

Pro Tools Keyboard Shortcuts for Windows Systems



For increased operational speed and ease-of-use, there are many Pro Tools keyboard shortcuts to give you fast access to a wide variety of tasks. *This guide details the many keyboard shortcuts that are not shown within Pro Tools menus.* The shortcuts are grouped by functional area for your added convenience and quick reference.

GLOBAL KEYBOARD COMMANDS

Change all audio channel strips Alt - applicable function

Change audio channel strip and all selected

audio channel strips Alt - shift - applicable function

applicable functions:

- automation mode • record, solo and mute enables • record and solo safes • volume/peak indicator • track heights
- playlist enables • creating Plug-Ins instances • I/O, Bus, Send assignment • extend selection • clear clip meter

Toggle item & set all others to same new state Alt - click on applicable item

Toggle item & set all others to opposite state Ctrl - click on applicable item

applies to:

- tracks in Show/Hide Tracks List • Group enables/activation • Automation Enable window • memory location parameters

Fine Tune Ctrl - click on control slider/pot/breakpoints

applies to:

- Plug-In parameter editing • fader movement • scrubbing • automation data trimming (requires larger track view for highest resolution)


MIX AND EDIT GROUPS

Temporarily isolate channel strip from Group operation ... hold down Start/right mouse click - any operation that affects Groups

New Group Ctrl - G (with two or more tracks selected)

Suspend/Resume all Groups Ctrl - Shift - G or Ctrl - click on Groups pop-up menu

Rename Group double-click to far left of group name in the Groups List

Group Enable/Disable type ID letter on keyboard (To enable keyboard selection of Groups, click  box at top right of Groups List)

Show Group members only right mouse click on group(s) in Groups List
(right mouse click - Shift - click for multiple groups)

Grouping affects:

- volume level/faders • solos and mutes • automation modes • track display format • track height • editing • playlist enables

Grouping does not affect:

- record enables • pan • voice and output assignments • creating instances of TDM Plug-Ins

RECORD AND PLAYBACK

Open <i>New Track</i> DialogCtrl - Shift - N
Cycle up/down through <i>New Track</i> optionsCtrl - ↑/↓
Start recordCtrl - spacebar/F12
Stop recordspacebar
Stop record and discard takeEsc or Ctrl - period key
Start/stop playbackspacebar
Half-speed recordCtrl - Shift - spacebar
Half-speed playbackShift - spacebar
Pause (pre-prime deck for instant playback & record)Start - spacebar or Alt- click on Transport play button
Enable/disable online recordCtrl - Alt - spacebar
Enable/disable online playbackCtrl - J / Alt - spacebar
Toggle record modes (normal/Destructive/Loop/QuickPunch)right mouse click on Transport record button
Loop playback toggleStart - click or right mouse click on Transport play button
Record-safe trackCtrl - click on Record enable button
Solo-safe trackCtrl - click on Solo button
QuickPunchCtrl - Shift - P
Enter/Exit record during playback in QuickPunchCtrl - spacebar/click on Transport record button
Set and enable pre/post-roll timeAlt - click with selector before/after selection
Disable pre/post-roll timeAlt - click within selection closer to front/back
Scroll to selection start/end←/→ (when selection exceeds window view)
Toggle Transport Master (Pro Tools/Machine/MMC)Ctrl - \

AUDITIONING

When Transport = Pro Tools:

Play by pre-roll value up to selection start/endAlt - ←/→
Play by post-roll value after selection start/endCtrl - ←/→
Play by pre & post-roll value through selection start/endCtrl - Alt - ←/→
Play by pre-roll value to current location counter timeAlt - ←/→ (when no selection)
Play by post-roll value from current location counter timeCtrl - ←/→ (when no selection)


When Transport = Machine/MMC:

Cue transport to selection start/endCtrl - ←/→
Cue transport with pre/post-roll to selection start/endAlt - ←/→

