

# Pro Tools Keyboard Shortcuts for Macintosh

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

## Conventions Used in This Guide

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

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+“+/-”	Hold down the Option key and press the “+” or “-” key (numeric keypad or QWERTY, as noted)
Command-click	Hold down the Command key and click the mouse button

## Global Keyboard Commands

Table 2. Global Keyboard Shortcuts for Macintosh Systems

Task	Shortcut
Change all audio channel strips	Option+applicable function
Change all selected audio channel strips	Option+Shift+applicable function
Applicable functions: Automation mode · playlist enables · record, solo and mute enables · record and solo safes · inserting plug-ins · I/O, bus, send assignment · volume/peak indicator · extend selection · track heights · clear clip meter	
Toggle item and set all others to same new state	Option-click on applicable item
Toggle item and set all others to opposite state	Command-click on applicable item
Applicable items: Tracks in Show/Hide Tracks List · Group enables/activation · Automation Enable window · memory location parameters	
Fine Tune (fine adjust mode)	Command-click on applicable fader, control, or breakpoint
Applicable functions: Plug-In parameter editing · fader movement · scrubbing · automation data trimming (requires larger track view for highest resolution)	
Select multiple contiguous items (tracks, regions, paths)	Click to select first item, then Shift-click another to select all similar items between
Applicable functions: Tracks (click Track names) · Regions in Regions List · Paths in I/O Setup	

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## Record and Playback

Table 3. Record and Playback Shortcuts for Macintosh Systems

Task	Shortcut
Open New Track Dialog	Command+Shift+N (for more information, see “New Tracks Dialog” on page 4)
Start record	Command+Spacebar (or F12)
Stop record	Spacebar
Stop record and discard take	Command+”.” (period key)
Start/stop playback	Spacebar
Half-speed record	Command+Shift+Spacebar
Half-speed playback	Shift+Spacebar
Pause (pre-prime deck for instant playback and record)	Option-click on Transport Play button
Enable/disable online record	Command+Option+Spacebar
Enable/disable online playback	Command+J, or Option+Spacebar
Cycle through record modes (normal/Destructive/Loop/QuickPunch/TrackPunch)	Control-click on Transport record button
Loop playback toggle	Control-click on Transport Play button, or Command+Shift+L
Record-safe track	Command-click on track Record Enable button
Solo-safe track	Command-click on track Solo button
TrackPunch	Command+Shift+T
QuickPunch	Command+Shift+P
Enter/Exit record during playback in QuickPunch	Command+Spacebar (or F12) or click Transport Record button
Set and enable pre/post-roll time	Option-click with selector before/after selection
Disable pre/post-roll time	Command+K (or Option-click within selection closer to front/back)

**Table 3. Record and Playback Shortcuts for Macintosh Systems**

Task	Shortcut
Scroll to selection start/end	Left/Right Arrow keys (when selection exceeds window view)
Toggle Transport Master (Pro Tools/Machine/MMC)	Command+\
Back/Forward (move the playback location backwards/forwards by the Back/Forward amount)	Command+Rewind/Fast-Forward (Transport)
Back/Forward and Play (move the playback location backwards/forwards by Back/Forward amount and then begin playback)	Command+Option+Rewind/Fast-Forward
Extend a selection backwards by the Back/Forward amount	Shift+Command+Rewind
Extend the selection backwards by the Back/Forward amount and begin playback	Shift+Command+Option+Rewind

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## New Tracks Dialog

**Table 4. New Tracks Dialog Shortcuts**

Task	Shortcut
Cycle through Track Type choices	Control+Up/Down Arrow
Cycle through Track Format choices	Control+Left/Right Arrow
Cycle through Track Timebase choices	Control+Option+Up/Down Arrow
Add or delete a Track Entry field	Control+Plus/Minus (+/-)
Re-arrange Track Entry field (move up/down)	Drag the Up/Down icon (at left of each Track Entry row) to desired position

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## Auditioning

### When Transport = Pro Tools

Table 5. Auditioning when Transport = Pro Tools

Task	Shortcut
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 & post-roll value through selection start/end	Command+Option+Left/Right Arrow keys

