



Pro Tools®  
**Mac Shortcuts**

Version 8.0



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Guide Part Number 9329-59290-00 REV A 11/08

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# Pro Tools Shortcuts

## (for Pro Tools Systems on Mac)

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 keyboard shortcuts and Right-click shortcuts. 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.
Command+N	Hold down the Command (Apple) key 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 QWERTY, as noted).
Command-click	Hold down the Command 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 parameters on all similar channel strips	Option+applicable function (applicable functions listed below)
Change parameter on all selected similar channel strips	Option+Shift+applicable function (applicable functions listed directly 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 • extend Edit or Timeline selection • track heights • clear clip meter	

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

Task	Shortcut
Fine Tune (Fine Adjust mode)	Command-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 Command-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	Command+Spacebar, F12, or 3 (on numeric keypad) The Mac OS X Dashboard feature uses the same key command Pro Tools uses to start recording (F12). If you want to retain use of this key command in Pro Tools, this shortcut must be disabled. For more information, see your <i>Setup Guide</i> .
Stop record	Spacebar
Stop record and discard recording take (not undoable)	Command+Period (.)
Half-speed playback	Shift+Spacebar
Half-speed record	Command+Shift+Spacebar, or Shift+F12 The Mac OS X Dashboard feature uses the same key command Pro Tools uses to start recording (F12). If you want to retain use of this key command in Pro Tools, this shortcut must be disabled. For more information, see your <i>Setup Guide</i> .
Pause (pre-prime deck for instant playback and record)	Control+Spacebar, or Option-click, on Transport Play button
Enable/disable online record	Command+Option+Spacebar
Enable/disable online playback	Command+J, or Option+Spacebar
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)
Play Edit selection	Option+[
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
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
Extend a selection backwards by the Back/Forward amount (Pro Tools HD only)	Shift+Command+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+Command+Option+Transport Rewind button or Transport Fast Forward button
Record-safe track	Command-click on track Record Enable button
Solo-safe track	Command-click on track Solo button
Cycle through record modes: normal, Destructive, Loop, QuickPunch™, TrackPunch, DestructivePunch	Control-click on Transport Record Enable button
Loop playback toggle	Command+Shift+L, or Control-click on Transport Play button
Loop Transport Mode	Command+Control+P
Loop Record	Option+L
TrackPunch (Pro Tools HD only)	Command+Shift+T

**Table 3. Playback and Record shortcuts**

<b>Task</b>	<b>Shortcut</b>
QuickPunch	Command+Shift+P
Enter/Exit record during playback in QuickPunch	Command+Spacebar, F12, or click Transport Record button The Mac OS X Dashboard feature uses the same key command Pro Tools uses to start recording (F12). If you want to retain use of this key command in Pro Tools, this shortcut must be disabled. For more information, see your <i>Setup Guide</i> .
DestructivePunch or TrackPunch enable/disable an audio track	Control-click the track's Record Enable button
DestructivePunch or TrackPunch enable/disable all audio tracks	Option-Control-click a track's Record Enable button
DestructivePunch or TrackPunch enable/disable all selected audio tracks	Control-Option-Shift-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all audio tracks	Option-click a track's Record Enable button
Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all selected audio tracks	Option-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
Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools HD only)	Option-click the VCA TrackInput button
Enable or disable pre/post-roll time	Command+K
Set and enable pre/post-roll time	Option-click with Selector before or after selection
Disable and set to zero pre/post-roll time	Option-click within selection closer to front or back
Toggle Transport Master (Pro Tools/Machine/MMC)	Command+Backslash (\)

## Auditioning

### When Transport = Pro Tools

**Table 4. Auditioning shortcuts when Transport = Pro Tools**

<b>Task</b>	<b>Shortcut</b>
Play by pre-roll value up to selection start/end (or current location if no selection)	Option+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
Play by pre- and post-roll value through selection start/end	Command+Option+Left/Right Arrow keys

## When Transport = Machine/MMC

Table 5. Auditioning shortcuts when Transport = Machine/MMC

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

## Scrub (Jog)/Shuttle

Table 6. Scrub (Jog)/Shuttle shortcuts

Task	Shortcut
Temporary Scrub mode when using Selector	Control-click and drag
Extend selection while scrubbing	Shift-click and drag with the Scrubber tool, (also in temporary Scrub mode)
Shuttle	Option-click-drag with Scrubber tool, (also in temporary Scrub mode)
Shuttle Lock (Classic or Transport mode)	Control+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
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
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

## Edit Modes and Tools

Table 9. Edit mode and tool shortcuts

Task	Shortcut
Shuffle mode	F1, or Option+1 (on QWERTY keyboard)
Slip mode	F2, or Option+2 (on QWERTY keyboard)
Spot mode	F3, or Option+3 (on QWERTY keyboard)
Grid mode	F4, or Option+4 (on QWERTY keyboard)
Enable Snap To Grid while in another Edit mode.	Shift+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 Command+1 (on QWERTY keyboard)
Trimmer tool	F6, or Command+2 (on QWERTY keyboard)
Selector tool	F7, or Command+3 (on QWERTY keyboard)



