

Avid Pro Tools 2021.6 cheat sheet

Single-key shortcuts

Single-key shortcuts are called Commands Keyboard Focus in Avid Pro Tools.

To enable Commands Keyboard Focus, click the a-z button in the edit window.

Alternatively, press Ctrl + Alt + 1 to enable Commands Keyboard Focus.

1	Recall zoom memory 1
2	Recall zoom memory 2
3	Recall zoom memory 3
4	Recall zoom memory 4
5	Recall zoom memory 5
6	Play to edit start
7	Play from edit start
8	Play to edit end
9	Play from edit end
0	Edit selection to timeline selection
-	Toggle Playlist View Mode for tracks containing the Edit selection: audio tracks between waveform and volume view MIDI and Instrument tracks between notes and clips view
Q	Display Timeline Selection Start
W	Display Timeline Selection End
E	Zoom Toggle
R	Zoom Out Horizontal
T	Zoom In Horizontal
Y	Move Clip Start To Current Timecode
U	Move Clip Sync Point To Current Timecode
I	Snap Clip End To Current Timecode
O	Timeline Selection To Edit Selection
P	Move Edit Insertion To Previous Track
[Play Edit Selection
]	Play Timeline Selection
\	Nudge Play Earlier By Grid

A	Trim Clip Start To Cursor
S	Trim Clip End To Cursor
D	Fade from Start
F	Crossfade With No Dialog
G	Fade Out From Cursor To End Of Clip
H	Snap Clip Start To Play Position
J	Snap Clip Sync Point To Play Position
K	Snap Clip End To Play Position
L	Move Edit Insertion To Previous Edit
;	Move Edit Insertion To Next Track
'	Move Edit Insertion To Next Edit
Z	Undo
Shift + Z	Redo
X	Cut
C	Copy
V	Paste
B	Separate
N	Toggle Insertion Follows Playback
M	Nudge Play Earlier By Next Bigger Grid
,	Nudge Play Earlier By Grid
.	Nudge Play Later By Grid
/	Nudge Play Later By Next Bigger Grid

Dashboard

Ctrl + S	Sign in / Sign out
Ctrl + 1	Select Create tab
Ctrl + 2	Select Recent tab
Ctrl + 3	Select Projects tab
Ctrl + Left arrow / Right arrow	Type menu (Project or Session)
Ctrl + T	Enable / Disable the Create from Template option
Alt + Up arrow / Down arrow	Toggle through Template Groups
Alt + Up arrow /	Navigate through focused

Down arrow	Template Session, or Project list
Ctrl + F	Toggle between Files types (WAV or AIFF)
Ctrl + B	Toggle through Bit Depth options (16-bit, 24-bit, or 32-bit floating)
Ctrl + R	Toggle through Sample Rate options
Ctrl + I	Toggle through the available IO Setup options
Ctrl + G	Enable or disable the Interleaved option
Ctrl + O	Open from Disk (sessions only)
Home	Select the item at the top of the displayed list
End	Select the item at the bottom of the displayed list
Page Up / Down	Scroll up or down through focused Template, Session, or Project list

Edit window and Mix window

Space	Start / Stop playback
Shift + Space	Half-speed playback
Start + Space or Alt + Left click	(on Transport Play button) Pause (pre-prime deck for instant playback and record)
Ctrl + J or Alt + Space	Enable / Disable online playback
Left arrow / Right arrow	(when selection exceeds window view) Center on selection start / end
Alt + [Play Edit selection
Ctrl + Left click	(click on Transport Rewind button or Transport Fast Forward button) Back / Forward (Pro Tools Ultimate Software only)
Shift + Ctrl + Left click	(click on Transport Rewind button or Transport Fast Forward button) Extend a selection backwards by the Back / Forward amount
Shift + Ctrl + Alt + Left click	(click on Transport Rewind button or Transport Fast Forward button) Extend the selection backwards by the Back /

	Forward amount and begin playback (Pro Tools Ultimate only)
Ctrl + Shift + L	Loop playback toggle
Start + Left click	(on Transport Play button) Loop playback toggle
Ctrl + Start + P	Dynamic Transport Mode toggle
Ctrl + \	Transport Master toggle (Pro Tools / Machine / MMC)
Ctrl + Left click	(click on track Solo) Solo-safe track

