

Pro Tools Keyboard Shortcuts for Windows

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
Ctrl+N	Hold down the Control key and press the N key
Alt+“+/-”	Hold down the Alt key and press the “+” or “-” key (numeric keypad or QWERTY, as noted)
Ctrl-click	Hold down the Control key and click the mouse button
Right-click (Windows)	Click with the right mouse button

Global Keyboard Commands

Table 3. Global Keyboard Shortcuts for Windows Systems

Task	Shortcut
Change all audio channel strips	Alt+applicable function
Change all selected audio channel strips	Alt+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	Alt-click on applicable item
Toggle item and set all others to opposite state	Ctrl-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)	Ctrl-click on applicable fader/pot/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	

Record and Playback

Table 4. Record and Playback Shortcuts for Windows Systems

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

Table 4. Record and Playback Shortcuts for Windows Systems

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

New Tracks Dialog

Table 5. 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+Alt+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

Auditioning

When Transport = Pro Tools

Table 6. Auditioning when Transport = Pro Tools

Task	Shortcut
Play by pre-roll value up to selection start/end (or current location if no selection)	Alt+Left/Right Arrow keys
Play by post-roll value from selection start/end (or current cursor location if no selection)	Ctrl+Left/Right Arrow keys
Play by pre & post-roll value through selection start/end	Ctrl+Alt+Left/Right Arrow keys

When Transport = Machine/MMC

Table 7. Auditioning when Transport = Machine/MMC

Task	Shortcut
Cue transport to selection start/end	Ctrl+Left/Right Arrow keys
Cue transport with pre/post-roll to selection start/end	Alt+Left/Right Arrow keys

Scrub (Jog)/Shuttle

Table 8. Scrub (Jog)/Shuttle Shortcuts

Task	Shortcut
Temporary scrub mode when using Selector	right mouse click - drag
Extend selection while scrubbing	Shift-click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle	Alt-click-drag w/ Scrubber, (also in temporary scrub mode)
Shuttle Lock	Start+number key 1–9 (5 = real-time, 9 = max)
Change direction during Shuttle	+/- (for example, Start+number+minus key)

Table 8. Scrub (Jog)/Shuttle Shortcuts

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

Numeric Keypad Modes

Numeric Keypad Modes

Task	Shortcut
Transport Modes	
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
Shuttle Modes (TDM Systems Only)	
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
Note: Choose Classic, Transport or Shuttle mode in Preferences > Operations tab.	

Edit Selection Definition and Navigation

Table 9. 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	Ctrl+Tab
Go to and select next region	Start+Tab
Go to and select previous region	Start+Ctrl+Tab
Go to Song Start	Start+Enter
Extend selection to Song Start	Shift+Start+Enter
Extend selection to next region-boundary	Shift+Tab
Extend selection to previous region-boundary	Ctrl+Shift+Tab
Extend selection to include next region	Start+Shift+Tab
Extend selection to include previous region	Start+Shift+Ctrl+Tab

Table 9. Edit Selection, Definition and Navigation Shortcuts

Task	Shortcut
Return to start of session	Enter
Go to end of session	Ctrl+Enter
Extend selection to start of session	Shift+Enter
Extend selection to end of session	Ctrl+Shift+Enter
Set selection start/end during playback	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 Ctrl+A
Extend cursor across all tracks and create selection	Alt-click in Rulers
Extend cursor or selection across all tracks	Enable "All" Edit group (! key) and Shift-click on any other track
Bring selected region to the front	Alt+Shift+F
Send selected region to the back	Alt+Shift+B

Select Edit Tools and Modes

Table 10. Select Edit Tools and Modes Shortcuts

Task	Shortcut
Shuffle	F1
Slip	F2
Spot	F3
Grid	F4
Zoomer	F5, or Ctrl+1 on QWERTY keyboard

Table 10. Select Edit Tools and Modes Shortcuts

Task	Shortcut
Trimmer	F6 or Ctrl +2 on QWERTY keyboard
Selector	F7 or Ctrl+3 on QWERTY keyboard
Grabber	F8 or Ctrl+4 on QWERTY keyboard
Scrubber	F9 or Ctrl+5 on QWERTY keyboard
Pencil	F10 or Ctrl+6 on QWERTY keyboard
SmartTool	(F6 & F7) or (F7 & F8) or Ctrl+7 on QWERTY keyboard
Cycle through Edit modes	` key
Cycle through Edit tools	center mouse click (on two-button systems, press the left and right mouse button simultaneously)