Table 9. Edit mode and tool shortcuts

Task	Shortcut
Grabber tool	F8, or Command+4 (on QWERTY keyboard)
Scrubber tool	F9, or Command+5 (on QWERTY keyboard, if Mac OS X Expose is disabled)
Pencil tool	F10, or Command+6 (on QWERTY keyboard, if Mac OS X Expose is disabled)
Smart Tool	F6+F7, F7+F8, or Command+7 (on QWERTY keyboard)
Cycle through Edit modes	Single Open Quote (') key, located above the Tab key
Cycle through Edit tools	Escape (Esc) key
Lock out or unlock Shuffle Mode	Command-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	Command+Option+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	Option+Tab (if Tab to Transients button is enabled)
Go to and select next region	Control+Tab
Go to and select previous region	Control+Option+Tab
Go to Song Start	Control+Return
Extend selection to Song Start	Shift+Control+Return
Extend selection to next region-boundary	Shift+Tab
Extend selection to previous region-boundary	Option+Shift+Tab
Extend selection to include next region	Control+Shift+Tab
Extend selection to include previous region	Control+Shift+Option+Tab
Return to start of session	Return
Go to end of session	Option+Return
Extend selection to start of session	Shift+Return
Extend selection to end of session	Option+Shift+Return
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

**Table 10. Edit selection, definition and navigation shortcuts**

<b>Task</b>	<b>Shortcut</b>
Select entire track in Edit window	Triple-click with Selector, or single-click in track and press Command+A
Select all regions in all tracks in Edit window	Return, then press Command+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	Command+Control+Option+Apostrophe (')
Move the selection backward by the selection amount	Command+Control+Option+L
Double the length of the Edit selection	Command+Control+Option+Shift+Apostrophe (')
Halve the length of the selection	Command+Control+Option+Shift+L
Cancel Zoom toggle and remain at the same zoom level	Option+Shift+E
Fit all shown tracks in the Edit window	Command+Option+Control+Up arrow or Down arrow
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	Down arrow
Move the insertion to the end of the Edit selection	Up arrow
Increase or decrease the height of any lane that contains the Edit cursor or an Edit selection	Control+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**

<b>Task</b>	<b>Shortcut</b>
Change Grid value	Control+Option+Plus/Minus (+/-) keys
Change Nudge value	Command+Option+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)

**Table 11. Editing, navigation and trimming shortcuts**

<b>Task</b>	<b>Shortcut</b>
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)	Control+Plus/Minus (+/-) keys
Nudge left selection boundary right/left by Nudge value	Option+Shift+Plus/Minus (+/-) keys
Nudge right selection boundary right/left by Nudge value	Command+Shift+Plus/Minus (+/-) keys
Trim left edge of region to right/left by Nudge value	Option+Plus/Minus (+/-) keys
Trim right edge of region to right/left by Nudge value	Command+Plus/Minus (+/-) keys
Reverse Trimmer tool direction when trimming region	Option+Trimmer tool
Trim up to, but not over, adjacent regions	Hold down Control key while trimming
Duplicate region(s) in Edit Window	Option-click selection and drag to destination
Delete selection in playlist	Backspace or Delete (on QWERTY keyboard)
Constrain audio region to vertical movement	Control-click to move audio region with Grabber tool
Snap region start to stationary playhead or Edit selection start	Control-click new region with Grabber tool
Snap region sync point to stationary playhead or Edit selection start	Control-Shift-click region containing the sync point with Grabber tool
Snap region end to stationary playhead or Edit selection start	Command-Control-click new region with Grabber tool

## Track Compositing

**Table 12. Track Compositing shortcuts**

<b>Task</b>	<b>Shortcut</b>
Solo any one Playlist lane containing the Edit cursor	Shift+S
Move the Edit cursor up and down through Playlist lanes	Control+P and Control+Semi-Colon (;)
Copy the selection to the main playlist	Option+Control+P
Copy the selection to a new playlist	Command+Option+Control+P
Copy the selection to a duplicate of the main playlist	Command+Option+Control+Shift+P

## File Menu Commands

Table 13. File menu command shortcuts

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

## Missing Files Dialog Commands

Table 14. Missing Files dialog command shortcuts

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

## Edit Menu Commands

Table 15. Edit menu command shortcuts

Task	Shortcut
Undo	Command+Z
Redo	Command+Shift+Z
Cut	Command+X
Copy	Command+C
Paste	Command+V
Clear	Command+B
Select All	Command+A
Paste Special Merge	Option+M
Paste Special Repeat to Fill Selection	Command+Option+V
Paste Special to Current Automation Type	Command+Control+V
Change Timeline Selection to Edit Selection	Option+Shift+6 (on numeric keypad)
Change Edit Selection to Match Timeline Selection	Option+Shift+5 (on numeric keypad)
Play Edit Selection	Option+[
Play Timeline Selection	Option+]
Duplicate selection	Command+D
Repeat selection	Option+R
Shift selection	Option+H
Insert Silence	Command+Shift+E
Trim Region to Selection	Command+T
Trim Region Start to Insertion	Option+Shift+7
Trim Region End to Insertion	Option+Shift+8
Separate Region at Selection	Command+E
Heal Separation	Command+H
Strip Silence	Command+U
Consolidate selection	Option+Shift+3
TCE Edit to Timeline selection (Pro Tools HD systems and Pro Tools LE with DV Toolkit™ 2 only)	Option+Shift+U
Automation Region menu commands	See Table 16 on page 12
Fades Region menu commands	See Table 17 on page 13
Restore Last Selection	Command+Option+Z

