle item and set all others to opposite state	Command-click on applicable item (applicable items listed directly above)	Control-click on applicable item (applicable items listed above)

Fine Adjustment

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

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

Action	Mac	Windows
Fine tune an item (Fine Adjust mode)	Command-click on applicable fader/pot/breakpoint function (applicable functions listed above)	Control-click on applicable fader/pot/breakpoint function (applicable functions listed above)

Multi-Select

Pro Tools provides global keyboard shortcuts for selecting the following items:

- Tracks
- Clips in Clip List
- paths in I/O Setup

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

Chapter 3: Commands Keyboard Focus Shortcuts

Commands Keyboard Focus provides single-key shortcuts for a range of edit and play commands.

Action	Commands Focus Shortcut
Play Edit Selection	[
Play Timeline Selection	]
Nudge Play Later By Next Bigger Grid	/
Nudge Play Earlier By Grid	\
Nudge Play Earlier By Grid	,
Nudge Play Later By Grid	.
Timeline Selection To Edit Selection	0
Move Edit Insertion To Next Edit	‘
Move Edit Insertion To Next Track	;
Recall Zoom Memory 1	1
Recall Zoom Memory 2	2
Recall Zoom Memory 3	3
Recall Zoom Memory 4	4
Recall Zoom Memory 5	5
Play To Edit Start	6
Play From Edit Start	7
Play To Edit End	8
Play From Edit End	9
Trim Clip Start To Cursor	A
Clear	B

Action	Commands Focus Shortcut
Copy	C
Duplicate	D
Zoom Toggle	E
Crossfade With No Dialog	F
Fade Out From Cursor To End Of Clip	G
Snap Clip Start To Play Position	H
Snap Clip End To Current Timecode	I
Snap Clip Sync Point To Play Position	J
Snap Clip End To Play Position	K
Move Edit Insertion To Previous Edit	L
Nudge Play Earlier By Next Bigger Grid	M
Toggle Insertion Follows Playback	N
Edit Selection To Timeline Selection	O
Move Edit Insertion To Previous Track	P
Display Timeline Selection Start	Q
Zoom Out Horizontal	R
Trim Clip End To Cursor	S
Zoom In Horizontal	T
Move Clip Sync Point To Current Timecode	U
Paste	V
Display Timeline Selection End	W
Cut	X
Move Clip Start To Current Timecode	Y
Undo	Z
Redo	Shift+Z
Toggle Playlist View Mode	-

Chapter 4: Edit Window and Mix Window Keyboard Shortcuts

Pro Tools provides keyboard shortcuts for many Edit window and Mix window operations, as well as many Transport commands.

Playback

Action	Mac	Windows
Start/stop playback	Spacebar	Spacebar
Half-speed playback	Shift+Spacebar	Shift+Spacebar
Pause (pre-prime deck for instant playback and record)	Control+Spacebar, or Option-click, on Transport Play button	Start+Spacebar, or Alt-click on Transport Play button
Enable/disable online playback	Command+J, or Option+Spacebar	Ctrl+J, or Alt+Spacebar
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)	Left/Right Arrow keys (when selection exceeds window view)
Play Edit selection	Option+[	Alt+[
Back/Forward (move the playback location backwards/forwards by the Back/Forward amount) (Pro Tools HD only)	Command+Transport Rewind button or Transport Fast Forward button	Ctrl+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)	Command+Option+Transport Rewind button or Transport Fast Forward button	Ctrl+Alt+Transport Rewind button or Transport Fast Forward button
Extend a selection backwards by the Back/Forward amount (Pro Tools HD only)	Shift+Command+Transport Rewind button or Transport Fast Forward button	Shift+Ctrl+ Transport Rewind button or Transport Fast Forward button

Action	Mac	Windows
Extend the selection backwards by the Back/Forward amount and begin playback (Pro Tools HD only)	Shift+Command+Option+ Transport Rewind button or Transport Fast Forward button	Shift+Ctrl+Alt+Transport Rewind button or Transport Fast Forward button
Loop playback toggle	Command+Shift+L, or Control-click on Transport Play button	Ctrl+Shift+L, or Start-click on Transport Play button
Dynamic Transport Mode toggle	Command+Control+P	Ctrl+Start+P
Transport Master toggle (Pro Tools/Machine/MMC)	Command+Backslash (\)	Ctrl+Backslash (\)
Solo-safe track	Command-click on track Solo	Ctrl-click on track Solo

Recording

Action	Mac	Windows
Start record	Command+Spacebar, F12, or 3 (on numeric keypad)*	Ctrl+Spacebar, or F12, or 3 (on numeric keypad)
Stop record	Spacebar	Spacebar
Stop record and discard recording take (not undoable)	Command+Period (.)	Ctrl+Period (.)
Half-speed record	Command+Shift+Spacebar, or Shift+F12*	Ctrl+Shift+Spacebar, or Shift+F12
Enable/disable online record	Command+Option+ Spacebar*	Ctrl+Alt+Spacebar
Record-safe track	Command-click on track Record Enable button	Ctrl-click on track Record Enable button
Cycle through record modes: normal, Destructive, Loop, QuickPunch™, TrackPunch, DestructivePunch	Control-click on Transport Record Enable button	Start-click on Transport Record Enable button
Loop Record toggle	Option+L	Alt+L
TrackPunch toggle (Pro Tools HD only)	Command+Shift+T	Ctrl+Shift+T
QuickPunch toggle	Command+Shift+P	Ctrl+Shift+P
Enter/Exit record during playback in QuickPunch	Command+Spacebar, F12, or click Transport Record button*	Ctrl+Spacebar, F12, or click Transport Record Enable button

Action	Mac	Windows
DestructivePunch or TrackPunch enable/disable an audio track (Pro Tools HD and Pro Tools with Complete Production Toolkit only)	Control-click the track's Record Enable button	Start-click the track's Record Enable button
DestructivePunch or TrackPunch enable/disable all audio tracks (Pro Tools HD and Pro Tools with Complete Production Toolkit only)	Option-Control-click a track's Record Enable button	Alt-Start-click a track's Record Enable button
DestructivePunch or TrackPunch enable/disable all selected audio tracks (Pro Tools HD only)	Control-Option-Shift-click a track's Record Enable button	Start-Alt-Shift-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all audio tracks (Pro Tools HD only)	Option-click a track's Record Enable button	Alt-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all selected audio tracks (Pro Tools HD only)	Option-Shift-click a track's Record Enable button	Alt-Shift-click a track's Record Enable button
Temporarily force all VCA slave tracks to toggle their record enable status (Pro Tools HD only)	Option-click the VCA Record Enable button	Alt-click the VCA Record Enable button
Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools HD only)	Option-click the VCA Track-Input button	Alt-click the VCA TrackInput button
Enable or disable pre/post-roll time	Command+K	Ctrl+K
Set and enable pre/post-roll time	Option-click with Selector before or after selection	Alt-click with Selector tool before or after selection
Disable and set to zero pre/post-roll time	Option-click within selection closer to front or back	Alt-click within selection closer to front or back
**Some Pro Tools recording shortcuts use the same key commands as some Mac OS X shortcuts. If you want to retain use of these key commands in Pro Tools, these Mac OS X shortcuts must be disabled.*		

Transport Mode (Numeric Keypad)

The following shortcuts apply when you select Numeric Keypad: Transport in the Operations Preferences page.