Editing, Nudging and Trimming

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

Table 11. Editing, Navigation and Trimming Shortcuts

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

Table 11. Editing, Navigation and Trimming Shortcuts

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

Fades

Table 12. Fades Shortcuts

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

Table 12. Fades Shortcuts

Task	Shortcut
Cycle up/down through In Shape parameter options	Alt+Up/Down Arrow keys
Cycle up/down through Link parameter options	Up/Down Arrow keys
Cycle up/down through preset Out Shape curves	Start+Left/Right Arrow keys
Cycle up/down through preset In Shape curves	Alt+Left/Right Arrow keys

Mix and Edit Groups

Table 13. Mix and Edit Group Shortcuts for Windows Systems

Task	Shortcut
Temporarily isolate channel strip from Groups	Start+right mouse-click applicable Group function
New Group	Ctrl+G (with two or more tracks selected)
Suspend/Resume all Groups	Ctrl+Shift+G, or Ctrl-click on Groups pop-up menu
Rename Group	Double-click to far left of Group name in 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 a Group name in Groups list
Hide all Tracks	Alt-click on a highlighted track name in Show/Hide list
Show all Tracks	Alt-click on an unhighlighted track name in Show/Hide list
Show Group Members Only	Right mouse-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>	

MIDI Events List Entry

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

Table 14. MIDI Events List Window Shortcuts

Task	Shortcut
Enter start time field for editing	Ctrl+Enter (numeric keypad)
Show Event Filter dialog	Ctrl+F
Go to	Ctrl+G
Scroll to Edit Selection	Ctrl+H
Insert Another	Ctrl+M
Insert Note	Ctrl+N
Insert Program Change	Ctrl+P
Insert Controller	Ctrl-L
Insert Poly Pressure	Ctrl-O
Delete event in MIDI Events List	Alt-click

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	/

Zoom

Table 15. Zoom Shortcuts

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

Memory Locations and Markers

Table 16. Memory Locations Shortcuts

Task	Shortcut
Create memory location	Enter (on numeric keypad)
Reset a memory location	Start-click on memory location button
Delete memory location	Alt - left mouse 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 the only the Song Start Marker, without moving any tick-based data	Start-Shift-drag the Song Start Marker
*The first period key press is not required with “Classic” numeric keypad mode selected in Preferences.	

Regions List

Table 17. 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 Only): Control-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 Ctrl and drag to select or deselect the desired regions
Clear selected region(s) from Regions List	Shift+Ctrl+B
Bypass dialog boxes during deletion of audio files	Alt-click Delete and Yes buttons in when prompted

Table 17. Regions List Shortcuts

Task	Shortcut
Audition region in Regions List	Alt-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	Right-click and drag region

Import Audio Dialog

Table 18.

Task	Shortcut
Add currently selected audio region/file to list	Alt+S/Alt+D
Convert and import selected audio region/files	Alt+O
Remove currently selected audio file/region	Alt+R
Remove all audio files/regions	Alt+V
Audition currently selected audio file/region	Spacebar
Stop audition of selected file and retain selection	Spacebar
Random-access fwd/rew search selected file	Drag slider to, or click at, new location
Move between file windows	Tab
Done	Alt+E
Cancel	Esc

Plug-In Settings Librarian

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

Table 19. Plug-In Settings Librarian Menu Shortcuts

Task	Shortcut
Save Settings	Ctrl+Shift+S
Copy Settings	Ctrl+Shift+C
Paste Settings	Ctrl+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 20. 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)

Mixing

Table 21. Mixing Shortcuts

Task	Shortcut
Make track Active/Inactive	Ctrl+Start+click Track Type icon in Mix window
Set all faders to their automation null points	Alt-click on either automatch triangle
Reset a control to default value	Alt-click on control
Headroom/Track Level/Channel Level Indicator	Ctrl-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	Ctrl-click on insert name in Inserts view
Send mute	Ctrl-click on send name in Sends view
Toggle Send display between “All” & “Individual”	Ctrl-click on Send pop up
Bypass Delay Compensation View indicators and fields	Start+Control-click on Plug-In Delay, User Delay, or Track Delay Compensation

Automation

Table 22. Automation Shortcuts

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

Table 22. Automation Shortcuts

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

Table 22. Automation Shortcuts

Task	Shortcut
When all tracks in selection are displaying automation playlists, hold down Start during the following operations to affect all playlists on every track in selection:	
Delete	Ctrl+Backspace
Cut	Ctrl+X
Duplicate	Ctrl+D
Copy	Ctrl+C
Clear	Ctrl+B
Insert Silence	Ctrl+Shift+E