## Automation

Table 16. Automation shortcuts

Task	Shortcut
Toggle Track View on all tracks	Option+Minus (–) key (on QWERTY keyboard)
Change to previous/next Track View on all tracks included in the current selection	Control+Command+Left/Right Arrow keys
Change to previous/next Track View on all tracks	Control+Option+Command+Left/Right Arrow keys
Disable/enable Automation playlist on selected track	Command-click on Track View selector
Disable/enable all Automation playlists on selected track	Command-Shift-click on Track View selector
Open Plug-in Automation dialog	Command-Opt-Control-click on Track View selector (in Edit 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)
Copy Automation to Send (Pro Tools HD only)	Command+Option+H
Thin Automation	Command+Option+T
Write automation to start of session/selection (Pro Tools HD only)	Control-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
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
Write Automation to Current Parameter (Pro Tools HD only)	Command+Forward Slash (/)
Write Automation to All Enabled Parameters (Pro Tools HD only)	Command+Option+Forward Slash (/)
Trim Automation to Current Parameter (Pro Tools HD only)	Command+Shift+Forward Slash (/)
Trim Automation to All Enabled Parameters (Pro Tools HD only)	Command+Option+Shift+Forward Slash (/)
Glide Automation to Current Parameter (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Option+Forward Slash (/)
Glide Automation to All Enabled Parameters (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Option+Shift+ Forward Slash (/)
Suspend Trim automation on all tracks	In the Automation window, Command-click the Suspend button
Suspend currently displayed automation type on a track	Command-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**

<b>Task</b>	<b>Shortcut</b>
Write new breakpoint at next automation value	Press and hold Option+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 Command+Option 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
AutoMatch all controls of one automation type (Pro Tools HD only)	In the Automation window, Command-click the button for the automation type
AutoMatch all controls of one automation type on a channel (Pro Tools HD with ICON work surface only)	Hold Command 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 Command 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 Command and press the Auto switch in the Dyn or EQ section of the console
<b>Suspend preview (Pro Tools HD only)</b>	<b>In the Automation window, Command-click the Preview button</b>
Special Paste of automation data between different controls	Command+Control+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
<b>Display Automation playlist of automation-enabled plug-in control, track volume, or track pan</b>	<b>Command-Control-click on control</b>
Delete*	Backspace
Cut*	Command+X
Copy*	Command+C
Duplicate*	Command+D
Clear*	Command+B
Insert Silence	Command+Shift+E
*Hold Down Control during the shortcut to affect all Automation playlists on the track	

## Fades

Table 17. Fades shortcuts

Task	Shortcut
Create Fades (open Fades dialog)	Command+F
Apply crossfade without opening Fades dialog	Command+Control+F (uses last selected fade shape)
Fade to Start	Option+D
Fade to End	Option+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	Option-drag fade-in curve (“None” mode only)
Edit crossfade-out only in Fades dialog	Command-drag fade-out curve (“None” Link mode only)
Audition start/stop in Fades dialog	Spacebar
Reset to default zoom in Fades dialog	Command-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)
Cycle up/down through Out Shape parameter options	Control+Up/Down Arrow keys
Cycle up/down through In Shape parameter options	Option+Up/Down Arrow keys
Cycle up/down through Link parameter options	Up/Down Arrow keys
Cycle up/down through preset Out Shape curves	Control+Left/Right Arrow keys
Cycle up/down through preset In Shape curves	Option+Left/Right Arrow keys

## View Menu

Table 19. View menu shortcuts

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



## Track Menu Commands

Table 20. Track menu command shortcuts

Task	Shortcut
New Track	Command+Shift+N
Group Tracks	Command+G (with two or more tracks selected)
Duplicate Tracks	Option+Shift+D
Auto Input Monitoring/Input Only Monitoring (Pro Tools LE only)	Option+K
Set Record Tracks to Input Only/Set Record Track to Auto Input (Pro Tools HD)	Option+K
Scroll to Track number	Command+Option+F
Clear all Clip indicators	Option+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	Command+Up/Down Arrow keys
Cycle through Track Format choices	Command+Left/Right Arrow keys
Cycle through Track Timebase choices	Command+Option+Up/Down Arrow keys
Add or delete a Track Entry field	Command+Plus/Minus (+/-) keys or Command+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	Option-click on any Eye in Track List
Select all tracks	Option-click on any Track Name in Track List

