



# Shortcuts Guide

Pro Tools® M-Powered™ Essential

Version 8.0.2

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# Pro Tools M-Powered Essential Shortcuts

## (for Pro Tools M-Powered Essential on Mac and Windows)

For increased operational speed and ease-of-use, there are many Pro Tools® keyboard and Right-click shortcuts to give you fast access to a wide variety of tasks. This guide lists all keyboard shortcuts and Right-click shortcuts available in each window of Pro Tools. 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.*

### Conventions Used in This Guide

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

<b>Convention</b>	<b>Action</b>
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 QWERTY, as noted).
Command-click (Mac Only)	Hold down the Command key and click the mouse button.
Right-click	Click with the right mouse button.

# Keyboard Shortcuts

## Global Keyboard Shortcuts

The following shortcuts can be used in all Pro Tools windows for the features noted.

Action	Mac	Windows
<b>Parameter change</b>		
<ul style="list-style-type: none"> <li>Automation mode</li> <li>Monitor mode</li> <li>playlist enable</li> <li>record, solo and mute enable</li> <li>record and solo safes</li> <li>inserting plug-ins</li> <li>I/O, bus, send assignment</li> <li>volume/peak indicator</li> <li>extend Edit or Timeline selection</li> <li>track height</li> <li>clear clip meter</li> </ul>		
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)
<b>Toggle</b>		
<ul style="list-style-type: none"> <li>Tracks in Track List</li> <li>Group enables/activation</li> <li>Automation Enable window</li> <li>Memory Location parameters</li> </ul>		
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)
<b>Fine Tune adjustment</b>		
<ul style="list-style-type: none"> <li>Plug-in parameter editing</li> <li>fader movement</li> <li>scrubbing</li> <li>automation data trimming (requires larger Track View for highest resolution)</li> </ul>		
Fine Tune (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)
<b>Multi-select</b>		
<ul style="list-style-type: none"> <li>Tracks</li> <li>regions in Region List</li> <li>paths in I/O Setup</li> </ul>		
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 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, regions, paths)	Click to select first item, then Command-click another to select all similar items between (applicable items listed above)	Click to select first item, then Control-click another to select all similar items between (applicable items listed above)

## Pro Tools Edit Window and Mix Window Keyboard Shortcuts

The following keyboard shortcuts can be used in the Edit window and Mix window for the features noted.

Action	Mac	Windows
<b>Playback</b>		
Start/stop playback	Spacebar	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
Center on selection start/end	Left/Right Arrow keys (when selection exceeds window view)	Left/Right Arrow keys (when selection exceeds window view)
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 button	Ctrl-click on track Solo button

<b>Record</b>		
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 (.)
Record-safe track	Command-click on track Record Enable button	Ctrl-click on track Record Enable button
Loop Record toggle	Option+L	Alt+L
Enable or disable pre/post-roll time	Command+K	Ctrl+K

*\*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. For more information, see the Essential User Guide.*

<b>Transport Mode using Numeric Keypad</b>		
· Select Numeric Keypad: Transport in the Operations Preferences page.		
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
Click on/off	7	7
Countoff on/off	8	8
MIDI Merge/Replace mode on/off	9	9