Recording

Ctrl + Space or F12 or Num 3	Start record
Space	Stop record
Ctrl + .	Stop record and discard recording take (not undoable)
Ctrl + Shift + Space or Shift + F12	Half-speed record
Ctrl + Alt + Space	Enable / Disable online record
Ctrl + Left click	(click on track Record Enable button) Record-safe track
Start + Left click	(on Transport Record Enable button) Cycle through record modes: Normal, Destructive, Loop, QuickPunch, TrackPunch, DestructivePunch
Alt + L	Loop Record toggle
Ctrl + Shift + T	TrackPunch toggle (Pro Tools Ultimate only)
Ctrl + Shift + P	QuickPunch toggle
Ctrl + Space or F12	Enter / Exit record during playback in QuickPunch
Left click	(Transport Record button) Enter / Exit record during playback in QuickPunch
Start + Left click	(click the track's Record Enable button) DestructivePunch or TrackPunch enable/disable an audio track (Pro Tools Ultimate and Pro Tools with Complete Production Toolkit only)
Alt + Start + Left	(click the track's Record Enable

click	button) DestructivePunch or TrackPunch enable/disable all audio tracks (Pro Tools Ultimate and Pro Tools with Complete Production Toolkit only)
Start + Alt + Shift + Left click	(click the track's Record Enable button) DestructivePunch or TrackPunch enable/disable all selected audio tracks (Pro Tools Ultimate only)
Alt + Left click	(click the track's Record Enable button) Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all audio tracks (Pro Tools Ultimate only)
Alt + Shift + Left click	(click the track's Record Enable button) Simultaneously DestructivePunch or TrackPunch enable/disable and record enable/disable all selected audio tracks (Pro Tools Ultimate only)
Alt + Left click	(click the the VCA Record Enable button) Temporarily force all VCA slave tracks to toggle their record enable status (Pro Tools Ultimate only)
Alt + Left click	(click the the VCA Track Input button) Temporarily force all VCA slave tracks to toggle their Track Input status (Pro Tools Ultimate only)
Ctrl + K	Enable or disable pre/post-roll time
Alt + Left click	(click with Selector tool before or after selection) Set and enable pre/post-roll time
Alt + Left click	(click within selection closer to front or back) Disable and set to zero pre/post-roll time

Transport mode (numeric keypad)

The following are available when you select Numeric Keypad: Transport in the Operations Preferences page.

Num 0	Play/Stop
Num 1	Rewind

Num 2	Fast Forward
Num 3	Record Enable
Num 4	Loop Playback mode on/off
Num 5	Loop Record mode on/off
Num 6	QuickPunch mode on/off
Num 7	Click on/off
Num 8	Countoff on/off
Num 9	MIDI Merge/Replace mode on/off

Shuttle mode (numeric keypad)

These shortcuts are available in Pro Tools Ultimate Only.

The following shortcuts are available when you select Shuttle mode in the Operations Preferences page.

Num 6	1 x Forward playback speed
Num 4	1 x Rewind playback speed
Num 9	4 x Forward playback speed
Num 7	4 x Rewind playback speed
Num 3	1/4 x Forward playback speed
Num 1	1/4 x Rewind playback speed
Num 5 + Num 6	1/2 x Forward playback speed
Num 5 + Num 4	1/2 x Rewind playback speed
Num 8 + Num 9	2 x Forward playback speed
Num 8 + Num 7	2 x Backward playback speed
Num 2 + Num 3	1/16 x Forward playback speed
Num 2 + Num 1	1/16 x Backward playback speed
Num 0	Loop playback of Edit Selection
Num . + [Num 1 - 9] + Num .	Recall Memory Location

Scrub (Jog) / Shuttle

Start + Left click + Move the mouse	Temporary Scrub mode when using Selector
Shift + Left click + Move the mouse	(Shift-click and drag with the Scrubber tool) Extend selection while scrubbing
Alt + Left click + Move the mouse	(with Scrubber, also in temporary Scrub mode) Shuttle
Start + [Num 1 - 9]	Shuttle Lock (Classic or Transport mode)

+ or -	Change direction during Shuttle Lock (Classic or Transport mode)
0	Shuttle Lock stop (Classic or Transport mode). Press number key to resume shuttle
Space or Esc	Exit Shuttle Lock mode (Classic or Transport mode)

Auditioning (Transport = Pro Tools)

The following shortcuts are active only when Transport = Pro Tools.