### When Transport = Machine/MMC

Table 6. Auditioning 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

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## Scrub (Jog)/Shuttle

Table 7. Scrub (Jog)/Shuttle Shortcuts

Task	Shortcut
Temporary scrub mode when using Selector	Control-drag
Extend selection while scrubbing	Shift-click-drag w/ Scrubber, (also in temporary scrub mode)
Shuttle	Option-click-drag w/ Scrubber, (also in temporary scrub mode)
Shuttle Lock	Control+number key 1–9 (5 = real-time, 9 = max)
Change direction during Shuttle	+/- on numeric keypad (for example, Control+number+Minus key)

**Table 7. Scrub (Jog)/Shuttle Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Shuttle Lock stop	0 (press number key to resume shuttle)
Exit Shuttle Lock mode	Spacebar or Esc

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## **Numeric Keypad Modes**

Numeric Keypad Modes

<b>Task</b>	<b>Shortcut</b>
<b>Transport Modes</b>	
MIDI Metronome On/Off	7
MIDI Count On/Off	8
Merge Record On/Off	9
Loop Playback	4
Loop Record	5
QuickPunch Record	6
Rewind	1
Fast Forward	2
Record	3
Play/Stop	0
<b>Shuttle Modes (TDM Systems Only)</b>	
1 X Forward	6
1 X Rewind	4
4 X Forward	9
4 X Rewind	7
1/4 X Forward	3

## Numeric Keypad Modes

Task	Shortcut
1/4 X Rewind	1
1/2 X Forward	5-6
1/2 X Rewind	5-4
2 X Forward	8-9
2 X Backward	8-7
1/16 X Forward	2-3
1/16 X Backward	2-1
Loop Playback of Edit Selection	0
<b>Note: Choose Classic, Transport or Shuttle mode in Preferences &gt; Operations tab.</b>	

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## Edit Selection Definition and Navigation

*Table 8. Edit Selection, Definition and Navigation Shortcuts*

Task	Shortcut
Locate cursor to next region-boundary/sync point	Tab
Locate cursor to previous region boundary/sync point	Option+Tab
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+Command+Tab

**Table 8. Edit Selection, Definition and Navigation Shortcuts**

<b>Task</b>	<b>Shortcut</b>
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	Command+Shift+Return
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
Select entire track in Edit window	Triple-click with Selector, or single-click in track and press Command+A
Extend cursor across all tracks and create selection	Option-click in Rulers
Extend cursor or selection across all tracks	Enable "All" Edit group (1 key) and Shift-click on any other track
Bring selected region to the front	Option+Shift+F
Send selected region to the back	Option+Shift+B

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## Select Edit Tools and Modes

**Table 9. Select Edit Tools and Modes Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Shuffle	F1
Slip	F2
Spot	F3
Grid	F4
Zoomer	F5, or Command+1 on QWERTY keyboard



**Table 9. Select Edit Tools and Modes Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Trimmer	F6 or Command+2 on QWERTY keyboard
Selector	F7 or Command+3 on QWERTY keyboard
Grabber	F8 or Command+4 on QWERTY keyboard
Scrubber	F9 or Command+5 on QWERTY keyboard
Pencil	F10 or Command+6 on QWERTY keyboard
SmartTool	(F6 and F7) or (F7 and F8) or Command+7 on QWERTY keyboard
Cycle through Edit modes	' key
Cycle through Edit tools	Esc key

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## **Editing, Nudging and Trimming**

**(+/- Key Usage is on Numeric Keypad Only)**

**Table 10. Editing, Navigation and Trimming Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Change Grid value	Control+Option+“+/-”
Change Nudge value	Command+Option+“+/-”
Nudge selection or region right/left by Nudge value	+/-
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	Control+“+/-”
Nudge left selection boundary right/left by Nudge value	Option+Shift+“+/-”
Nudge right selection boundary right/left by Nudge value	Command+Shift+“+/-”
Nudge back/forward by next Nudge value	See “Miscellaneous” on page 22
Trim left edge of region to right/left by Nudge value	Option+“+/-”