Action	Mac	Windows
Play/Stop	0	0
Rewind	1	1
Fast Forward	2	2
Record Enable	3	3
Loop Playback mode on/off	4	4
Loop Record mode on/off	5	5
QuickPunch mode on/off	6	6
Click on/off	7	7
Countoff on/off	8	8
MIDI Merge/Replace mode on/off	9	9

Shuttle Mode (Numeric Keypad)

(Pro Tools HD Only)

The following shortcuts apply when you select Shuttle mode in the Operations Preferences page.

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

Scrub (Jog)/Shuttle

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

Auditioning (Transport = Pro Tools)

The following shortcuts are active only when Transport = Pro Tools.

Action	Mac	Windows
Play by pre-roll value up to selection start/end (or current location if no selection)	Option+ Left/Right Arrow keys	Alt+ Left/Right Arrow keys
Play by post-roll value from selection start/end (or current cursor location if no selection)	Command+ Left/Right Arrow keys	Ctrl+ Left/Right Arrow keys
Play by pre- and post-roll value through selection start/end	Command+Option+ Left/Right Arrow keys	Ctrl+Alt+ Left/Right Arrow keys

Auditioning (Transport = MMC)

The following shortcuts are active only when Transport = MMC.

Action	Mac	Windows
Cue Transport to selection start/end	Command+ Left/Right Arrow keys	Ctrl+Left/Right Arrow keys
Cue Transport with pre/post-roll to selection start/end	Option+ Left/Right Arrow keys	Alt+Left/Right Arrow keys

Edit Modes and Edit Tools

Action	Mac	Windows
Shuffle mode	F1, or Alt+1 (on computer keyboard)	F1, or Option+1 (on computer keyboard)
Slip mode	F2, or Alt+2 (on computer keyboard)	F2, or Option+2 (on computer keyboard)
Spot mode	F3, or Alt+3 (on computer keyboard)	F3, or Option+3 (on computer keyboard)
Grid mode	F4, or Alt+4 (on computer keyboard)	F4,or Option+4 (on computer keyboard)
Enable Snap To Grid while in another Edit mode	Shfit+F4	Shfit+F4
Enable Snap to Grid and Shuffle mode	F1+F4	F1+F4
Enable Snap to Grid and Slip mode	F2+F4	F2+F4
Enable Snap to Grid and Spot mode	F3+F4	F3+F4
Zoomer tool	F5, or Command+1 (on computer keyboard)	F5, or Ctrl+1 (on computer keyboard)
Trimmer tool	F6, or Command+2 (on computer keyboard)	F6, or Ctrl+2 (on computer keyboard)
Selector tool	F7, or Command+3 (on computer keyboard)	F7, or Ctrl+3 (on computer keyboard)
Grabber tool	F8, or Command+4 (on computer keyboard)	F8, or Ctrl+4 (on computer keyboard)
Scrubber tool	F9, or Command+5 (on computer keyboard, if Mac OS X Expose is disabled)	F9, or Ctrl+5 (on computer keyboard)
Pencil tool	F10, or Command+6 (on computer keyboard, if Mac OS X Expose is disabled)	F10, or Ctrl+6 (on computer keyboard)
Smart Tool	F6+F7, F7+F8, or Command+7 (on computer keyboard)	F6+F7, F7+F8, or Ctrl+7 (on computer keyboard)
Cycle through Edit modes	Single Open Quote (‘) key, located above the Tab key	Single Open Quote (‘) key, located above the Tab key

Action	Mac	Windows
Cycle through Edit tools	Escape (Esc) key	Escape (Esc) key, or Center-click
Lock out or unlock Shuffle Mode	Command-click the Shuffle button	Ctrl-click the Shuffle button

Edit Selection, Definition, and Navigation

Action	Mac	Windows
Enable or disable Tab to Transients command	Command+Option+Tab	Ctrl+Alt+Tab
Locate cursor to next transient	Tab (if Tab to Transient enabled)	Tab (if Tab to Transient enabled)
Locate cursor to previous transient	Option+Tab (if Tab to Transient enabled)	Ctrl+Tab (if Tab to Transient enabled)
Locate cursor to next Clip-boundary/sync point	Tab (if Tab to Transients is disabled)	Tab (if Tab to Transients is disabled)
Locate cursor to previous Clip boundary/sync point	Option+Tab (if Tab to Transients is disabled)	Ctrl+Tab (if Tab to Transients is disabled)
Go to and select next Clip	Control+Tab	Start+Tab
Go to and select previous Clip	Control+Option+Tab	Start+Ctrl+Tab or Start+Ctrl
Go to Song Start	Control+Return	Start+Enter
Extend selection to Song Start	Shift+Control+Return	Shift+Start+Enter
Extend selection to next Clip-boundary	Shift+Tab	Shift+Tab
Extend selection to previous Clip-boundary	Option+Shift+Tab	Ctrl+Shift+Tab
Extend selection to include next Clip	Control+Shift+Tab	Start+Shift+Tab
Extend selection to include previous Clip	Control+Shift+Option+Tab	Start+Shift+Ctrl+Tab
Return to start of session	Return	Enter
Go to end of session	Option+Return	Ctrl+Enter
Extend selection to start of session	Shift+Return	Shift+Enter
Extend selection to end of session	Option+Shift+Return	Ctrl+Shift+Enter
Link Timeline and Edit selection	Shift+Forward Slash (/)	Shift+Forward Slash (/)
Set selection start/end during playback	Down/Up Arrow keys	Down/Up Arrow keys

Action	Mac	Windows
Set selection start/end to incoming time code while stopped	Down/Up Arrow keys	Down/Up Arrow keys
Select entire Clip in Edit window	Double-click with Selector	Double-click with Selector tool
Select entire track in Edit window	Triple-click with Selector, or single-click in track and press Command+A	Triple-click with Selector tool, or single-click in track and press Ctrl+A
Select all Clips in all tracks in Edit window	Return, then press Command+A	Enter, then press Ctrl+A
Extend cursor or selection across all tracks	Enable “All” Edit group and Shift-click on any other track	Enable “All” Edit group and Shift-click on any other track
Move the selection forward by the selection amount	Command+Control+ Option+Apostrophe (')	Ctrl+Alt+Start+Apostrophe (')
Move the selection backward by the selection amount	Command+Control+ Option+L	Ctrl+Alt+Start+L
Double the length of the Edit selection	Command+Control+ Option+Shift+ Apostrophe (‘)	Ctrl+Alt+Start+Shift+ Apostrophe (')
Halve the length of the selection	Command+Control+ Option+Shift+L	Ctrl+Alt+Start+Shift+L
Cancel Zoom toggle and remain at the same zoom level	Option+Shift+E	Alt+Shift+E
Fit all shown tracks in the Edit window	Command+Option+Control+Up arrow or Down arrow	Ctrl+Alt+Start+Up arrow or Down arrow
Record enable tracks that contain the Edit cursor or Edit selection	Shift+R	Shift+R
TrackInput Monitor enable tracks that contain the Edit cursor or Edit selection (Pro Tools HD only)	Shift+I	Shift+I
Solo tracks that contain the Edit cursor or Edit selection	Shift+S	Shift+S
Mute tracks that contain the Edit cursor or Edit selection	Shift+M	Shift+M
Move the insertion to the beginning of the Edit selection	Down arrow	Down arrow
Move the insertion to the end of the Edit selection	Up arrow	Up arrow