## Mix Group List and Edit Group List

Table 23. Group List shortcuts

Task	Shortcut
Temporarily isolate channel strip from Groups	Control-click (or Right-click) applicable Group parameter
Suspend All Groups	Command+Shift+G, or Command-click on Groups pop-up menu
Rename group	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
Select all tracks in group	Click to the left of a Group name in Group List
Show group members only	Control-click on Group(s) 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	Option-Shift-click any attributes
Select or deselect all attributes for a single Send or Insert (across a row) in Attributes View	Control-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

## Region Menu Commands

Table 25. Region Menu command shortcuts

Task	Shortcut
Mute/Unmute Regions	Command+M
Lock/Unlock Regions	Command+L
Edit Lock/Unlock the selected region	Control+L
Time Lock/Unlock the selected region	Shift+T
Bring to Front	Option+Shift+F
Send to Back	Option+Shift+B
Group Regions	Command+Option+G
Ungroup Regions	Command+Option+U
Regroup regions	Command+Option+R
Loop Region	Command+Option+L

Table 25. Region Menu command shortcuts

Task	Shortcut
Capture Region	Command+R
Identify Sync Point	Command+Comma (,)
Quantize Region to Nearest Grid	Command+0
Open Elastic Properties windows	Option+5 (on numeric keypad)

## Elastic Audio

### Elastic Audio shortcuts

Task	Shortcut
Toggle between Real-Time and Rendered Elastic Audio processing	Command-Control-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
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
Delete a Warp marker	Double-click a Warp marker, or with the Grabber or the Pencil tool, Option-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, Option-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
Delete an Event marker	With the Pencil tool, Option-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	Command+Shift+F
Clear Find	Command+Shift+D
Show/Hide Audio regions	Command+Shift+1 (on numeric keypad)
Show/Hide MIDI regions	Command+Shift+2 (on numeric keypad)
Show/Hide Groups	Command+Shift+3 (on numeric keypad)
Show/Hide Auto-Created region	Command+Option+K
Select All regions in Region List	Command+Shift+A
Select Unused regions	Command+Shift+U

**Table 26. Region List shortcuts**

<b>Task</b>	<b>Shortcut</b>
Clear selected regions	Command+Shift+B
Rename selected regions	Command+Shift+R
Time Stamp selected regions	Command+Shift+M
Export Region Definition	Command+Shift+Y
Export Regions as Files	Command+Shift+K
Select or deselect a region	Command-click a region
Select multiple contiguous regions	Click one region, then Shift-click another region to select 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 Command and drag to select or deselect the desired regions
Bypass dialogs during deletion of audio files	Option-click Delete and Yes box when prompted
Audition region in Region List	Option-click and hold on region in Region List
Rename region/file	Double-click region in Region List, or double-click with Grabber tool on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	Control and drag region
Constrain region placement to end at play/edit cursor location or selection start	Command+Control and drag region

## Event Menu Commands

**Table 27. Event Menu command shortcuts**

<b>Task</b>	<b>Shortcut</b>
Open Time Operations window	Option+1 (on numeric keypad)
Open Tempo Operations window	Option+2 (on numeric keypad)
Open Event Operations window	Option+3 (on numeric keypad)
Quantize (in Event Operations window)	Option+0 (on numeric keypad)
Change Duration (in Event Operations window)	Option+P
Transpose (in Event Operations window)	Option+T
Select/Split Notes (in Event Operations window)	Option+Y
Open MIDI Event List window	Option+ Equal (=)
Open Beat Detective window	Command+8 (on numeric keypad)
Identify Beat	Command+I
All MIDI Notes Off	Command+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	Command+Enter (on numeric keypad)
Show Event Filter dialog	Command+F
Go to	Command+G
Scroll to Edit selection	Command+H
Insert another event	Command+M
Insert note	Command+N
Insert Program Change	Command+P
Insert Controller	Command+L
Insert Poly Pressure	Command+O
Delete event in MIDI Events List	Option-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. Option menus command shortcuts

Task	Shortcut
Transport Online	Command+J
Video Track Online	Command+Shift+J
Auto-Spot Regions	Command+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	Command+2 (on the numeric keypad)

## Peripherals Dialog

Table 32. Peripherals dialog shortcuts

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

## Preferences Dialog

Table 33. Preferences dialog shortcuts

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

## Window Menu Commands

Table 34. Window menu command shortcuts

Task	Shortcut
Toggle Mix and Edit windows	Command+Equal (=)
Hide All Floating Windows	Command+Option+Control+W
Show Window Configuration List	Command+Option+J
Show Task Manager window	Option+Apostrophe (')
Show Workspace browser	Option+Semi-Colon (;)
Show Project browser	Option+O
Bring to Front	Option+J
Send to Back	Option+Shift+J
Show Transport window	Command+1 (on numeric keypad)
Show Big Counter window	Command+3 (on numeric keypad)
Show Automation Enable window	Command+4 (on numeric keypad)
Show Memory Locations window	Command+5 (on numeric keypad)
Machine Track Arming window	Command+6 (on numeric keypad)
Universe window (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Command+7 (on numeric keypad)
Display Video window	Command+9 (on numeric keypad)
Access Video window commands (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only): Online, Video Out Firewire, Half Size, Actual Size, Double Size, Fit Screen	Control-click in the Video window
Access Universe window commands (Pro Tools HD and DV Toolkit 2 only): Video Universe, increase, decrease	Control-click (or Right-click) in the Universe window
Open MIDI Editor window	Control+Equal (=)
Cycle through all open MIDI Editor windows	Control+Equal (=)repeatedly
Open Score Editor window	Option+Control+Equal (=)