**Table 10. Editing, Navigation and Trimming Shortcuts**

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

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## **Fades**

**Table 11. Fades Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Apply crossfade without opening Fades window	Command+Control+F (uses last selected fade shape)
Edit fade-in only in Fades window	Option-drag In curve (“None” Link mode only)
Edit fade-out only in Fades window	Command-drag Out curve (“None” Link mode only)
Audition start/stop in Fades window	Spacebar
Reset to default zoom in Fades window	Command-click on either zoom arrow
Reset standard or S-shape crossfades to default curves	Option-click in crossfade fade window (Equal Power/Gain modes)
Cycle up/down through Out Shape parameter options	Control+Up/Down Arrow keys

**Table 11. Fades Shortcuts**

Task	Shortcut
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

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## Mix and Edit Groups

**Table 12. Mix and Edit Group Shortcuts for Macintosh Systems**

Task	Shortcut
Temporarily isolate channel strip from Groups	Control-click applicable Group function
New Group	Command+G (with two or more tracks selected)
Suspend/Resume all Groups	Command+Shift+G, or Command-click on Groups pop-up menu
Rename Group	Double-click to far left of Group name in Groups list
Group Enable/Disable	Click the a/z box at top right of Groups list, then type the letter corresponding to desired Group.
Select all Tracks in Group	Click to the left of Group in Groups list
Show all Tracks	Option-click an unhighlighted track name in Show/Hide list
Hide all Tracks	Option-click a highlighted track name
Show Group Members Only	Control-click on Group(s) in Groups list
<p>Grouping affects: Volume level/faders · solos and mutes · automation modes            · track display format · track height · editing · playlist enables            Grouping does not affect: · record enables · pan · inserting TDM plug-ins            · voice and output assignments</p>	

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## MIDI Events List Entry

The following commands are active only when the MIDI Event List window is open.

**Table 13. MIDI Events List Window Shortcuts**

Task	Shortcut
Enter start time field for editing	Command+Enter (numeric keypad)
Show Event Filter dialog	Command+F
Go to	Command+G
Scroll to Edit Selection	Command+H
Insert Another	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

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## MIDI Step Input

The following shortcuts are available in the MIDI Step Input window, when Enable Numeric Keypad Shortcuts is enabled.

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

Task	Shortcut
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	/

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## Zoom

*Table 14. Zoom Shortcuts*

Task	Shortcut
Horizontal zoom in/out	Command+ ] / [
Vertical zoom in/out (Audio)	Command+Option+ ] / [
Vertical zoom in/out (MIDI)	Command+Shift+ ] / [
Fill window with selection	Option-click on Zoomer or Option +F
View entire session	Double-click on Zoomer or Option+A
Zoom vertical and horizontal axis	Hold down Command key while using Zoomer
Zoom to previous orientation	Option-click on display scale arrows
Max zoom before waveform drawn from disk	Command- click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levels	See "Miscellaneous" on page 22

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## Memory Locations and Markers

Table 15. 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 key+memory location number+period key (for example, “.4.”), or click on memory location button*
Move only the Song Start Marker, without moving any tick-based data	Control-Shift-drag the Song Start Marker
*The first period key press is not required with “Classic” numeric keypad mode selected in Preferences.	

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## Regions List

Table 16. Regions List Shortcuts

Task	Shortcut
Select region by name	Click [a...z] button at top right of Regions List, then type the first letters of the desired region
Select or deselect a region	(Pro Tools 6.9): Command-click a region (Pro Tools 6.7 and earlier): Shift-click
Select or deselect multiple contiguous regions	(Pro Tools 6.9 Only): Click one region, then Shift-click another region to select or deselect all regions between (Pro Tools 6.7 and earlier): Shift-click each region individually to add it to the selection
Select or deselect multiple discontinuous regions with the Marquee	Place the cursor to the left of the names in the Regions List. When the Marquee appears (“+”), hold Command and drag to select or deselect the desired regions
Unselect all selected regions	Command+B
Clear selected region(s) from Regions List	Shift+Command+B