Action	Mac	Windows
Increase or decrease the height of any lane that contains the Edit cursor or an Edit selection	Control+Up/Down Arrow	Start+Up/Down Arrow

Editing, Nudging and Trimming

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

Action	Mac	Windows
Change Grid value	Control+Option+Plus/Minus (+/–) keys	Start+Alt+ Plus/Minus (+/–) keys
Change Nudge value	Command+Option+ Plus/Minus (+/–) keys	Ctrl+Alt+ Plus/Minus (+/–) keys
Nudge back by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)	Minus (–) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)	Minus (–) key (on numeric keypad), or Comma (,) (in Commands Keyboard Focus)
Nudge forward by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)	Plus (+) key (on numeric keypad), or Period (.) (in Commands Keyboard Focus)	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	Shift+Plus/Minus (+/–) keys
Nudge data within current Clip to right/left by Nudge value (keeps Clip start/end and moves underlying audio)	Control+Plus/Minus (+/–) keys	Start+Plus/Minus (+/–) keys
Nudge left selection boundary right/left by Nudge value	Option+Shift+Plus/Minus (+/–) keys	Alt+Shift+Plus/Minus (+/–) keys
Nudge right selection boundary right/left by Nudge value	Command+Shift+Plus/Minus (+/–) keys	Ctrl+Shift+Plus/Minus (+/–) keys
Trim left edge of Clip to right/left by Nudge value	Option+Plus/Minus (+/–) keys	Alt+Plus/Minus (+/–) keys
Trim right edge of Clip to right/left by Nudge value	Command+Plus/Minus (+/–) keys	Ctrl+Plus/Minus (+/–) keys
Reverse Trimmer tool direction when trimming Clip	Option+Trimmer tool	Alt+Trimmer tool
Trim up to, but not over, adjacent Clips	Hold down Control key while trimming	Hold down Start key while trimming

Action	Mac	Windows
Duplicate Clip(s) in Edit Window	Option-click selection and drag to destination	Alt-click selection and drag to destination
Delete selection in playlist	Backspace or Delete (on computer keyboard)	Backspace or Delete (on computer keyboard)
Constrain audio Clip to vertical movement	Control-click to move audio Clip with Grabber tool	Start-click to move audio Clip with Grabber tool
Snap Clip start to stationary playhead or Edit selection start	Control-click new Clip with Grabber tool	Start-click new Clip with Grabber tool
Snap Clip sync point to stationary playhead or Edit selection start	Control-Shift-click Clip containing the sync point with Grabber tool	Start-Shift-click Clip containing the sync point with Grabber tool
Snap Clip end to stationary playhead or Edit selection end	Command-Control-click new Clip with Grabber tool	Ctrl-Start-click new Clip with Grabber tool

Clip Gain

Action	Mac	Windows
Show or hide the Clip Gain Line	Control+Shift+Hyphen (-)	Start+Shift+Hyphen (-)
Show or hide Clip Gain Info	Control+Shift+Equals (=)	Start+Shift+Equals (=)
Add a Clip Gain breakpoint at the current Edit location	Control+Shift+E	Start+Shift+E
Nudge the selected clip gain up	Control+Shift+Up Arrow	Start+Shift+Up Arrow
Nudge the selected clip gain down	Control+Shift+Down Arrow	Start+Shift+Down Arrow
Nudge the selected clip gain back	Control+Shift+Minus (–), Control+Shift+M, or Control+Shift+Comma (,)	Start+Shift+Minus (–), Start+Shift+M, or Start+Shift++Comma (,)
Nudge the selected clip gain forward	Control+Shift+Plus (+), Control+Shift+Period (.), or Control+Shift+Slash (/)	Start+Shift+Plus (+), Start+Shift+Period (.), or Start+Shift+Slash (/)
Clear Clip Gain	Control+Shift+B	Start+Shift+B
Cut Clip Gain	Control+Shift+X	Start+Shift+X
Copy Clip Gain	Control+Shift+C	Start+Shift+C
Paste Clip Gain	Command+V	Control+V

Track Compositing

The following shortcuts apply to track Playlist lanes in the Edit window.

Action	Mac	Windows
Solo the Playlist lane containing the Edit cursor	Shift+S	Shift+S
Move the Edit cursor up and down through Playlist lanes	Control+P and Control+ Semicolon (;)	Start+P and Start+ Semicolon (;)
Copy the selection to the main Playlist	Option+Control+V	Alt+Start+V
Create a new playlist for the first selected track in the session	Control+\	Start+\
Create a new playlist for each track in the session	Control+Option+\	Start+Alt+\
Create a new playlist for each selected track in the session	Control+Option+Shift+\	Start+Alt+Shift+\
Duplicate the main playlist for the first selected track in the session	Command+Control+\	Control+Start+\
Duplicate the main playlist for each track in the session	Command+Option+Control+\	Control+Alt+Start+\
Duplicate the main playlist for each selected track in the session	Command+Option+ Control+Shift+\	Control+Alt+Start+Shift+\

Zoom

Action	Mac	Windows
Horizontal zoom in or out	Command+] or [	Ctrl+] or [
Zoom to show entire session horizontally without affecting vertical zoom or scrolling	Command+Control+[	Ctrl+Start+[
Zoom in horizontally on a selection without affecting vertical zoom or scrolling	Command+Control+]	Ctrl+Start+]
Vertical zoom to show default waveform height (Audio)	Command+Option+Control+[	Ctrl+Alt+Start+[
Incrementally zoom vertically on all audio tracks	Command+Option+ [or]	Ctrl+Alt+ [or]
Vertical zoom in or out (MIDI)	Command+Shift+] or [	Ctrl+Shift+] or [
Vertical zoom to show all notes (lowest to highest) in MIDI and Instrument (MIDI)	Command+Control+Shift+[	Ctrl+Start+Shift+[
Vertical zoom to show all tracks	Option+A	Alt+A
Horizontal zoom to show all tracks	Option+Control+A	Alt+Start+A
Horizontal zoom and scroll timeline excluding MIDI events	Option+F	Alt+F
Horizontal zoom to selection, including MIDI events	Option+Control+F	Alt+Start+F
Continuously zoom vertically on a single audio track (or group of tracks)	Control+drag with the Zoomer tool up or down in the track	Start-drag with the Zoomer tool up or down in the track
Continuously zoom vertically on all audio tracks	Control+Shift+drag in an audio track with the Zoomer tool	Start+Shift-drag in an audio track with the Zoomer tool
Incrementally zoom vertically on all audio tracks	Command+Option+[or Command+Option+]	Press Ctrl+Alt+[or Ctrl+Alt+]
Fill window with selection	Option-click on Zoomer tool or Option+F	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 Option+A	Double-click on Zoomer tool or Alt+A
Set all audio track waveform heights to match the waveform height of the top-most audio track in the Edit window	Command-Shift-click any of the Zoom buttons	Ctrl-Shift-click any of the Zoom buttons