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
<b>Auditioning</b>		
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
<b>Edit Modes and Tools</b>		
Slip mode	F2, or Alt+2 (on QWERTY keyboard)	F2, or Option+2 (on QWERTY keyboard)
Grid mode	F4, or Alt+4 (on QWERTY keyboard)	F4, or Option+4 (on QWERTY 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 QWERTY keyboard)	F5, or Ctrl+1 (on QWERTY keyboard)
Trimmer tool	F6, or Command+2 (on QWERTY keyboard)	F6, or Ctrl+2 (on QWERTY keyboard)
Selector tool	F7, or Command+3 (on QWERTY keyboard)	F7, or Ctrl+3 (on QWERTY keyboard)
Grabber tool	F8, or Command+4 (on QWERTY keyboard)	F8, or Ctrl+4 (on QWERTY keyboard)
Pencil tool	F10, or Command+6 (on QWERTY keyboard, if Mac OS X Expose is disabled)	F10, or Ctrl+6 (on QWERTY keyboard)
Cycle through Edit tools	Escape (Esc) key	Escape (Esc) key, or Center-click
<b>Edit Selection, Definition, and Navigation</b>		
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 region-boundary/sync point	Tab (if Tab to Transients button is disabled)	Tab (if Tab to Transients button is enabled)
Locate cursor to previous region boundary/sync point	Option+Tab (if Tab to Transients button is disabled)	Ctrl+Tab (if Tab to Transients button is enabled)
Go to and select next region	Control+Tab	Start+Tab
Go to and select previous region	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 region-boundary	Shift+Tab	Shift+Tab
Extend selection to previous region-boundary	Option+Shift+Tab	Ctrl+Shift+Tab

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
Extend selection to include next region	Control+Shift+Tab	Start+Shift+Tab
Extend selection to include previous region	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
Set selection start/end to incoming time code while stopped	Down/Up Arrow keys	Down/Up Arrow keys
Select entire region 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 regions in all tracks in Edit window	Return, then press Command+A	Enter, then press Ctrl+A
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
Record enable tracks that contain the Edit cursor or Edit selection	Shift+R	Shift+R
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	Up arrow
Move the insertion to the end of the Edit selection	Up arrow	Down arrow
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.

Change Grid value	Control+Option+Plus/Minus (+/-) keys	Start+Alt+Plus/Minus (+/-) keys
Reverse Trimmer tool direction when trimming region	Option+Trimmer tool	Alt+Trimmer tool
Trim up to, but not over, adjacent regions	Hold down Control key while trimming	Hold down Start key while trimming
Duplicate region(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 QWERTY keyboard)	Backspace or Delete (on QWERTY keyboard)

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
Constrain audio region to vertical movement	Control-click to move audio region with Grabber tool	Start-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	Start-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	Start-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	Ctrl-Start-click new region with Grabber tool

<b>Zoom</b>		
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
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



Action	Mac	Windows
<b>File Menu Commands</b>		
• The following are shortcuts of commands found in the File Menu		
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

<b>Missing File Dialog Commands</b>		
• The following shortcuts apply to Missing File dialog		
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 (toggle on/off)	Command+R	Ctrl+R
Regenerate missing render files	Command+D	Ctrl+D

<b>Edit Menu Commands</b>		
• The following are shortcuts of commands found in the File Menu		
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
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
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
Duplicate selection	Command+D	Ctrl+D
Separate Region at Selection	Command+E	Ctrl+E
Consolidate selection	Option+Shift+3	Alt+Shift+3
Restore Last Selection	Command+Option+Z	Ctrl+Alt+Z

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
<b>Memory Location and Markers</b>		
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 audio data	Control-Shift-drag the Song Start Marker	Start-Shift-drag the Song Start Marker
<b>Automation</b>		
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)
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)
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

Action	Mac	Windows
<b>Fades</b>		
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)

### Fades Dialog

• The following shortcuts apply to the Fades dialog

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 Commands

• The following shortcut command is found in the View Menu

View Narrow Mix window option	Command+Option+M	Ctrl+Alt+M
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### Track Menu Commands

• The following are shortcuts of commands found in the Track Menu

New Track	Command+Shift+N	Ctrl+Shift+N
Duplicate Tracks	Option+Shift+D	Alt+Shift+D
Clear all Clip indicators	Option+C	Alt+C

### New Tracks Dialog

• The following shortcuts apply to items in the New Tracks dialog

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
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