# Zoom

Table 35. Zoom shortcuts

Task	Shortcut
Horizontal zoom in or out	Command+ ] or [
Zoom to show entire session horizontally without affecting vertical zoom or scrolling	Command+Control+[
Zoom in horizontally on a selection without affecting vertical zoom or scrolling	Command+Control+]
Vertical zoom to show default waveform height (Audio)	Command+Option+Control+[
Vertical zoom in or out (MIDI)	Command+Shift+ ] or [
Vertical zoom to show all notes (lowest to highest) in MIDI and Instrument (MIDI)	Command+Control+Shift+[
Vertical zoom to show all tracks	Option+A
Horizontal zoom to show all tracks	Option+Control+A
Horizontal zoom and scroll timeline excluding MIDI events	Option+F
Horizontal zoom to selection, including MIDI events	Option+Control+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
Continuously zoom vertically on all audio tracks	Control+Shift+drag in an audio track with the Zoomer tool
Incrementally zoom vertically on all audio tracks	Command+Option+[ or Command+Option+]
Fill window with selection	Option-click on Zoomer tool or Option+F
View entire session and reset waveform display to the default height	Double-click on Zoomer tool or Option+A
Zoom vertical and horizontal axis	Hold down Command key while dragging the 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
Maximum zoom before waveform drawn from disk	Command-click on Zoomer tool (faster drawing from RAM)
Zoom Toggle	Option+Shift+E
Cancel Zoom Toggle and remain at the same zoom level	Option+Shift+E
Zoom presets 1–5	Control+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	Command-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	Control-click on Memory Location button
Delete Memory Location	Option-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	Control-Shift-drag the Song Start Marker
Toggle the Timeline Insertion/Play Start Marker Follows Playback preference on and off	Control+N
Recall Memory Location	Period (.)+Memory Location+Period (.)

## Import Audio Dialog

Table 38. Import Audio dialog shortcuts

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

## Import Video Dialog

Table 39. Import Video dialog shortcuts

Task	Shortcut
Bypass Video Import Options dialog when importing video into Pro Tools	Option-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	Command+Shift+S
Copy settings	Command+Shift+C
Paste settings	Command+Shift+V
Switch between Librarian Settings subfolders in the Plug-in Settings dialog	Command+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	Return
For fields that support kHz (kiloHertz)	Type “k” after number (multiplies by 1000)

## Mixing

Table 42. Mixing shortcuts

Task	Shortcut
Make track active/inactive	Command-Control-click Track Type icon in Mix window
Set all faders to their automation null points	Option-click on either AutoMatch indicator
Reset a control to default value	Option-click on control
Volume/Peak/Channel Delay amount	Command-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	Command-click on insert name in Inserts view
Bypass Send mute	Command-click on send name in Sends view
Toggle Send display between “All” and “Individual”	Command-click on Send selector
Bypass Delay Compensation View indicators (Pro Tools HD only)	Command-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 (/). Subsequent presses toggle through fields.
Initiate time entry in Transport window fields	Option+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	Equal (=). 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 (.)
Apply entered numeric value	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
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	Control+Up/Down Arrow keys
Increase track height continuously	Command-click and drag track
Bank display of tracks to top of Edit window	Shift-Control-click Track Name
Set all tracks to selected record drive in Disk Allocation dialog	Option-click on record drive
Display Playlist selector (requires selection start or flashing insertion point match user time stamp of region)	Command-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 systems only)	Command-click a Solo button
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)	Option-click "Proceed" button in dialog
Link Pro Tools and a video satellite (Pro Tools HD only)	Shift+Option+L
Close all open Plug-in, Send, Pan, and Mic Pre windows	Command+Option+W
Close active Mix or Edit window (if both are open) or active browser (if two or more browsers are open)	Command+W
Quit Pro Tools	Command+Q
Rearrange Toolbar controls and displays	Command-click and drag

## Keyboard Focus

Table 46. Keyboard Focus shortcuts

Task	Shortcut
Commands Keyboard Focus	Command+Option+1
Region List Keyboard Focus	Command+Option+2
Group List Keyboard Focus	Command+Option+3

## 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 yellow. Or, use the Control key in combination with the single keys listed below except for Undo, Cut, Copy and Paste. For these functions, you must use the Command 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	Y (HD systems only)
Snap sync point (of selected region) to time code	U (HD systems only)
Snap end (of selected region) to time code	I (HD systems only)
Snap start (of selected region) to playhead	H
Snap sync point (of selected region) to playhead	J (HD systems only)
Snap end (of selected region) to playhead	K (HD systems only)
Move Edit selection up	P