Action	Mac	Windows
Zoom vertical and horizontal axis	Hold down Command key while dragging the Zoomer tool	Hold down Ctrl key while dragging Zoomer tool
Zoom to previous orientation	Option-click on any Horizontal Zoom In or Out button, or Audio or MIDI Zoom In or Out button	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 (faster drawing from RAM)	Command-click on Zoomer tool	Ctrl-click on Zoomer tool)
Zoom Toggle	Control+E	Start+E
Cancel Zoom Toggle and remain at the same zoom level	Option+Shift+E	Alt+Shift+E
Recall Zoom presets 1–5	Control+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard, in Commands Keyboard Focus)	Start+Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard), or Zoom preset number (1, 2, 3, 4, or 5 on computer keyboard in Commands Keyboard Focus)
Save Zoom presets 1–5	Command-click Zoom preset number in Mix Window toolbar	Ctrl-click Zoom preset number in Mix Window toolbar

File Menu

Action	Mac	Windows
New Session	Command+N	Ctrl+N
Open Session	Command+O	Ctrl+O
Open Recent	Command+Shift+O	Ctrl+Shift+O
Close session	Command+Shift+W	Ctrl+Shift+W
Save Session	Command+S	Ctrl+S
Bounce to Disk	Command+Option+B	Ctrl+Alt+B
Import Session Data	Shift+Option+I	Shift+Alt+I
Import Audio	Command+Shift+I	Ctrl+Shift+I
Import MIDI	Command+Option+I	Ctrl+Alt+I
Print Score from Pro Tools Session	Command+P	Ctrl+P

Quick Setup and New Session Dialog Boxes

Action	Mac	Windows
Toggle Audio File Type	Command+F	Ctrl+F
Toggle Bit Depth	Command+B	Ctrl+B
Toggle Interleaved option	Command+G	Ctrl+G
Toggle Sample Rate	Command+R	Ctrl+R
Toggle I/O Settings	Command+I	Ctrl+I
Toggle Quick Setup options (Quick Setup only)	Command+Up/Down Arrow	Ctrl+Up/Down Arrow

Bounce Dialog

Action	Mac	Windows
Add a new Bounce Source row	Command+Shift+"+" (plus) or Command+Shift+Down arrow	Control+Shift+"+" (plus) or Control+Shift+Down arrow
Remove bottom Bounce Source row	Command+Shift+"–" (minus) or Command+Shift+Up arrow	Control+Shift+"–" (minus) or Control+Shift+Down arrow
Toggle Interleaved option	Command+G	Ctrl+G
Toggle Sample Rate	Command+R	Ctrl+R
Toggle I/O Settings	Command+I	Ctrl+I
Toggle Quick Setup options (Quick Setup only)	Command+Up/Down Arrow	Ctrl+Up/Down Arrow

Missing Files Dialog

Action	Mac	Windows
Skip all missing files	Command+S	Ctrl+S
Manually find and relink all missing files	Command+M	Ctrl+M
Automatically find and relink all missing files	Command+A	Ctrl+A
Regenerate missing fades	Command+R	Ctrl+R
Regenerate missing render files	Command+D	Ctrl+D

Edit Menu

Action	Mac	Windows
Undo	Command+Z	Ctrl+Z
Redo	Command+Shift+Z	Ctrl+Shift+Z
Cut	Command+X	Ctrl+X
Copy	Command+C	Ctrl+C
Paste	Command+V	Ctrl+V
Clear	Command+B	Ctrl+B
Select All	Command+A	Ctrl+A
Cut Special Cut Clip Gain	Control+Shift+X	Start+Shift+X
Copy Special Copy Clip Gain	Control+Shift+C	Start+Shift+C
Paste Special Merge	Option+M	Alt+M
Paste Special Repeat to Fill Selection	Command+Option+V	Ctrl+Alt+V
Paste Special to Current Automation Type	Command+Control+V	Ctrl+Start+V
Clear Special Clear Clip Gain	Control+Shift+B	Start+Shift+B
Change Timeline Selection to Edit Selection	Option+Shift+6 (on numeric keypad)	Alt+Shift+6
Change Edit Selection to Match Timeline Selection	Option+Shift+5 (on numeric keypad)	Alt+Shift+5
Play Edit Selection	Option+[	Alt+[
Play Timeline Selection (in Dynamic Transport Mode or when Link Timeline and Edit Selection is disabled)	Option+]	Alt+]
Duplicate selection	Command+D	Ctrl+D
Repeat selection	Option+R	Alt+R
Shift selection	Option+H	Alt+H
Insert Silence	Command+Shift+E	Ctrl+Shift+E
Trim Clip to Selection	Command+T	Ctrl+T
Trim Clip Start to Insertion	Option+Shift+7	Alt+Shift+7
Trim Clip End to Insertion	Option+Shift+8	Alt+Shift+8

Action	Mac	Windows
Trim Clip to File Start	Command+Control+R	Control+Start+R
Trim Clip to File End	Command+Control+Y	Control+Start+Y
Trim Clip to File Boundaries	Command+Control+T	Control+Start+T
Separate Clip at Selection	Command+E	Ctrl+E
Heal Separation	Command+H	Ctrl+H
Strip Silence	Command+U	Ctrl+U
Consolidate selection	Option+Shift+3	Alt+Shift+3
TCE Edit to Timeline selection (Pro Tools HD and Pro Tools with Complete Production Toolkit only)	Option+Shift+U	Alt+Shift+U
Restore Last Selection	Command+Option+Z	Ctrl+Alt+Z

Memory Locations and Markers

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

Automation

Action	Mac	Windows
Toggle Track View on all tracks	Option+Minus (–) key (on computer keyboard)	Alt+Minus (–) key (on computer keyboard)
Change to previous/next Track View on all tracks included in the current selection	Control+Command+ Left/Right Arrow keys	Ctrl+Start+ Left/Right Arrow keys
Change to previous/next Track View on all tracks	Control+Option+Command+ Left/Right Arrow keys	Ctrl+Alt+Start+ Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Command-click on Track View selector	Ctrl-click on Track View selector
Disable/enable all Automation playlists on selected track	Command+Shift-click on Track View selector	Ctrl+Shift-click on Track View selector
Open Plug-in Automation dialog	Command+Option+Control-click on Track View selector (in Edit window)	Ctrl+Alt+Start-click on parameters (in Plug-in window)
Access Plug-in Automation commands (Pro Tools HD only): Automation dialog, Enable/disable plug-in automation	Command+Option+Control-click on parameters (in Plug-in window)	Ctrl-Alt-Start-click on Track View selector (in Edit window)
Copy Automation to Send (Pro Tools HD only)	Command+Option+H	Ctrl+Alt+H
Thin Automation	Command+Option+T	Ctrl+Alt+T
Write automation to start of session/selection (Pro Tools HD only)	Control-click on Transport Return to Zero button	Start-click on Transport Return to Zero button
Write automation to end of session/selection (Pro Tools HD only)	Control-click on Transport Go to End button	Start-click on Transport Go to End button
Write automation from start to end of session/selection (Pro Tools HD only)	Control-Shift-click on Transport Go to End or Return to Zero button	Start-Shift-click on Transport Go to End or Return to Zero button
Write Automation to Current Parameter (Pro Tools HD only)	Command+Forward Slash (/)	Ctrl+Forward Slash (/)
Write Automation to All Enabled Parameters (Pro Tools HD only)	Command+Option+ Forward Slash (/)	Ctrl+Alt+ Forward Slash (/)
Trim Automation to Current Parameter (Pro Tools HD only)	Command+Shift+ Forward Slash (/)	Ctrl+Shift+ Forward Slash (/)
Trim Automation to All Enabled Parameters (Pro Tools HD only)	Command+Option+Shift+ Forward Slash (/)	Ctrl+Alt+Shift+ Forward Slash (/)