Action	Mac	Windows
<b>Region Menu Commands</b>		
• The following are shortcuts of commands found in the Region Menu		
Loop Region	Command+Option+L	Ctrl+Alt+L
Quantize Region to Nearest Grid	Command+0 (zero)	Ctrl+0
<b>Region List</b>		
• The following shortcuts apply to items in the Region List		
Select region by name	Click the Region List a–z button, then type the first letters of the desired region	Click the Region List a–z button, then type the first letters of the desired region
Clear selected regions	Command+Shift+B	Ctrl+Shift+B
Rename selected regions	Command+Shift+R	Ctrl+Shift+R
Time Stamp selected regions	Command+Shift+M	Ctrl+Shift+M
Select or deselect a region	Command-click a region	Ctrl-click a region
Select multiple contiguous regions	Click one region, then Shift-click another region to select all regions between	Click one region, then Shift-click another region to select or deselect all regions between
Select or deselect multiple discontinuous regions with the Marquee	Place the cursor to the left of the names in the Region List. When the Marquee (“+”) appears, hold Command and drag to select or deselect the desired regions	Place the cursor to the left of the names in the Region List. When the Marquee (“+”) appears, hold Ctrl and drag to select or deselect the desired regions.
Bypass dialogs during deletion of audio files	Option-click Delete or Yes when prompted	Alt-click Delete or Yes when prompted
Audition region in Region List	Option-click and hold on region in Region List	Alt-click and hold on region in Region List
Rename region/file	Double-click region in Region List, or double-click with Grabber tool on region in playlist	Double-click region in Region List, or double-click with the Grabber tool on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	Control and drag region	Start-click and drag region
Constrain region placement to end at play/edit cursor location or selection start	Command+Control and drag region	Start-Ctrl-click and drag region
<b>Event Menu Commands</b>		
• The following are shortcuts that apply commands found in the Event Menu		
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)
Transpose (in Event Operations window)	Option+T	Alt+T
Identify Beat	Command+I	Ctrl+I
All MIDI Notes Off	Command+Shift+Period (.)	Ctrl+Shift+Period (.)

Action	Mac	Windows
<b>Options Menu Commands:</b>		
<ul style="list-style-type: none"> <li>• See “Playback” on page 3 and “Record” on page 3.</li> </ul>		
<b>Window Menu Commands</b>		
<ul style="list-style-type: none"> <li>• The following are shortcuts of commands found in the Window Menu</li> </ul>		
Toggle Mix and Edit windows	Command+Equal (=)	Ctrl+Equal (=)
Show Task Manager	Option+Apostrophe (')	Alt+Apostrophe (')
Show Workspace	Option+Semi-Colon (;)	Alt+Semi-Colon (;)
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)
Machine Track Arming	Command+6 (on numeric keypad)	Ctrl+6 (on numeric keypad)
Show Video Universe window (Pro Tools HD and Pro Tools LE with DV Toolkit 2 only)	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 (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 (or Right-click) in the Video window	Right-click in the Video window
Access Video Universe window commands (Pro Tools HD and DV Toolkit 2 only): Video Universe, increase, decrease	Control-click (or Right-click) in the Video Universe window	Right-click in the Video Universe window
<b>Import Audio Dialog</b>		
<ul style="list-style-type: none"> <li>• The following shortcuts apply to the Import Audio dialog</li> </ul>		
Start/stop audition of currently selected audio file/region	Command+P, or Command+Spacebar	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)	Alt+S (if audio file has the same sample rate and bit depth as the current session)
Convert and import selected audio region/files	Command+C	Alt+O (letter)
Remove currently selected audio files/regions from Regions to Import field	Command+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	Escape	Escape
Done	Command+W	Alt+E

## DigiBase Shortcuts

The following shortcuts are available in DigiBase windows (such as the Workspace browser and the Task Manager).