Table 47. Commands Keyboard Focus mode shortcuts

Task	Shortcut
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)	Command+Scroll Wheel
Zoom in/out of timeline	Option+Scroll Wheel in timeline
Zoom in/out of waveforms	Option+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	Option+Semi-Colon
Open the Task Manager window	Option+Apostrophe (')
Open or closes the Project browser	Option+O
Bring all browsers to the foreground	Option+J
Send all browsers to the back	Option+Shift+J
Cycle to previous/next browsers	Command+Left/Right Arrow keys
Zoom presets in the Edit window – or – View presets in DigiBase browsers	Control+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 (when Spacebar Toggle File Preview is enabled) – or – Audio Import dialog: Start or stop auditioning from head	Spacebar
Browser Item: Start or stop loop auditioning from head	Option+Spacebar
Start or stop preview when browser is front-most window	Command+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 Command+P
Enable/disable Loop Preview mode	Control-click the Preview button
Enable/disable Auto-Preview mode	Command-click the Preview button
Import Audio dialog: Start or stop auditioning	Command+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	Command+Delete
Delete any selected browser item, and suppresses any warning dialog	Option+Delete
Create duplicates of any selected files	Command+D



## DigiBase Mouse Click Keyboard Shortcuts

Table 52. DigiBase mouse click shortcuts

Task	Shortcut
Select contiguous items in a browser or column headers	Shift-click
Select all of the files in a multichannel file in a browser	Option-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	Option-click
Column Header: Access list of columns that can be shown or hid	Control-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	Command-click
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	Command-double-click

## DigiBase Drag and Drop Keyboard Shortcuts

Table 53. DigiBase drag and drop shortcuts

Task	Shortcut
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 Region List or Timeline: Create a copy of the media file in the session's Audio Files folder	Option-drag and drop
Browser File: Import to Timeline and create a new track	Shift-drag and drop
Waveform Display: Set sync point and spots to Timeline – OR – Region List: Open the Replace Region dialog (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	Command-drag and drop
Waveform Display: Set the sync point and spot to the Timeline and copy the audio file	Command-Option-drag and drop
Region 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
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
Region List: Snap to sync point – OR – Browser Item: Snap to sync point	Control-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
Region List: Snap to tail – OR – Browser Item: Snap to tail	Control-Command-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
Browser Item: Spot with variable cursor	Control-Command-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

## 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	Command+Option+F
Up one browser level (same as Up arrow icon)	Command+Up Arrow key
Open folder (same window)	Command+Down Arrow key
Open folder (new window)	Command+Option+Down Arrow key
Open Show/Hide icon	Right Arrow key
Close Show/Hide icon	Left Arrow key
Cycle to next or previous browser	Command+Left/Right Arrow keys
Enter/exit Name Edit field	Enter or Return
Revert to original text	Escape (Esc) key
Open/close Search pane	Command+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	<b>Access I/O commands:</b> <ul style="list-style-type: none"> <li>• Make Active/Inactive</li> <li>• Rename</li> </ul>
Send selector	Access send assignment views
Send Assignment button	<b>Access Send commands:</b> <ul style="list-style-type: none"> <li>• Mute Send</li> <li>• Make Active/Inactive</li> <li>• Rename</li> </ul>
Insert Assignment button	<b>Access Insert commands:</b> <ul style="list-style-type: none"> <li>• Bypass</li> <li>• Make Active/Inactive</li> <li>• Automation dialog (plug-ins only)</li> <li>• Automation Safe (plug-ins only)</li> <li>• Rename (hardware I/O only)</li> </ul>
Track name (in Mix window, Edit window and Track List)	<b>Access Track commands:</b> <ul style="list-style-type: none"> <li>• Hide/Show</li> <li>• Hide and Make Inactive/Show and Make Active</li> <li>• Make Inactive/Make Active</li> <li>• Scroll Into View</li> <li>• Locked (video track only)</li> <li>• New</li> <li>• Rename</li> <li>• Duplicate</li> <li>• Split Into Mono (multichannel tracks only)</li> <li>• Delete</li> <li>• Expand Channels to New Tracks               <ul style="list-style-type: none"> <li>• By Channel Name</li> <li>• By Channel Number</li> <li>• By Channel Name and Number</li> <li>• By Timecode</li> </ul> </li> <li>• Track Compositing Commands: Filtering Lanes               <ul style="list-style-type: none"> <li>• Show All Lanes</li> <li>• Show Only Lanes With &gt; Regions Within The Edit Selection</li> <li>• Show Only Lanes With &gt; Regions Outside The Edit Selection</li> <li>• Show Only Lanes With &gt; Regions Rated &gt;=1-5</li> <li>• Hide All Lanes</li> <li>• Hide Only Lanes With &gt; Regions Within The Edit Selection</li> <li>• Hide Only Lanes With &gt; Regions Outside The Edit Selection</li> <li>• Hide Only Lanes With &gt; Regions Rated &gt;=1-5</li> </ul> </li> <li>• Rating</li> </ul>