SCRUB (JOG) / SHUTTLE

Temporary scrub mode when using Selectorright mouse click - drag
Extend selection while scrubbingShift - click - drag w/ Scrubber, (also in temporary scrub mode)
ShuttleAlt - click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle-lockStart - number key (1-9, where 5 = real-time, 9 = max speed)
Change direction during Shuttle+/- (eg. shuttle backward = Start - number key - minus key)
Shuttle-lock stop0 (press number key to resume shuttle)
Exit Shuttle-lock modespacebar or Esc

EDIT SELECTION DEFINITION AND NAVIGATION

Locate play/edit cursor to next region-boundary/sync point	Tab
Locate play/edit cursor to previous region-boundary/sync point.	Ctrl - Tab
Go to and select next region.	Start - Tab
Go to and select previous region.	Start - Ctrl - Tab
Extend selection to next region-boundary	Shift - Tab
Extend selection to previous region-boundary	Ctrl - Shift - Tab
Extend selection to include next region	Start - Shift - Tab
Extend selection to include previous region.	Start - Shift - Ctrl - Tab
Return to start of session.	Enter
Go to end of session.	Ctrl - Enter
Extend selection to start of session.	Shift - Enter
Extend selection to end of session	Ctrl - Shift - Enter
Set selection start/end during playback	↓/↑
Set selection start/end to incoming time code while stopped	↓/↑
Select entire region in Edit window.	double-click with Selector
Select entire track in Edit window.	triple-click with Selector / Ctrl - A
Extend play/edit cursor across all tracks and create selection	Alt - click in Rulers
Extend play/edit cursor or selection across all tracks	enable "All" Edit group (! key) and shift - click on any other track (To enable keyboard selection of Groups, click  box at top right of Groups List)

EDITING, NUDGING & TRIMMING

(+/- key usage is on numeric keypad only)

Change Grid value.	Start - Alt - +/-
Change Nudge value.	Ctrl - Alt - +/-
Nudge selection or region right/left by Nudge value	+/-
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	Start - +/-
Nudge left selection boundary right/left by Nudge value.	Alt - Shift - +/-
Nudge right selection boundary right/left by Nudge value.	Ctrl - Shift - +/-
Nudge back/forward by next Nudge value	see Command Focus Mode section of this guide
Trim left edge of region to right/left by Nudge value	Alt - +/-
Trim right edge of region to right/left by Nudge value	Ctrl - +/-
Reverse Trimmer direction when trimming region	Alt - Trimmer
Trim boundary between two regions	hold down Ctrl key while trimming
Duplicate region(s) in Edit Window	Ctrl - click selection and drag to destination
Delete selection in playlist	Backspace
Constrain audio region to vertical movement	right mouse click - move audio region with Grabber
Snap region start to stationary playhead or edit selection start	Start - click new region with Grabber
Snap region to stationary playhead or edit selection sync point.	Alt - Start - click new region with Grabber
Snap region end to stationary playhead or edit selection start.	Ctrl - Start - click new region with Grabber

Z O O M

Horizontal zoom in/outCtrl -] / [
Vertical zoom in/out (Audio)Ctrl - Alt-] / [
Vertical zoom in/out (MIDI)Ctrl - Shift -] / [
Fill window with selectionAlt - click on Zoomer
View entire sessiondouble-click on Zoomer
Zoom vertical and horizontal axishold down Ctrl key while using Zoomer
Zoom to previous orientationAlt- click on display scale arrows
Max zoom before waveform drawn from diskCtrl- click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levelssee Command Focus Mode section of this guide

M E M O R Y L O C A T I O N S

Create memory locationEnter (on numeric keypad)
Reset a memory locationStart - click on memory location button
Delete memory locationAlt - left mouse click on a memory location button
Recall a memory locationperiod key - memory location number - period key or click on memory location button*