**Table 16. Regions List Shortcuts**

Task	Shortcut
Bypass dialog boxes during deletion of audio files	Option-click Delete and Yes buttons when prompted
Audition region in Regions List	Option-click & hold on region in Regions List
Rename region/file	Double-click region in Regions List, or double-click with Grabber on region in playlist
Constrain region placement to start at play/edit cursor location or selection start	Control-drag region

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## Import Audio Dialog

**Table 17. Import Audio Dialog Shortcuts**

Task	Shortcut
Add currently selected audio region/file to list	Option+A
Convert and import selected audio region/files	Option+O
Remove currently selected audio file/region	Option+R
Remove all audio files/regions	Option+M
Audition currently selected audio file/region	Spacebar
Stop audition of selected file and retain selection	Spacebar
Stop audition of selected file & go to top of scroll box	Home
Random-access fwd/rew search selected file	Drag slider to, or click at, new location
Move between file windows	Tab
Done	Option+E
Cancel	Esc, or Option+C

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## Plug-In Settings Librarian

The following shortcuts apply in the current target plug-in (Target icon is lit in plug-in window).

*Table 18. Plug-In Settings Librarian Menu Shortcuts*

Task	Shortcut
Save Settings	Command+Shift+S
Copy Settings	Command+Shift+C
Paste Settings	Command+Shift+V

## Plug-In Settings Dialog

Switch between Librarian settings subfolders in the Plug-in Settings dialog	Control+Up/Down Arrow
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## Keyboard Input for Plug-In Parameters

*Table 19. Target Plug-In Window*

Task	Shortcut
Click mouse in text field	Type desired value
Move down/up to next/previous parameter fields	Tab/ Shift+Tab
Increase/decrease slider value	Up/Down Arrow keys
Input value without leaving field	Enter (on numeric Keypad)
Enter value and exit keyboard entry mode	Enter
For fields that support Kilohertz	Type “k” after number (multiplies by 1000)



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## Mixing

Table 20. *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 triangle
Reset a control to default value	Option-click on control
Headroom/Track Level/Channel Level Indicator	Command-click on Track Level Indicator
Clear peak/clip-hold from meter	Click on indicator
Peak counter reset in Headroom Indicator mode	Click on Headroom Indicator
Bypass Plug-In Insert	Command-click on insert name in Inserts view
Send mute	Command-click on send name in Sends view
Toggle Send display between “All” & “Individual”	Command-click on Send pop up
Bypass Delay Compensation View indicators and fields	Command+Control-click on Plug-In Delay, User Delay, or Track Delay Compensation

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## Automation

Table 21. *Automation Shortcuts*

Task	Shortcut
Trim without disturbing extremity breakpoints	Hold Shift while trimming
Disable auto-creation of anchor breakpoints when trimming automation	Hold Option while trimming
Access Plug-In Automation dialog	Command+Option+Control-click on Parameters (in Plug-in window) track display format selector (in Edit window)
Enable/Disable Plug-In Automation	Command+Option+Control-click on Parameters (in Plug-in window) Track Display selector (in Edit window)

**Table 21. Automation Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Disable/enable automation playlist on selected track	Command-click on track display format selector
Disable/enable ALL automation playlists on selected track	Command+Shift-click on track display format selector
Vertically constrain automation movement	Shift - move automation with Trimmer
Write new breakpoint to next automation value	Press and hold Command while writing a breakpoint (by clicking with the Grabber 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 in a track's Automation Playlist).
Glide Automation to current parameter	Option+Forward Slash ("/")
Glide Automation to all parameters	Option+Shift+Forward Slash ("/")
Special Paste of automation data between different controls	Control+Command +V
Write automation to end of session/selection	Control-click on Transport End button
Write automation to start of session/selection	Control-click on Transport RTZ button
Write automation from start to end of session/selection	Control+Shift-click on Transport End/RTZ button
Configure Write on Stop modes to remain enabled after an automation pass	Option-click one of the Write On Stop modes (Start, End, or All) to enable the Write On Stop mode
Copy to Send	Command+Option+H
Display Automation Playlist of automation-enabled control	Command - click on control
Toggle Track Views on all tracks	Control+Option+Minus on the QWERTY keyboard
Scroll to & select track in Mix/Edit window	Control-click Track name in Mix, Edit, Insert or Sends window or Show/Hide Tracks List
Change to previous/next Track View on all tracks included in the current selection	Control+Command+Left/Right Arrow key