Action	Mac	Windows
Glide Automation to Current Parameter (Pro Tools HD only)	Option+Forward Slash (/)	Alt+Forward Slash (/)
Glide Automation to All Enabled Parameters (Pro Tools HD only)	Option+Shift+ Forward Slash (/)	Alt+Shift+ Forward Slash (/)
Suspend Trim automation on all tracks	In the Automation window, Command-click the Suspend button	In the Automation window, Ctrl-click the Suspend button
Suspend currently displayed automation type on a track	Command-click the control name in the Track View selector	Ctrl-click the control name in the Track View selector
Vertically constrain automation movement	Press Shift and move automation with Grabber tool	Press Shift and move automation with Grabber tool
Write new breakpoint to next automation value	Press and hold Option+Shift while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)	Press and hold Alt+Shift while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
Write new breakpoint to previous automation value	Press and hold Command+Option while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)	Press and hold Ctrl+Alt while writing a breakpoint (by clicking with the Grabber tool in a track's Automation playlist)
AutoMatch all controls on a track (Pro Tools HD only)	Command-click the Automation Mode selector on the track	Ctrl-click the Automation Mode selector on the track
AutoMatch all controls of one automation type (Pro Tools HD only)	In the Automation window, Command-click the button for the automation type	In the Automation window, Ctrl-click the button for the automation type
AutoMatch all controls of one automation type on a channel (Pro Tools HD with ICON control surface only)	Hold Command and press the Channel Strip Mode controls for the track whose controls you want to AutoMatch	Hold Ctrl 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 control surface only)	Hold Command and press the Rotary Encoder Select switch for the control you want to AutoMatch	Hold Ctrl 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 control surface only)	Hold Command and press the Auto switch in the Dyn or EQ section of the console	Hold Ctrl and press the Auto switch in the Dyn or EQ section of the console

Action	Mac	Windows
Suspend preview (Pro Tools HD only)	In the Automation window, Command-click the Preview button	In the Automation window, Ctrl-click the Preview button
Special Paste of automation data between different controls	Command+Control+V	Start+Ctrl+V
Configure Write on Stop modes to remain enabled after an automation pass (Pro Tools HD only)	Option-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode	Alt-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode
Display Automation playlist of automation-enabled plug-in control, track volume, or track pan	Command-Control-click on control	
Delete*	Backspace	Backspace
Cut*	Command+X	Ctrl+X
Copy*	Command+C	Ctrl+C
Duplicate*	Command+D	Ctrl+D
Clear*	Command+B	Ctrl+B
Insert Silence	Command+Shift+E	Ctrl+Shift+E
*Hold down Control (Mac) or Start (Win) during the shortcut to affect all Automation playlists on the track.		

Fades

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

Fades Dialog

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

View Menu

Action	Mac	Windows
View Narrow Mix window option	Command+Option+M	Ctrl+Alt+M
View Real-Time Properties window	Option+4 (on the numeric keypad)	Alt+4 (on the numeric keypad)
Expand (or collapse) Send <n> (A-J)	Command-click a Send selector	Control-click a Send selector
Expand (or collapse) all Sends (A–E, or F–J)	Command+Option-click a Send selector	Control+Alt-click a Send selector

Track Menu

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

Add New Tracks

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

New Tracks Dialog

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

Clip Menu

Action	Mac	Windows
Mute/Unmute Clips	Command+M	Ctrl+M
Lock/Unlock Clips	Command+L	Ctrl+L
Time Lock/Unlock the selected Clip	Option+Control+L	Alt+Start+L
Bring to Front	Option+Shift+F	Alt+Shift+F
Send to Back	Option+Shift+B	Alt+Shift+B
Group Clips	Command+Option+G	Ctrl+Alt+G
Ungroup Clips	Command+Option+U	Ctrl+Alt+U
Regroup Clips	Command+Option+R	Ctrl+Alt+R
Loop Clip	Command+Option+L	Ctrl+Alt+L
Capture Clip	Command+R	Ctrl+R
Identify Sync Point	Command+Comma (,)	Ctrl+Comma (,)
Quantize Clip to Nearest Grid	Command+0 (zero)	Ctrl+0
Open Elastic Properties windows	Option+5 (on numeric keypad)	Alt+5 (on numeric keypad)

Clip List

Action	Mac	Windows
Select Clip by name	Click the Clip List a–z button, then type the first letters of the desired Clip	Click the Clip List a–z button, then type the first letters of the desired Clip
Find Clip	Command+Shift+F	Ctrl+Shift+F
Clear Find	Command+Shift+D	Ctrl+Shift+D
Show/Hide Audio Clips	Command+Shift+1 (on numeric keypad)	Ctrl+Shift+1 (on numeric keypad)
Show/Hide MIDI Clips	Command+Shift+2 (on numeric keypad)	Ctrl+Shift+2 (on numeric keypad)
Show/Hide Groups	Command+Shift+3 (on numeric keypad)	Ctrl+Shift+3 (on numeric keypad)
Show/Hide Auto-Created Clip	Command+Option+K	Ctrl+Alt+k

Action	Mac	Windows
Select All Clips in Clip List	Command+Shift+A	Ctrl+Shift+A
Select Unused Clips	Command+Shift+U	Ctrl+Shift+U
Clear selected Clips	Command+Shift+B	Ctrl+Shift+B
Rename selected Clips	Command+Shift+R	Ctrl+Shift+R
Time Stamp selected Clips	Command+Shift+M	Ctrl+Shift+M
Export Clip Definition	Command+Shift+Y	Ctrl+Shift+Y
Export Clips as Files	Command+Shift+K	Ctrl+Shift+K
Select or deselect a Clip	Command-click a Clip	Ctrl-click a Clip
Select multiple contiguous Clips	Click one Clip, then Shift-click another Clip to select or deselect all Clips between	Click one Clip, then Shift-click another Clip to select or deselect all Clips between
Select or deselect multiple discontiguous Clips with the Marquee	Place the cursor to the left of the names in the Clip List. When the Marquee (“+”) appears, hold Command and drag to select or deselect the desired Clips	Place the cursor to the left of the names in the Clip List. When the Marquee (“+”) appears, hold Ctrl and drag to select or deselect the desired Clips.
Bypass dialogs during deletion of audio files	Option-click Delete or Yes when prompted	Alt-click Delete or Yes when prompted
Audition Clip in Clip List	Option-click and hold on Clip in Clip List	Alt-click and hold on Clip in Clip List
Rename Clip/file	Double-click Clip in Clip List, or double-click with Grabber tool on Clip in playlist	Double-click Clip in Clip List, or double-click with Grabber tool on Clip in playlist
Constrain Clip placement to start at play/edit cursor location or selection start	Control and drag Clip	Start-click and drag Clip
Constrain Clip placement to end at play/edit cursor location or selection end	Command+Control and drag Clip	Start+Ctrl and drag Clip