S E L E C T E D I T T O O L S / M O D E S

ShuffleF1
SlipF2
SpotF3
GridF4
ZoomerF5 or Ctrl - 1 on alpha keyboard
TrimmerF6 or Ctrl - 2 on alpha keyboard
SelectorF7 or Ctrl - 3 on alpha keyboard
GrabberF8 or Ctrl - 4 on alpha keyboard
ScrubberF9 or Ctrl - 5 on alpha keyboard
PencilF10 or Ctrl - 6 on alpha keyboard
SmartTool(F6 & F7) or (F7 & F8) or Ctrl - 7 on alpha keyboard
Cycle through edit toolscenter mouse click
Cycle through edit modes~ key

**The first period key press is not required with "Classic" numeric keypad mode selected in Preferences.*

TDM SYSTEMS ONLY

Zoom Level 1-5 1 2 3 4 5	alpha 1/2/3/4/5
Play to/from edit start by pre/post-roll value	alpha 6/7
Play to/from edit end by pre/post roll amount	alpha 8/9
Copy Edit Selection to Timeline Selection	alpha 0
Copy Timeline Selection to Edit selection0
Track View Toggle	- (minus key)
Capture Timecode	=
Center Timeline Start	Q
Center Timeline End	W
Zoom Toggle	E
Zoom Out Horizontally	R
Zoom In Horizontally	T
Snap Start (of selected region) to timecode	Y
Snap sync point (of selected region) to timecode	U
Snap End (of selected region) to timecode	I
Snap Start (of selected region) to playhead	H
Snap Sync point (of selected region) to playhead	J
Snap End (of selected region) to playhead	K
Move Edit Selection up	P
Move Edit Selection down	; (semi colon)
Tab back	L
Tab forward	' (apostrophe)
Play Timeline selection]
Play Edit selection	[
Trim Start to Insertion	A
Trim End to Insertion	S
Fade to Start <i>(Available if no selection)</i>	D
Fade (without showing Fades dialog)	F
Fade to End <i>(Available if no selection)</i>	G
Undo	Z
Cut	X
Copy	C
Paste	V
Separate	B
Timeline Insertion follows Playback (pref toggle)N
Nudge back by next Nudge Value	M
Nudge back by Nudge Value	<
Nudge forward by Nudge Value	>
Nudge forward by next Nudge Value	/


LE AND TDM SYSTEMS

Track View Toggle	Start - Minus Key (alpha only)
Zoom Toggle	Start - E
Zoom Defaults	Start - 1 through 5

F A D E S

- Apply xfade to selection without accessing Fades window . . .Ctrl - Start - F (uses last selected fade shape)
- Edit fade-in only in Fades windowAlt - click - drag fade-in curve (in "None" Link mode only)
- Edit fade-out only in Fades windowCtrl - click - drag fade-out curve (in "None" Link mode only)
- Audition start/stop in Fades windowspacebar
- Reset to default zoom in Fades windowCtrl - click on either zoom arrow
- Reset standard or S-shape crossfades to default curvesAlt - click in xfade window (in Equal Power/Gain modes)
- Cycle up/down through Out Shape parameter optionsStart - ↑/↓
- Cycle up/down through In Shape parameter optionsAlt - ↑/↓
- Cycle up/down through Link parameter options↑/↓
- Cycle up/down through preset Out Shape curvesStart - ←/→
- Cycle up/down through preset In Shape curvesAlt - ←/→

R E G I O N S L I S T

- Select region by nametype letter(s) A-Z (To enable keyboard selection of Regions, click  box at top right of Regions List)
- Clear selected region(s) from Regions ListShift - Ctrl - B
- Bypass dialog boxes during deletion of audio filesAlt - click "delete"/"yes" button in respective dialog
- Audition region in Regions ListAlt - click & hold on region in Regions List
- Rename region/filedouble-click region in Regions List or double-click with Grabber on region in playlist
- Constrain region placement to start at play/edit cursor location or selection startright mouse click and drag region