Mix window *Right-click commands and menus*

<b>Right-Click Shortcut</b>	<b>Task</b>
Surround Panning Mode button (in Surround Output Window) (Pro Tools HD only)	<b>Access Panning modes:</b> <ul style="list-style-type: none"><li>• X/Y Mode</li><li>• 3-Knob mode</li><li>• Divergence Editing mode</li><li>• AutoGlide mode</li></ul>
Group List items	<b>Access Group List commands and information:</b> <ul style="list-style-type: none"><li>• Group ID</li><li>• Tracks (list of tracks in Group)</li><li>• Attributes (list of Group Attributes) (Pro Tools HD only)</li><li>• Modify</li><li>• Duplicate</li><li>• Delete</li><li>• Select Tracks in Group</li><li>• Show/Hide Tracks in Group</li><li>• Show/Hide Only Tracks in Group</li><li>• Show/Hide All Tracks</li></ul>

# 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><b>Access Edit and Region commands:</b></p> <ul style="list-style-type: none"> <li>• Tools               <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Scrubber</li> <li>• Pencil</li> </ul> </li> <li>• Insert               <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord</li> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> <li>• Clear</li> <li>• Matches (region or region selection only)               <ul style="list-style-type: none"> <li>• Match Criteria</li> <li>• Expand Alternates to New Playlists</li> <li>• Expand Alternates to New Tracks</li> </ul> </li> <li>• Elastic Properties (Elastic Audio track only)</li> <li>• Conform to Tempo (Elastic Audio track only)</li> <li>• Remove Warp (Elastic Audio track only)</li> <li>• Remove Pitch Shift (Elastic Audio track only)</li> <li>• Separate</li> <li>• Delete Fades</li> <li>• Snap to Next</li> <li>• Snap to Previous</li> <li>• Spot</li> <li>• Rename (region or region selection only)</li> <li>• Group Regions (region or region selection only)</li> <li>• Ungroup Regions (region or region selection only)</li> <li>• Loop</li> <li>• Unloop</li> <li>• Rating               <ul style="list-style-type: none"> <li>• 1–5</li> </ul> </li> </ul>
<p>Control-Right-click region, region selection, or point in region (Blocks and Waveform Track views)</p>	<p><b>Access Edit, Region, and Move Region commands:</b></p> <ul style="list-style-type: none"> <li>• Cut</li> <li>• Copy</li> <li>• Clear</li> <li>• Matches (Channels or Alternates)</li> <li>• Elastic Properties (Elastic Audio track only)</li> <li>• Conform to Tempo (Elastic Audio track only)</li> <li>• Remove Warp (Elastic Audio track only)</li> <li>• Snap to Next</li> <li>• Snap to Previous</li> <li>• Spot</li> <li>• Rename</li> <li>• Move Region Start to Selection Start</li> <li>• Move Region Sync to Selection Start</li> <li>• Move Region End to Selection Start</li> <li>• Loop</li> <li>• Unloop</li> </ul>

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)	<b>Access Edit and Region commands:</b> <ul style="list-style-type: none"> <li>• Tools                             <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Scrubber</li> <li>• Pencil</li> </ul> </li> <li>• Insert                             <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord</li> </ul> </li> <li>• Add Event Marker</li> <li>• Remove Event Marker</li> <li>• Elastic Properties</li> <li>• Conform to Tempo</li> <li>• Remove Warp</li> <li>• Conform to Tempo</li> <li>• Remove Warp Marker</li> <li>• Remove Pitch Shift</li> </ul>
Region, region selection, or point in region (Warp Track view)	<b>Access Edit and Region commands:</b> <ul style="list-style-type: none"> <li>• Tools                             <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Scrubber</li> <li>• Pencil</li> </ul> </li> <li>• Insert                             <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord</li> </ul> </li> <li>• Add Warp Marker</li> <li>• Remove Warp Marker</li> <li>• Elastic Properties</li> <li>• Conform to Tempo</li> <li>• Remove Warp</li> <li>• Separate</li> <li>• Delete Fades</li> <li>• Rename (region only)</li> <li>• Group (region or region selection only)</li> <li>• Ungroup (region or region selection only)</li> <li>• Loop</li> <li>• Unloop</li> <li>• Rating                             <ul style="list-style-type: none"> <li>• 1–5</li> </ul> </li> </ul>