Peripherals Dialog

Table 23. Peripherals Dialog Shortcuts

Task	Shortcut
Go to Synchronization window	Ctrl+1
Go to Machine Control window	Ctrl+2
Go to MIDI Controllers window	Ctrl+3
Go to Ethernet Controllers window	Ctrl+4
Go to Mic Preamps window	Ctrl+5

Preferences Dialog

Table 24. Preferences Dialog Shortcuts

Task	Shortcut
Go to Display window	Ctrl+1
Go to Operation window	Ctrl+2

Table 24. Preferences Dialog Shortcuts

Task	Shortcut
Go to Editing window	Ctrl+3
Go to Automation window	Ctrl+4
Go to Processing window	Ctrl+5
Go to MIDI window	Ctrl+6
Go to MachineControl window	Ctrl+7

Numeric Entry

Table 25. 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	Alt - / 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
Clear entered numeric value and stay in time entry mode	Retype value
Apply entered numeric value	Enter

Table 25. Numeric Entry Shortcuts

Task	Shortcut
Clear entered numeric value and exit time entry mode	Esc
Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left	
Above keyboard shortcuts apply to: Current Location Counter • Transport window time fields • Start, End & Length fields in Edit window • Spot Dialog • Big Counter	

Text Entry

Table 26. 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
Above keyboard shortcuts apply to: • naming channel strips • Get Info dialog • I/O Setup path names	

Miscellaneous

Table 27. Miscellaneous Shortcuts

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

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 Start Key in combination with the Single Keys Below.

Table 28. 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	QWERTY keyboard 0
Copy Timeline Selection to Edit selection	0
Toggle Pre-Defined Common Track views (common track views: audio track=Waveform; MIDI track=Regions; Aux and Master=volume)	– (minus key on QWERTY keyboard)
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)
Move Edit Selection up	P

Table 28. Commands Focus Mode (

Task	Shortcut
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 (pref toggle)	N
Nudge back by next Nudge Value	M
Nudge back by Nudge Value	<
Nudge forward by Nudge Value	>
Nudge forward by next Nudge Value	/
Zoom Toggle	E
Zoom Defaults	1 through 5

DigiBase Shortcuts

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

Browser and Window Keyboard Shortcuts

Table 29. DigiBase Browser and Window Shortcuts

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

Auditioning Keyboard Shortcuts

Table 30. 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	Alt+Spacebar
Import Audio Dialog: Starts or stops auditioning	Alt+P

Delete or Duplicate Keyboard Shortcuts

Table 31. 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	Control+Delete
Deletes any selected browser item, and suppresses any warning dialog	Alt+Delete
Creates duplicates of any selected files	Control+D

Mouse Click Keyboard Shortcuts

Table 32. DigiBase Mouse Click Modifiers

Task	Shortcut
Selects contiguous items in a browser – OR – Selects a range of contiguous column headers – OR – Selects discontinuous 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	Alt-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	Alt-click
Column Header: Hides a column for the individual browser	Control-Alt-click

Table 32. DigiBase Mouse Click Modifiers

Task	Shortcut
<p>Browser Back Button: Opens the navigation menu</p> <p>– OR –</p> <p>Browser Items: Selects discontinuous 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>	Control-click
<p>Browser Items: Opens a new window and leaves the original window open</p>	Control-Double-click

Drag and Drop Keyboard Shortcuts

Table 33. 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>	Alt-Drag and Drop
<p>Browser File: Imports to timeline and creates a new track.</p>	Shift-Drag and Drop
<p>Waveform Display: Sets sync point and spots to timeline</p> <p>– OR –</p> <p>Region List: Opens the Replace Region dialog</p>	Control-Drag and Drop

Table 33. DigiBase Drag and Drop Modifiers

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

Spotting without Dragging Keyboard Shortcuts

Table 34. Spotting without Dragging Shortcuts

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

Navigation Shortcuts

Table 35. 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)	Control+Up Arrow
Open Folder (same window)	Control+Down Arrow
Open Folder (new window)	Control+Option+Down Arrow
Open Show/Hide Icon	Right Arrow
Close Show/Hide Icon	Left Arrow
Cycle to next or previous Browser	Control+Left/Right Arrows
Enter/Exit Name Edit field	Enter
Revert to original text	Esc

Table 35. DigiBase Navigation Shortcuts

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