Ctrl + Left arrow / Right arrow	Cue Transport to selection start / end
Alt + Left arrow / Right arrow	Cue Transport with pre / post-roll to selection start / end

Edit modes and Edit tools

F1 or Alt + 1	Shuffle mode
F2 or Alt + 2	Slip mode
F3 or Alt + 3	Spot mode
F4 or Alt + 4	Grid mode
Shift + F4	Enable Snap to grid while in another Edit mode
F1 + F4	Enable Snap to grid and Shuffle mode
F2 + F4	Enable Snap to grid and Slip mode
F3 + F4	Enable Snap to grid and Spot mode
F5 or Ctrl + 1	Zoomer tool
F6 or Ctrl + 2	Trimmer tool
F7 or Ctrl + 3	Selector tool
F8 or Ctrl + 4	Grabber tool
F9 or Ctrl + 5	Scrubber tool
F10 or Ctrl + 6	Pencil tool
F6 + F7 or F7 + F8 or Ctrl + 7	Smart tool
'	Cycle through Edit modes
Esc or Middle click	Cycle through Edit tools
Ctrl + Left click	(click the Shuffle button) Lock out or unlock Shuffle mode

Edit Selection, Definition, and Navigation

Ctrl + Alt + Tab	Enable or disable Tab to Transients command
Tab	(if Tab to Transient enabled) Locate cursor to next transient
Ctrl + Tab	Locate cursor to previous transient
Tab	(if Tab to Transients is disabled) Locate cursor to next Clip-boundary/sync point
Ctrl + Tab	(if Tab to Transients is disabled) Locate cursor to previous Clip-boundary/sync point
Start + Tab or Ctrl + Start + '	Go to and select next clip
Ctrl + Start + Tab or Ctrl + Start + L	Go to and select previous clip
Start + Enter	Go to song start
Shift + Start + Enter	Extend selection to song start
Shift + Tab	Extend selection to next clip-boundary
Ctrl + Shift + Tab	Extend selection to previous clip-boundary
Start + Shift + Tab or Control + Start + Shift + L	Extend selection to include next clip
Start + Shift + Control + Tab or Control + Start + Shift + L	Extend selection to include previous clip
Enter	Return to start of session
Ctrl + Enter	Go to end of session
Shift + Enter	Extend selection to start of session
Ctrl + Shift + Enter	Extend selection to end of session
Shift + /	Link timeline and edit selection
Shift + T	Link track edit selection
Up arrow / Down arrow	Set selection end/start during playback
Up arrow / Down	Set selection end/start to

arrow	incoming time code while stopped
Double click	(with selector tool) Select entire clip edit window
Click three times (rapidly)	(with selector tool) Select entire track in Edit window
Left click then Ctrl + A	(in track) Select entire track in Edit window
Enter then Ctrl + A	Select all clips in all tracks in Edit window
To extend cursor or selection across all tracks, enable "all" edit group and Shift+Click on any other track.	
Alt + Shift + E	Cancel zoom toggle and remain at the same zoom level
Ctrl + Alt + Start + Up arrow / Down arrow	Fit all shown tracks in the Edit window
Shift + F	Open or close folder tracks that contain the Edit cursor or Edit selection
Shift + R	Record enable tracks that contain the Edit cursor or Edit selection
Shift + I	TrackInput Monitor enable tracks that contain the Edit cursor or Edit selection
Shift + S	Solo tracks that contain the Edit cursor or Edit selection
Shift + M	Mute tracks that contain the Edit cursor or Edit selection
Ctrl + Up arrow	Move MIDI Record Enable to the previous MIDI or instrument track
Ctrl + Down arrow	Move MIDI Record Enable to the next MIDI or instrument track
Down arrow	Move the insertion to the beginning of the Edit selection
Up arrow	Move the insertion to the end of the Edit selection
Start + Up arrow / Down arrow	Increase or decrease the height of any lane that contains the Edit cursor or an Edit selection