*Edit window Right-click commands and menus*

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



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><b>Access Edit and Region commands:</b></p> <ul style="list-style-type: none"> <li>• Tools               <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Scrubber</li> <li>• Pencil</li> </ul> </li> <li>• Insert               <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord</li> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> <li>• Merge</li> <li>• Clear</li> <li>• Separate</li> <li>• Consolidate</li> <li>• Mute Notes</li> <li>• MIDI Real-Time Properties</li> <li>• Event Operations               <ul style="list-style-type: none"> <li>• Quantize</li> <li>• Change Velocity</li> <li>• Change Duration</li> <li>• Transpose</li> <li>• Select/Split Notes</li> <li>• Input Quantization</li> <li>• Step Input</li> <li>• Restore Performance</li> <li>• Flatten Performance</li> </ul> </li> <li>• Open in MIDI Editor</li> <li>• Open in Score Editor</li> </ul>
Control-Right-click region, region selection, or point in region (Warp Track view)	<p><b>Access Edit and Region commands:</b></p> <ul style="list-style-type: none"> <li>• Add Warp Marker</li> <li>• Remove Warp Marker</li> <li>• Elastic Properties</li> <li>• Conform to Tempo</li> <li>• Remove Warp</li> <li>• Rename</li> <li>• Loop</li> <li>• Unloop</li> </ul>
Region List items	<p><b>Access Region List commands:</b></p> <ul style="list-style-type: none"> <li>• Clear</li> <li>• Rename</li> <li>• Time Stamp</li> <li>• Replace Region (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)</li> <li>• Compact</li> <li>• Export Region Definition</li> <li>• Export Regions as Files</li> <li>• Recalculate Waveform Overviews</li> <li>• Select Parent in Workspace</li> <li>• Object Select in Edit Window</li> </ul>
Toolbar	Show/Hide controls in Edit Window toolbar

## Transport Window Right-Click Commands and Menus

*Transport window Right-click commands and menus*

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

## Universe Window Right-Click Commands and Menus

*Universe window Right-click commands and menus*

<b>Right-Click Shortcut</b>	<b>Task</b>
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><b>Access Edit and Region commands:</b></p> <ul style="list-style-type: none"> <li>• Tools               <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Scrubber</li> <li>• Pencil</li> <li>• Smart</li> </ul> </li> <li>• Insert               <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord</li> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> <li>• Clear</li> <li>• Separate</li> <li>• Consolidate</li> <li>• Mute</li> <li>• MIDI Real-Time Properties</li> <li>• Event Operations               <ul style="list-style-type: none"> <li>• Quantize</li> <li>• Change Velocity</li> <li>• Change Duration</li> <li>• Transpose</li> <li>• Select/Split Notes</li> <li>• Input Quantization</li> <li>• Step Input</li> <li>• Restore Performance</li> <li>• Flatten Performance</li> </ul> </li> <li>• Open in New MIDI Editor</li> <li>• Open in Score Editor</li> <li>• Open in MIDI Event List</li> <li>• Display Notation</li> </ul>
MIDI Editor window Track List	<p><b>Access Track List commands:</b></p> <ul style="list-style-type: none"> <li>• Hide/Show</li> <li>• Hide and Make Inactive/Show and Make Active</li> <li>• Export MIDI</li> <li>• New</li> <li>• Rename</li> <li>• Duplicate</li> <li>• Split Into Mono (multichannel tracks only)</li> <li>• Delete</li> <li>• MIDI Real-Time Properties</li> <li>• Open in New MIDI Editor</li> <li>• Open in Score Editor</li> <li>• Open in MIDI Event List</li> <li>• Notation Display Track Settings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Tools               <ul style="list-style-type: none"> <li>• Zoomer</li> <li>• Trimmer</li> <li>• Selector</li> <li>• Grabber</li> <li>• Pencil</li> </ul> </li> <li>• Insert               <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</li> <li>• Chord Symbol</li> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> <li>• Merge</li> <li>• Clear</li> <li>• Event Operations               <ul style="list-style-type: none"> <li>• Quantize</li> <li>• Change Velocity</li> <li>• Change Duration</li> <li>• Transpose</li> <li>• Select/Split Notes</li> <li>• Input Quantization</li> <li>• Step Input</li> <li>• Restore Performance</li> <li>• Flatten Performance</li> </ul> </li> <li>• Open in MIDI Editor</li> <li>• Open in MIDI Event List</li> <li>• Notation Display Track Settings</li> <li>• Score Setup</li> <li>• Send to Sibelius</li> <li>• Print Score</li> </ul>
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 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	<b>Access Video window commands:</b> <ul style="list-style-type: none"> <li>• Online</li> <li>• Video Out Firewire</li> <li>• Half Size</li> <li>• Actual Size</li> <li>• Double Size</li> <li>• Fit Screen</li> </ul>

## 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	<b>Access DigiBase Browser menu commands:</b> <ul style="list-style-type: none"><li>• Calculate Waveform</li><li>• Update Database for Selected</li><li>• Calculate Elastic Analysis</li><li>• Clear Elastic Analysis</li><li>• Invent Selection</li><li>• Reveal in Explorer</li><li>• Reveal in Browser</li><li>• Duplicate Selected</li><li>• Lock Selected</li><li>• Unlock Selected</li><li>• Delete Selected</li><li>• Unmount</li><li>• Loop Preview</li><li>• Auto-Preview</li><li>• Spacebar Toggles File Preview</li><li>• Audio Files Conform to Session Tempo</li></ul>
Preview button	<b>Access DigiBase Preview commands:</b> <ul style="list-style-type: none"><li>• Loop Preview</li><li>• Auto-Preview</li><li>• Spacebar Toggles File Preview</li></ul>
Volume field	Display Volume fader



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