**Table 21. Automation Shortcuts**

<b>Task</b>	<b>Shortcut</b>
Change to previous/next Track View on all tracks:	Control+Option+Command+Left/Right Arrow
When all tracks in selection are displaying automation playlists, hold down Control during the following operations to affect all playlists on every track in selection:	
Delete	Command+Backspace
Cut	Command+X
Duplicate	Command+D
Copy	Command+C
Clear	Command+B
Insert Silence	Command+Shift+E

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## **Peripherals Dialog**

**Table 22. Peripherals Dialog Shortcuts**

<b>Task</b>	<b>Shortcut</b>
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	Command+5

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## Preferences Dialog

Table 23. 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 MachineControl window	Command+7

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## Numeric Entry

Table 24. Numeric Entry Shortcuts

Task	Shortcut
Edit Current Location and Big Counters	* (numeric keypad)
Edit Start/End/Length fields (Edit window)	/ (subsequent presses toggle through fields)
Initiate time entry in Transport window fields	Option - / numeric keypad (subsequent presses toggle through fields)
Capture incoming timecode in Session Setup window (with Start field selected)	,(comma)
Spot dialog & Time Stamp Selected dialog	= (hold down key for continued input)
Move sub-unit selection to the right	period key
Move sub-unit selection to the left/right	Left/Right Arrow keys
“Calculator entry” mode	+ or – keys followed by offset number (subtraction not supported in Bars Beats)
Increment/decrement the current sub-unit	Up/Down Arrow keys

**Table 24. Numeric Entry Shortcuts**

Task	Shortcut
Clear entered numeric value and stay in time entry mode	Retype value
Apply entered numeric value	Enter
Clear entered numeric value and exit time entry mode	Esc
Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left	
<p style="text-align: center;">Above keyboard shortcuts apply to: • Current Location Counter • Transport window time fields • Start, End &amp; Length fields in Edit window • Spot Dialog • Big Counter</p>	

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## Text Entry

**Table 25. Text Entry Shortcuts**

Task	Shortcut
Move down/up rows	Tab /Shift+Tab
Move to beginning/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
<p style="text-align: center;">Above keyboard shortcuts apply to: • naming channel strips • Get Info dialog • I/O Setup path names</p>	

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## Miscellaneous

Table 26. Miscellaneous Shortcuts

Task	Shortcut
Display Takes Pop Up list (requires selection start or flashing insertion point match user time stamp of region)	Command-click with Selector tool at start or current cursor location
Set all tracks to selected record drive in Disk Allocation dialog	Option-click on record drive
Access Playback Engine dialog during Pro Tools launch	Hold down N key while launching Pro Tools
Toggle between Hide All and Show All	Option-click in Show/Hide Tracks List
Bypass repeat dialogs when multiple items are changed by single operation (such as Clear, Delete, Compact)	Option-click "Proceed" button in dialog
Increase or decrease track height	Control+Up Arrow key, or Control+Down Arrow key
Display and adjust the AFL/PFL Path fader while in AFL/PFL mode	Command-click a Solo button on a track

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## Commands Focus Mode

To use the following Commands Focus single key shortcuts, click the “a...z” button in the Edit window Toolbar so that it remains lit. Or, use the Control Key in combination with the Single Keys Below.