Track List

Action	Mac	Windows
Show/Hide all tracks	Option-click on any Track Show/Hide icon in Track List	Alt-click on any Track Show/Hide icon in Track List
Select all tracks	Option-click on any Track Name in Track List	Alt-click on any Track Name in Track List

Mix Group List and Edit Group List

Action	Mac	Windows
Suspend All Groups	Command+Shift+G, or Command-click on Groups pop-up menu	Ctrl+Shift+G, or Ctrl-click on Groups pop-up menu
Rename group	Double-click to far left of Group name in Group List	Double-click to far left of Group name in Group List
Group enable/disable	Click the Group List Keyboard Focus, then type the letter corresponding to desired group	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	Click to the left of a Group name in Group List
Temporarily isolate channel strip from Groups	Control-click (or Right-click) applicable Group parameter	
Show group members only	Control-click on Group(s) in Group List	

Create Group and Modify Group Dialogs

Action	Mac	Windows
Add selected track to a group in Tracks View	Press A	Press A
Remove selected track from a group in Tracks View	Press R	Press R
Select or deselect all attributes in Attributes View	Option-Shift-click any attribute	Alt-Shift-click any attribute

Action	Mac	Windows
Select or deselect all attributes for a single Send or Insert (across a row) in Attributes View	Control-click any attribute in a row	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	Option-click any attribute in a column	Alt-click any attribute in a column

Elastic Audio

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

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

Event Menu

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

MIDI Events List

Action	Mac	Windows
Enter start time field for editing	Command+Enter (on numeric keypad)	Ctrl+Enter (on numeric keypad)
Show Event Filter dialog	Command+F	Ctrl+F
Go to	Command+G	Ctrl+G
Scroll to Edit selection	Command+H	Ctrl+H
Insert another event	Command+M	Ctrl+M
Insert note	Command+N	Ctrl+N
Insert Program Change	Command+P	Ctrl-P

Action	Mac	Windows
Insert Controller	Command+L	Ctrl+L
Insert Poly Pressure	Command+O (letter)	Ctrl+O (letter)
Delete event in MIDI Events List	Option-click	Alt-click

Step Input

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

Action	Mac	Windows
Whole note	1	1
1/2 note	2	2
1/4 note	4	4
1/8 note	5	5
1/16 note	6	6
1/32 note	7	7
1/64 note	8	8
Dotted note	Decimal key (.)	Decimal key (.)
Toggle Tuplet on/off	3	3
Next step	Enter	Enter
Undo step	0	0
Nudge forward	Plus (+)	Plus (+)
Nudge back	Minus (–)	Minus (–)
Select Main Location indicator	Equals (=)	Equals (=)
Edit Selection indicators	/	/

Options Menu

Action	Mac	Windows
Transport Online	Command+J	Ctrl+J
Video Track Online	Command+Shift+J	Ctrl+Shift+J
Cycle Video Track Online through all shown video tracks (Pro Tools HD only)	Shift+J	Shift+J
Auto-Spot Clips	Command+P	Ctrl+P
Additional Options menu commands are in Playback and Recording		

Setup Menu

Action	Mac	Windows
Session Setup window	Command+2 (on the numeric keypad)	Ctrl+2 (on the numeric keypad)

Peripherals Dialog

Action	Mac	Windows
Go to Synchronization window	Command+1	Ctrl+1
Go to Machine Control window	Command+2	Ctrl+2
Go to MIDI Controllers window	Command+3	Ctrl+3
Go to Ethernet Controllers window	Command+4	Ctrl+4
Go to Mic Preamps window (Pro Tools HD only)	Command+5	Ctrl+5

Preferences Dialog

Action	Mac	Windows
Go to Display window	Command+1	Ctrl+1
Go to Operation window	Command+2	Ctrl+2
Go to Editing window	Command+3	Ctrl+3
Go to Automation window	Command+4	Ctrl+4
Go to Processing window	Command+5	Ctrl+5
Go to MIDI window	Command+6	Ctrl+6
Go to Machine Control window	Command+7	Ctrl+7

Window Menu

Action	Mac	Windows
Toggle Mix and Edit windows	Command+Equal (=)	Ctrl+Equal (=)
Hide All Floating Windows	Command+Option+ Control+W	Ctrl+Alt+ Start+W
Show Window Configuration List	Command+Option+J	Ctrl+Alt+J
Show Task Manager	Option+Apostrophe (‘)	Alt+Apostrophe (‘)
Show Workspace	Option+Semicolon (;)	Alt+Semicolon (;)
Show Project	Option+O	Alt+O
Bring to Front	Option+J	Alt+J
Send to Back	Option+Shift+J	Alt+Shift+J
Show Transport	Command+1 (on numeric keypad)	Ctrl+1 (on numeric keypad)
Show Big Counter	Command+3 (on numeric keypad)	Ctrl+3 (on numeric keypad)
Show Automation Enable	Command+4 (on numeric keypad)	Ctrl+4 (on numeric keypad)
Show Memory Locations	Command+5 (on numeric keypad)	Ctrl+5 (on numeric keypad)

Action	Mac	Windows
Machine Track Arming	Command+6 (on numeric keypad)	Ctrl+6 (on numeric keypad)
Show Video Universe window	Command+7 (on numeric keypad)	Ctrl+7 (on numeric keypad)
Show Video	Command+9 (on numeric keypad)	Ctrl+9 (on numeric keypad)
Open MIDI Editor	Control+Equal (=)	Start+Equal (=)
Cycle through all open MIDI Editors	Control+Equal (=)repeatedly	Ctrl+Equal (=) repeatedly
Open Score Editor	Option+Control+Equal (=)	Alt+Start+Equal (=)
Access Video window commands	Control-click (or Right-click) in the Video window	Right-click in the Video window
Access Video Universe window commands (Pro Tools HD only)	Control-click (or Right-click) in the Video Universe window	Right-click in the Video Universe window

Window Configuration

Action	Mac	Windows
Add new Window Configuration or replace existing one in Window Configuration List	Period (.)+number (1–99) +Plus (+) (numeric keypad only)	Period (.)+number (1–99)+Plus (+) (numeric keypad only)
Recall a Window Configuration	Period (.)+Window Configuration number (1–99)+Asterisk (*) (numeric keypad only)	Period (.)+Window Configuration number (1–99)+Asterisk (*) (numeric keypad only)