C O N V E R T A N D I M P O R T A U D I O D I A L O G

- Add currently selected audio region/file to listAlt - A
- Convert & import currently selected audio region/file to listAlt - O
- Remove currently selected audio file/regionAlt - R
- Remove all audio files/regionsAlt - M
- Audition currently selected audio file/regionSpacebar
- Stop audition of selected file and retain selectionSpacebar
- Stop audition of selected file & go to top of scroll boxHome
- Move between file windowsTab
- DoneAlt - E
- CancelEsc or Alt - C
- Random-access fwd/rew search through selected fileDrag slider to desired time location

MIXING

- Set all faders to their automation null pointsAlt - click on either automatch triangle
- Reset a control to default valueAlt - click on control
- Headroom/Track Level/Channel Level IndicatorCtrl - click on Track Level Indicator
- Clear peak/clip-hold from meterclick on indicator
- Peak counter reset in Headroom Indicator modeclick on Headroom Indicator
- Bypass Plug-In InsertCtrl - click on insert name in Inserts view
- Send muteCtrl - click on send name in Sends view
- Toggle Send Display between "All" & "Individual" modeCtrl - click on Send pop up

AUTOMATION

- Leave extremity breakpoints undisturbed while trimming ...hold down Shift key while trimming
 - Disable auto-creation of anchor breakpoints when
trimming automationAlt - Trimmer
 - Access Plug-In Automation dialogCtrl - Alt - Start - click on Plug-In Insert or
track display format selector (in edit window)
 - Disable/enable automation playlist on selected trackCtrl - click on track display format selector
 - Disable/enable ALL automation playlists on selected track ...Ctrl - Shift - click on track display format selector
 - Vertically constrain automation movementShift - move automation with Trimmer
 - Special Paste of automation data between different controls .. Start - Ctrl - V
 - Write automation to end of session/selection..... Start - click or right mouse click on Transport End button
 - Write automation to start of session/selection Start - click or right mouse click on Transport RTZ button
 - Write automation from start to end of session/selection ... Start - Shift - click or Shift right mouse click on
Transport End/RTZ button
 - Copy to SendCtrl - Alt - H
 - Display Automation Playlist of automation-enabled control.... Ctrl - right mouse click on control
 - Scroll to & display track in default view in Edit window... Ctrl - right mouse click on track name in Mix, Edit, Insert
(Track defaults: disk=waveform; MIDI=notes; aux/master=volume) or Sends window or Show/Hide Tracks List
 - Scroll to & select track in Mix/Edit window..... right mouse click on track name in Mix, Edit, Insert
or Sends window or Show/Hide Tracks List
- When all tracks in selection are displaying automation playlists, hold down
Start key during the following operations to affect all playlists on every track in selection:
- DeleteCtrl - Backspace
 - CutCtrl - X
 - DuplicateCtrl - D
 - CopyCtrl - C
 - ClearCtrl - B
 - Insert SilenceCtrl - Shift - E

NUMERIC ENTRY

- Initiate time entry in Current Location & Big Counters . . . *
- Initiate time entry in Edit window Start/End/Length fields . . . / (subsequent presses toggle through fields)
- Initiate time entry in Transport window fields Alt - / numeric keypad (subsequent presses toggle through fields)
- Capture incoming timecode in Session Setup window (with Start field selected),
Spot dialog & Time Stamp Selected dialog = (hold down key for continued input)
- Move sub-unit selection to the right period key
- Move sub-unit selection to the left/right ←/→
- “Calculator entry” mode + or – keys followed by offset number
- Increment/decrement the current sub-unit ↑/↓
- Clear entered numeric value & stay in time entry mode . . . Retype value
- Apply entered numeric value Enter
- Clear entered numeric value and exit time entry mode . . . Esc
- Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left

Above keyboard shortcuts apply to:

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Current Location Counter• Spot Dialog | <ul style="list-style-type: none">• Start, End & Length fields in Edit window• Big Counter | <ul style="list-style-type: none">• Transport window time fields |
|--|---|--|

TEXT ENTRY

- Move down/up rows Tab /Shift-Tab
- Move to beginning/end of word ↑/↓
- Move single letters at a time across a name label ←/→
- Select entire word double click on word

Above keyboard shortcuts apply to:

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• naming channel strips | <ul style="list-style-type: none">• Get Info dialog | <ul style="list-style-type: none">• I/O Labels |
|---|---|--|

PERIPHERALS DIALOG

- Go to Synchronization window Ctrl - 1
- Go to Machine Control window Ctrl - 2
- Go to MIDI Controllers window Ctrl - 3
- Go to ProControl window Ctrl - 4

PREFERENCES DIALOG

- Go to Display window Ctrl - 1
- Go to Operation window Ctrl - 2
- Go to Editing window Ctrl - 3
- Go to Automation window Ctrl - 4
- Go to Processing window Ctrl - 5
- Go to Compatibility window Ctrl - 6
- Go to MIDI window Ctrl - 7

PLUG-IN SETTINGS LIBRARIAN

CompareCtrl - Shift - E
Save SettingsCtrl - Shift - S
Copy SettingsCtrl - Shift - C
Paste SettingsCtrl - Shift - V

KEYBOARD INPUT FOR PLUG-IN PARAMETERS

Click mouse in text field	Type desired value
Move down/up parameter fieldsTab/ Shift - Tab
Increase/decrease slider value	↑/↓
Input value without leaving fieldEnter (on numeric Keypad)
Enter value and exit keyboard entry modeEnter
For fields that support kilohertztype k after number multiplies by 1000

NUMERIC KEYPAD MODES

TRANSPORT MODES

MIDI Metronome On/Off7
MIDI Count On/Off8
Merge Record On/Off9
Loop Playback4
Loop Record5
QuickPunch Record6
Rewind1
Fast Forward2
Record3
Play/Stop0

SHUTTLE MODES (TDM SYSTEMS ONLY)

1 X Forward6
1 X Rewind4
4 X Forward9
4 X Rewind7
1/4 X Forward3
1/4 X Rewind1
1/2 X Forward5-6
1/2 X Rewind5-4
2 X Forward8-9
2 X Backward8-7
1/16 X Forward2-3
1/16 X Backward2-1
Loop Playback of Edit Selection0

Note: Choose Classic, Transport, or Shuttle mode in Preferences>Operations menu.

MISCELLANEOUS

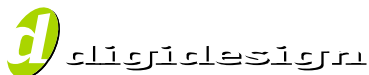
- Display Takes Pop Up list (appears only when selection start or flashing insertion point matches user time stamp of regions)Ctrl - click with Selector tool at selection start or current cursor location
- Set all tracks to selected record drive in
- Disk Allocation dialogAlt - click on record drive
- Access Playback Engine dialog during Pro Tools launch . . . hold down "N" key while launching Pro Tools
- Toggle between Hide All and Show AllAlt - click in Show/Hide Tracks List
- Bypass repeat dialogs when multiple items will be changed by single operation (eg. Clear, Delete, Compact)Alt - click respective "Proceed" button in dialog

MIDI EVENTS LIST ENTRY

ALL COMMANDS BELOW ARE ACTIVE ONLY WHEN THE MIDI EVENT LIST WINDOW IS OPEN:

- Enter start time field for editingCtrl -Enter (numeric keypad)
- Show Event Filter dialogCtrl -F
- Go toCtrl -G
- Scroll to Edit SelectionCtrl -H
- Insert AnotherCtrl -M
- Insert NoteCtrl -N
- Insert Program ChangeCtrl-P
- Insert ControllerCtrl-L
- Insert Poly PressureCtrl-O
- Delete event in MIDI Events ListAlt-Click

PRO TOOLS



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