**Table 27. Commands Focus Mode**

Task	Shortcut
Zoom Level 1–5	QWERTY keyboard 1/2/3/4/5
Play to/from edit start by pre/post-roll value	QWERTY keyboard 6/7
Play to/from edit end by pre/post roll amount	QWERTY keyboard 8/9
Copy Edit Selection to Timeline Selection	O (the letter, not the number)
Copy Timeline Selection to Edit selection	O (the number, above QWERTY keyboard)
Toggle Pre-Defined Common Track views (common tracks views: audio tracks=Waveforms; MIDI tracks = Regions; Aux and Master=volume)	– (Minus key on QWERTY keyboard)
Cycle through Track View (previous/next view)	Control+Command+Left Arrow key/Right Arrow key
Capture Timecode	=
Center Timeline Start	Q
Center Timeline End	W
Zoom Toggle	E
Zoom Out Horizontally	R
Zoom In Horizontally	T
Snap Start (of selected region) to timecode	Y (Not available in Pro Tools LE)
Snap sync point (of selected region) to timecode	U (Not available in Pro Tools LE)
Snap End (of selected region) to timecode	I (Not available in Pro Tools LE)
Snap Start (of selected region) to playhead	H
Snap Sync point (of selected region) to playhead	J (Not available in Pro Tools LE)
Snap End (of selected region) to playhead	K (Not available in Pro Tools LE)

**Table 27. Commands Focus Mode**

<b>Task</b>	<b>Shortcut</b>
Move Edit Selection up	P
Move Edit Selection down	; (semi colon)
Tab back	L
Tab forward	' (apostrophe)
Play Timeline selection	]
Play Edit selection	[
Trim Start to Insertion	A
Trim End to Insertion	S
Fade to Start (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 (Preference toggle)	N
Nudge back by next Nudge Value	M
Nudge back by Nudge Value	<
Nudge forward by Nudge Value	>
Nudge forward by next Nudge Value	/



*Table 27. Commands Focus Mode*

Task	Shortcut
Zoom Toggle	E
Zoom Defaults	1 through 5

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## DigiBase Shortcuts

The following shortcuts are available only in DigiBase windows, as noted.

### Browser and Window Keyboard Shortcuts

*Table 28. DigiBase Browser and Window Shortcuts*

Task	Macintosh Shortcut
Opens the Workspace browser	Option+Semi-Colon
Opens the Task Manager window	Option+Comma
Opens or close the Project browser	Option+O
Brings all browsers to the foreground	Option+J
Sends all browsers to the back	Option+Shift+J
Cycle to previous/next browser	Command+Left/Right Arrow key
Zoom Presets in the Edit window – or – View Presets in DigiBase browsers	Control 1–5

## Auditioning Keyboard Shortcuts

Table 29. Auditioning Shortcuts

Task	Shortcut
Browser Item: Starts or stops auditioning from head – OR – Audio Import Dialog: Starts or stops auditioning from head	Spacebar
Browser Item: Starts or stops loop auditioning from head	Option+Spacebar
Import Audio Dialog: Starts or stops auditioning	Command+P

## Delete or Duplicate Keyboard Shortcuts

Table 30. Delete or Duplicate Shortcuts

Task	Shortcut
Region List: Deletes a Region from the timeline – OR – Browser Item: Deletes items from the browser/disk	Delete
Deletes locked files selected in a browser	Command+Delete
Deletes any selected browser item, and suppresses any warning dialog	Option+Delete
Creates duplicates of any selected files	Command+D

## Mouse Click Keyboard Shortcuts

Table 31. DigiBase Mouse Click Modifiers

Task	Shortcut
Selects contiguous items in a browser – OR – Selects a range of contiguous column headers – OR – Selects dis-contiguous items only in the Regions List (must use marquee for contiguous selection)	Shift-click
Selects all of the files in a multi-channel file in a browser	Option-Shift-click
Column Headers: Makes a secondary sort order – OR – Region List: Auditions a file – OR – Browser Find Button: Cancels a search, and closes the Search pane – OR – Browser Close Box: Closes all open browsers	Option-click
Column Header: Hides a column for the individual browser	Command-Option-click