Import Audio Dialog

Action	Mac	Windows
Start/stop audition of currently selected audio file/Clip	Command+P or Command+Spacebar	Spacebar
Add currently selected audio files to list	Command+A	Alt+S
Convert and import selected files	Command+C	Alt+C
Add currently selected audio Clips to list	Command+A	Alt+D
Convert and import selected Clips	Command+C	Alt+O
Remove currently selected Clips/files from Clips to Import field	Command+R	(N/A)
Add All audio Clips/files to list	Command+Option+A	(N/A)
Convert and import all audio Clip/files	Command+Option+C	(N/A)
Remove all audio files/Clips from Clips in Current File field	Command+Option+R	(N/A)
Random-access fwd/rew search selected file	Drag slider to or click at new location	Drag slider to or click at new location
Audition selected file	Command+P	Alt+P
Move between file windows	Tab	Tab
Cancel	Command+"." (Period) or Escape	Escape
Done	Command+W	Alt+E

Plug-In Inserts and Sends

Action	Mac	Windows
Bypass an insert (A–J) and all inserts below it on a track	Control-click the Insert Assignment button	Start-click the Insert Assignment button
Bypass an insert (A–J) and all inserts below it on all tracks	Control+Option-click the Insert Assignment button	Start+Alt-click the Insert Assignment button
Bypass (or unbypass) all inserts on selected tracks	Shift+A	Shift+A
Bypass (or unbypass) inserts A–E on selected tracks	Shift+2	Shift+2
Bypass (or unbypass) inserts F–J on selected tracks	Shift+3	Shift+3
Bypass (or unbypass) all EQ plug-ins on selected tracks	Shift+E	Shift+E
Bypass (or unbypass) all Dynamics plug-ins on selected tracks	Shift+C	Shift+C
Bypass (or unbypass) all Reverb plug-ins on selected tracks	Shift+V	Shift+V
Bypass (or unbypass) all Delay plug-ins on selected tracks	Shift+D	Shift+D
Bypass (or unbypass) all Modulation plug-ins on selected tracks	Shift+W	Shift+W
Mute (or unmute) Sends A–E on selected tracks	Shift+4	Shift+4
Mute (or unmute) Sends F–J on selected tracks	Shift+5	Shift+5
Mute (or unmute) all sends (A–J) on selected tracks	Shift+Q	Shift+Q
Mute a send (A–J) and all sends below it on a track	Control-click the Send Assignment button	Start-click the Send Assignment button
Mute a send (A–J) and all sends below it on all tracks	Control+Option-click the Send Assignment button	Start+Alt-click the Send Assignment button

Chapter 5: Workspace Shortcuts

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

Global Workspace Shortcuts

Action	Mac	Windows
Open the Workspace browser if no browser is currently open and Cycle through open Workspace browsers (when multiple Workspace browsers are open)	Option+Semicolon (;)	Alt+Semicolon
Open a new Workspace browser focused on Volumes	Option+I	Alt+I
Open a new Workspace browser focused on the Project	Option+O	Alt+O
Open a new Workspace browser from a selected volume, catalog, or folder	Command-double-click a volume, catalog, or folder in the currently open Workspace or Option+Down arrow	Control-double-click a volume, catalog, or folder in the currently open Workspace or Alt+Down arrow
Move up one level in a browser	Command+Up arrow	Control+Up arrow
Open the Task Manager window	Option+Apostrophe (‘)	Alt+Apostrophe (‘)
Bring all browsers to the foreground	Option+J	Alt+J
Send all browsers to the back	Option+Shift+J	Alt+Shift+J
Open a selected folder in the current Workspace browser:	Command+Down arrow	Control+Down arrow
Open a selected folder in its own new Workspace browser:	Command+Option+Down arrow	Control+Alt+Down arrow
Cycle to previous/next browsers	Command+Left/Right Arrow keys	Ctrl+Left/Right Arrow keys

Action	Mac	Windows
Simple search	Command+F	Control+F
Advanced search on a selected or checked items in the Locations pane	Command+Shift+F	Control+Shift+F
Switch from advanced search to simple search or vice versa	Command+Shift+F	Control+Shift+F
Add row of search criteria to Advanced search	Shift+"+" (plus)	Shift+"+" (plus)
Remove row or search criteria from Advanced search	Shift+"–" (minus)	Shift+"–" (minus)
View presets in Workspace browsers	Control+1, 2, 3, 4, or 5	Start+1, 2, 3, 4, or 5
Incrementally zoom waveform vertically preview	Command+Option+[or Command+Option+]	Press Ctrl+Alt+[or Ctrl+Alt+]

Auditioning

Action	Mac	Windows
Browser Item: Start or stop auditioning from head (when Spacebar Toggle File Preview is enabled) – or – Audio Import dialog: Start or stop auditioning from head	Spacebar	Spacebar
Browser Item: Start or stop loop auditioning from head	Option+Spacebar	Alt+Spacebar
Start or stop preview when browser is front-most window	Command+P	Ctrl+P
Stop preview when browser is front-most window	Escape	Escape
Start and stop Context Preview in the front-most browser during session playback	Press Esc or Command+P	Press Esc or Ctrl+P
Enable/disable Loop Preview mode	Control-click the Preview button	Start-click the Preview button
Enable/disable Auto-Preview mode	Command-click the Preview button	Ctrl-click the Preview button
Import Audio dialog: Start or stop auditioning	Command+P	Alt+P

Delete or Duplicate

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

Mouse Click

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

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

Drag and Drop

Action	Mac	Windows
Browser Item: From one folder to another folder on the same volume, create a copy of that item in the target location – or – Browser Media File to Clip List or Timeline: Create a copy of the media file in the session's Audio Files folder	Option-drag and drop	Alt-drag and drop
Browser File: Import to Timeline and create a new track	Shift-drag and drop	Shift-drag and drop
Waveform Display: Set sync point and spots to Timeline – or – Clip List: Open the Replace Clip dialog (Pro Tools HD only)	Command-drag and drop	Ctrl-drag and drop
Waveform Display: Set the sync point and spot to the Timeline and copy the audio file	Command+Option-drag and drop	Ctrl-Alt-drag and drop

Action	Mac	Windows
Clip List: Snap to head – or – Browser Audio File, from Name or Icon: Snap to head – or – Browser Audio File, from Waveform Display: Spot to temporary sync point	Control-drag and drop	Start-drag and drop
Browser Audio File to Timeline: Snap to head and copy the audio file to the session's Audio Files folder	Control+Option-drag and drop	Start-Alt-drag and drop
Clip List: Snap to sync point – or – Browser Item: Snap to sync point	Control+Shift-drag and drop	Start-Shift-drag and drop
Browser Item: Snap to sync point and copy the audio file to the session's Audio Files folder	Control+Option-Shift-drag and drop	Start-Alt-Shift-drag and drop
Clip List: Snap to tail – or – Browser Item: Snap to tail	Control+Command-drag and drop	Start+Ctrl-drag and drop
Browser Item: Snap to tail and copy the audio file to the session's Audio Files folder	Control+Command+Option-drag and drop	Start+Ctrl+Alt drag and drop
Browser Item: Spot with variable cursor	Control-Command-Shift drag and drop	Start+Ctrl+-Shift drag and drop
Browser Item: Spot with variable cursor and copy the audio file to the session's Audio Files folder	Control+Command+Option+Shift-drag and drop	Start+Ctrl-Alt+Shift-drag and drop

Navigation

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

Chapter 6: Deck Control Command Shortcuts (Pro Tools HD with MachineControl™)

Pro Tools provides shortcuts for using the MachineControl option to control a remote deck.