Action	Mac	Windows
<b>Global DigiBase Shortcuts</b>		
Open the Workspace browser	Option+Semi-Colon	Alt+Semi-colon
Open the Task Manager window	Option+Apostrophe (')	Alt+Apostrophe (')
Cycle to previous/next browsers	Command+Left/Right Arrow keys	Ctrl+Left/Right Arrow keys

<b>Auditioning</b>		
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
Start or stop auditioning	Command+P	Alt+P

<b>Delete or Duplicate</b>		
Region List: Delete selected Region 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

<b>Mouse Click</b>		
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 – 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	Alt-click

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
Column Header: Access list of columns that can be shown or hid	Control-click in any DigiBase column label	Start-click (or Right-click) in any DigiBase column label
Browser Back Button: Open the navigation menu – or – Browser Items: Select discontinuous items – or – Column Headers: Select discontinuous column headers – or – Browser Up Button: Open menu for navigating up several levels – or – Browser View Preset Buttons: Store column order and width, and sort order	Command-click	Ctrl-click
Region List: Select a region without changing which region 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

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	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 – Region List: Open the Replace Region dialog (Pro Tools HD and Pro Tools LE with DV Toolkit 2 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
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	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
Region 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
Region List: Snap to tail – or – Browser Item: Snap to tail	Control+Command-drag and drop	Start+Ctrl-drag and drop

<b>Action</b>	<b>Mac</b>	<b>Windows</b>
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

<b>Navigation</b>		
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
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



# Right-Click Shortcuts

The following Right-click shortcuts apply to both Mac and Windows systems equipped with a two-button mouse. Right-clicking on the noted features allow you to perform commands and access menus (if applicable).

<i>Feature</i>	<i>Shortcut</i>
<b>Mix Window</b>	
Channel Input selector Channel Output selector	<ul style="list-style-type: none"> <li>• Make Active/Inactive</li> <li>• Rename</li> </ul>
Send selector	<b>Access send assignment views</b>
Send Assignment button	<ul style="list-style-type: none"> <li>• Mute</li> <li>• Make Active/Inactive</li> <li>• Rename</li> </ul>
Insert Assignment button	<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)	<ul style="list-style-type: none"> <li>• Scroll Into View</li> <li>• Delete</li> </ul>

<b>Edit Window</b>	
Region, region selection, or point in region (Blocks and Waveform Track views)	<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> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> <li>• Clear</li> <li>• Separate</li> <li>• Delete Fades</li> <li>• Snap to Next</li> <li>• Snap to Previous</li> <li>• Rename (region or region selection only)</li> <li>• Loop</li> <li>• Unloop</li> </ul>

<b>Feature</b>	<b>Shortcut</b>
Command+Right-click (Mac), Control+Right-click (Windows) region, region selection, or point in region (Blocks and Waveform Track views)	<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> </ul> </li> <li>• Cut</li> <li>• Copy</li> <li>• Clear</li> <li>• Snap to Next</li> <li>• Snap to Previous</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>
Region, region selection, point in region (Aux Input, MIDI, and Instru- ment track only)	<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> </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</li> <li>• MIDI Real-Time Properties</li> <li>• Event Operations <ul style="list-style-type: none"> <li>• Quantize</li> <li>• Transpose</li> </ul> </li> <li>• Open in MIDI Editor</li> </ul>
Region List items	<ul style="list-style-type: none"> <li>• Clear</li> <li>• Rename</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

Transport Play button	<b>Access Playback modes:</b> <ul style="list-style-type: none"> <li>• Loop</li> <li>• Dynamic Transport</li> </ul>
Transport Record button	<b>Access Record modes:</b> <ul style="list-style-type: none"> <li>• Normal</li> <li>• Loop</li> </ul>

<i>Feature</i>	<i>Shortcut</i>
<b>MIDI Editor Window</b>	
Midi 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> <li>• Smart</li> </ul> </li> <li>• Insert <ul style="list-style-type: none"> <li>• Key Signature</li> <li>• Meter</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</li> <li>• Event Operations <ul style="list-style-type: none"> <li>• Quantize</li> <li>• Transpose</li> </ul> </li> </ul>
MIDI Editor window toolbar	Show/Hide controls in MIDI Editor window Toolbar

<b>DigiBase</b>	
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>• Reveal in Finder</li> <li>• Loop Preview</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>