**Table 31. DigiBase Mouse Click Modifiers**

Task	Shortcut
<p>Browser Back Button: Opens the navigation menu</p> <p>– OR –</p> <p>Browser Items: Selects dis-contiguous items</p> <p>– OR –</p> <p>Column Headers: Selects dis-continuous column headers</p> <p>– OR –</p> <p>Browser Up Button: Opens menu for navigating up several levels.</p> <p>– OR –</p> <p>Browser View Preset Buttons: Stores column order and width, and sort order</p> <p>– OR –</p> <p>Region List: Select a region without changing which region is highlighted in timeline</p>	<p>Command-click</p>
<p>Browser Items: Opens a new window and leaves the original window open</p>	<p>Command-double-click</p>

## Drag and Drop Keyboard Shortcuts

**Table 32. DigiBase Drag and Drop Modifiers**

Task	Shortcut
<p>Browser Item: From one folder to another folder on the same volume will create a copy of that item in the target location</p> <p>– OR –</p> <p>Browser Media File to Region List or Timeline: Creates a copy of the media file in the session's Audio Files folder</p>	<p>Option-Drag and Drop</p>
<p>Browser File: Imports to timeline and creates a new track.</p>	<p>Shift-Drag and Drop</p>
<p>Waveform Display: Sets sync point and spots to timeline</p> <p>– OR –</p> <p>Region List: Opens the Replace Region dialog</p>	<p>Command-Drag and Drop</p>

**Table 32. DigiBase Drag and Drop Modifiers**

Task	Shortcut
Waveform Display: Sets the sync point and spots to the timeline and copies the audio file	Command-Option-Drag and Drop
Browser item to timeline: Suppresses automatic sample rate conversion	Command-Shift-Drag and Drop
Region List: Snaps to head – OR – Browser Audio File, from Name or Icon: Snaps to head – OR – Browser Audio File, from Waveform Display: Spots to temporary sync point	Control-Drag and Drop
Browser Audio File to Timeline: Snaps to head and copies the audio file to the session's Audio Files Folder	Control-Option-Drag and Drop
Region List: Snaps to sync point – OR – Browser Item: Snaps to sync point	Control-Shift-Drag and Drop
Browser Item: Snaps to sync point and copies the audio file to the session's Audio Files Folder	Control-Option-Shift-Drag and Drop
Region List: Snaps to tail – OR – Browser Item: Snaps to tail	Control-Command-Drag and Drop
Browser Item: Snaps to tail and copies the audio file to the session's Audio Files Folder	Control-Command-Option-Drag and Drop
Browser Item: Spots with variable cursor	Control-Command-Shift-Drag and Drop
Browser Item: Spots with variable cursor and copies the audio file to the session's Audio Files Folder	Control-Command-Option-Shift-Drag and Drop

## Spotting without Dragging Keyboard Shortcuts

Table 33. Spotting without Dragging Shortcuts

Task	Shortcut
Browser Item: Spots to head without dragging	Control+Option+H
Browser Item: Spots to tail without dragging	Control+Option+T
Browser Item: Spots to sync point without dragging	Control+Option+S
Browser Item: Spots to User Timestamp without dragging	Control+Option+U

## Navigation Shortcuts

Table 34. DigiBase Navigation Shortcuts

Task	Shortcut
Selection Up	Up Arrow
Selection Down	Down Arrow
Scroll Page Up	Page Up
Scroll Page Down	Page Down
Scroll to Top of Browser	Home
Scroll to Bottom of Browser	End
Up one browser level (same as up arrow icon)	Command+Up Arrow
Open Folder (same window)	Command+Down Arrow
Open Folder (new window)	Command+Option+Down Arrow
Open Show/Hide Icon	Right Arrow
Close Show/Hide Icon	Left Arrow
Cycle to next or previous Browser	Command+Left/Right Arrows
Enter/Exit Name Edit field	Enter/Return
Revert to original text	Esc

**Table 34. DigiBase Navigation Shortcuts**

Task	Shortcut
Open/Close Search Pane	Command+F
Move to Next Search Field	Tab
Move to Previous Search Field	Shift+Tab