General Deck Control Commands

Action	Mac	Windows
Rewind	Shift+<	Shift+<
Fast Forward	Shift+>	Shift+>
Shuttle Backward	Option+comma	Start+comma
Shuttle Forward	Option+period	Start+period
Toggle Transport Master	Command+\	Control+\
All Transport Buttons Off/Unthread Tape	Command+period	Control+period
Search Mode Toggle (Play-Pause/Stop)	Spacebar/Command+period	Spacebar/Ctrl+period

Deck Control when Transport = Machine

Action	Mac	Windows
Cue to Selection Start	Command+Left Arrow	Control+Left Arrow
Cue to Selection End	Command+Right Arrow	Control+Right Arrow
Cue to Selection Start Minus Preroll	Option+Left Arrow	Alt+Left Arrow

Chapter 7: Right-Click Shortcuts

The following Right-click shortcuts apply to both Mac and Windows systems equipped with a two-button mouse. Right-clicking the noted feature allows you to perform commands and access menus.

Mix Window

Feature	Shortcut
Channel Volume fader Channel Pan slider Channel Mute button Channel Solo button Channel Record Enable button Channel Track Input button Send fader Send Pan slider	**Temporarily isolate control from group operation**
Channel Input selector Channel Output selector	• Make Active/Inactive • Rename • Select Assignments To • Show Assignments To • Show Only Assignments To
Output selector or Send Assignment	Bounce <path> (Output or Send) to disk
Meter	• Set Track Meter type • Set Master Meter type • Set Gain Reduction Meter • Show Send Assignment Level Meter
Send selector	**Access send assignment views**
Send Assignment button	• Mute • Make Active/Inactive • Rename • Select Assignments To • Show Assignments To • Show Only Assignments To

Feature	Shortcut
Insert Assignment button	• 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)	• 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 •By Channel Name •By Channel Number •By Channel Name and Number •By Timecode • Track Compositing Commands: Filtering Lanes •Show All Lanes •Show Only Lanes With > Clips Within The Edit Selection •Show Only Lanes With > Clips Outside The Edit Selection •Show Only Lanes With > Clips Rated >=1–5 •Hide All Lanes •Hide Only Lanes With > Clips Within The Edit Selection •Hide Only Lanes With > Clips Outside The Edit Selection •Hide Only Lanes With > Clips Rated >=1–5 •Rating
Surround Panning Mode button (in Surround Output Window) (Pro Tools HD only)	**Access Panning modes:** • X/Y Mode • 3-Knob mode • Divergence Editing mode • AutoGlide mode
Group List items	**Access Group List commands and information:** • 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

Feature	Shortcut
Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •Key Signature •Meter •Chord • Cut • Copy • Paste • Clear • Matches (Clip or Clip selection only) •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 • Clip Gain •Bypass/Unbypass Clip Gain •Copy Clip Gain •Clear Clip Gain •Render Clip Gain •Show/Hide Clip Gain Line • Snap to Next • Snap to Previous • Spot • Rename (Clip or Clip selection only) • Group Clips (Clip or Clip selection only) • Ungroup Clips (Clip or Clip selection only) • Loop • Unloop • Rating •1–5

Feature	Shortcut
Command+right-click (Mac), Control+right-click (Windows) Clip, Clip selection, or point in Clip (Blocks and Waveform Track views)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •Key Signature •Meter •Chord • Cut • Copy • Clear • Matches (Channels or Alternates) • Elastic Properties (Elastic Audio track only) • Conform to Tempo (Elastic Audio track only) • Remove Warp (Elastic Audio track only) • Snap to Next • Snap to Previous • Spot • Rename • Move Clip Start to Selection Start • Move Clip Sync to Selection Start • Move Clip End to Selection Start • Loop • Unloop
Clip, Clip selection, or point in Clip (Analysis Track view, Elastic Audio track only)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •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

Feature	Shortcut
Clip, Clip selection, or point in Clip (Warp Track view)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •Key Signature •Meter •Chord • Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Separate • Delete Fades • Rename (Clip only) • Group (Clip or Clip selection only) • Ungroup (Clip or Clip selection only) • Loop • Unloop • Rating •1–5

Feature	Shortcut
Clip, Clip selection, or point in Clip (Playlist view only)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •Key Signature •Meter •Chord • Cut • Copy • Paste • Clear • Copy Selection to New Playlist • Copy Selection to Main Playlist • Copy Selection to Duplicate Playlist • Matches (Clip or Clip selection only) •Match Criteria •Expand Alternates to New Playlists •Expand Alternates to New Tracks • Separate • Delete Fades • Snap to Next • Snap to Previous • Spot • Rename (Clip or Clip selection only) • Loop • Unloop • Rating •1–5

Feature	Shortcut
Clip, Clip selection, point in Clip (Aux Input, MIDI, and Instrument track only)	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil • Insert •Key Signature •Meter •Chord • Cut • Copy • Paste • Merge • Clear • Separate • Consolidate • Mute Notes • MIDI Real–Time Properties • Event Operations •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 Clip, Clip selection, or point in Clip (Warp Track view)	• Add Warp Marker • Remove Warp Marker • Elastic Properties • Conform to Tempo • Remove Warp • Rename • Loop • Unloop

Feature	Shortcut
Clip List items	• Clear • Rename • Time Stamp • Replace Clip (Pro Tools HD only) • Compact • Export Clip Definition • Export Clips as Files • Recalculate Waveform Overviews • Select Parent in Workspace • Object Select in Edit Window
Toolbar	Show/Hide controls in Edit Window toolbar

Transport Window

Feature	Shortcut
Transport Play button	**Access Playback modes** • Half Speed • Prime for Playback • Loop • Dynamic Transport
Transport Record button	**Access Record modes** • 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)** • Write to Start • Write to All
Transport Go To End button	**Access Automation commands (Pro Tools HD only)** • Write to End • Write to All

Universe Window

Feature	Shortcut
Universe window	**Access Universe window commands**

MIDI Editor Window

Feature	Shortcut
Midi Editor window Notes Pane	• Tools •Zoomer •Trimmer •Selector •Grabber •Scrubber •Pencil •Smart • Insert •Key Signature •Meter •Chord • Cut • Copy • Paste • Clear • Separate • Consolidate • Mute • MIDI Real-Time Properties • Event Operations •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

Feature	Shortcut
MIDI Editor window Track List	**Access Track List commands:** • 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

Feature	Shortcut
Score Editor window Notes Pane	• Tools •Zoomer •Trimmer •Selector •Grabber •Pencil • Insert •Key Signature •Meter •Chord Symbol • Cut • Copy • Paste • Merge • Clear • Event Operations •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	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

Feature	Shortcut
Video window	**Access Video window commands** • Online • Video Out Firewire • Half Size • Actual Size • Double Size • Fit Screen

Workspace

Feature	Shortcut
Any column header in a Browser menu	**Access list of Workspace columns to show or hide**
File or folder in Name column	**Access Workspace Browser menu commands as available for that item**
Preview button	**Access Workspace Preview commands:** • Loop Preview • Auto-Preview • Spacebar Toggles File Preview
Volume field	Display Volume fader



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