Editing, Nudging, and Trimming

Start + Alt + Num	Change grid value
-------------------	-------------------

+ or Start + Alt + Num -	
Ctrl + Alt + Num + or Ctrl + Alt + Num -	Change nudge value
Num -	Nudge back by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)
,	(in Commands Keyboard Focus) Nudge back by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)
Num +	Nudge forward by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)
.	(in Commands Keyboard Focus) Nudge forward by next Nudge value (Nudge Edit selection and any Clips entirely inside the Edit selection)
Shift + + or Shift + -	Nudge start/end data to left/right by Nudge value (keeps underlying audio and moves start/end)
Start + +	Nudge data within current Clip to left by Nudge value (keeps Clip start / end and moves underlying audio)
Start + -	Nudge data within current Clip to right by Nudge value (keeps Clip start / end and moves underlying audio)
Alt + Shift + +	Nudge left selection boundary right by Nudge value
Alt + Shift + -	Nudge left selection boundary left by Nudge value
Ctrl + Shift + +	Nudge right selection boundary right by Nudge value
Ctrl + Shift + -	Nudge right selection boundary left by Nudge value
Alt + +	Trim left edge of Clip to right by Nudge value
Alt + -	Trim left edge of Clip to left by Nudge value

Ctrl + +	Trim right edge of Clip to right by Nudge value
Ctrl + -	Trim right edge of Clip to left by Nudge value
Alt + Left click	(click Trimmer tool) Reverse Trimmer tool direction when trimming Clip
Shift	(hold down while trimming) Trim up to, but not over, adjacent Clips
Alt + Left click	(click selection and drag to destination) Duplicate Clip(s) in Edit Window
Backspace or Del	Delete selection in playlist
Start + Left click	(move audio Clip with Grabber tool) Constrain audio Clip to vertical movement
Start + Left click	(click new Clip with Grabber tool) Snap Clip start to stationary playhead or Edit selection start
Start + Shift + Left click	(click Clip containing the sync point with Grabber tool) Snap Clip sync point to stationary playhead or Edit selection start
Ctrl + Start + Left click	(click new Clip with Grabber tool) Snap Clip to stationary playhead or Edit selection end
Alt + Start + .	Snap Clip to next
Alt + Start + ,	Snap Clip to previous

MIDI note editing

Up arrow	Transpose up one semitone
Down arrow	Transpose down one semitone
Alt + Up arrow	Copy and transpose up one semitone
Alt + Down arrow	Copy and transpose down one semitone
Shift + Up arrow	Transpose up one octave
Shift + Down arrow	Transpose down one octave
Alt + Shift + Up arrow	Copy and transpose up one octave
Alt + Shift + Down arrow	Copy and transpose down one octave

Start + Up arrow	Transpose up in key
Start + Down arrow	Transpose down in key
Alt + Start + Up arrow	Copy and transpose up in key
Alt + Start + Down arrow	Copy and transpose down in key
Ctrl + Up arrow	Increase velocity by five
Ctrl + Down arrow	Decrease velocity by five
Ctrl + Shift + Up arrow	Increase velocity by fifteen
Ctrl + Shift + Down arrow	Decrease velocity by fifteen
Left arrow	Select previous note
Right arrow	Select next note
Shift + Left arrow	Add previous note to the current selection
Shift + Right arrow	Add next note to the current selection
Start + Left arrow	Trim note start to the left
Start + Right arrow	Trim note start to the right
Alt + Left arrow	Trim note end to the left
Alt + Right arrow	Trim note end to the right
Start + Shift + Left arrow	Trim note start to the left by the next value
Start + Shift + Right arrow	Trim note start to the right by the next value
Alt + Shift + Left arrow	Trim note end to the left by the next value
Alt + Shift + Right arrow	Trim note end to the right by the next value

Clip gain

Start + Shift + -	Show or hide the Clip Gain Line
Start + Shift + =	Show or hide Clip Gain Info
Start + Shift + E	Add a Clip Gain breakpoint at the current Edit location
Start + Shift + Up arrow	Nudge the selected clip gain up
Start + Shift + Down arrow	Nudge the selected clip gain down
Start + Shift + - or ,	Nudge the selected clip gain

Start + Shift + M or Start + Shift + ,	back
Start + Shift + + or Start + Shift + . or Start + Shift + /	Nudge the selected clip gain forward
Start + Shift + B	Clear Clip Gain
Start + Shift + X	Cut Clip Gain
Start + Shift + C	Copy Clip Gain
Ctrl + V	Paste Clip Gain

Clip effects

Alt + 6	Show or hide the Clip Effects display (Pro Tools Ultimate)
Ctrl + Alt + Start + B	Clear Clip Effects
Ctrl + Alt + Start + X	Cut Clip Effects (Pro Tools Ultimate)
Ctrl + Alt + Start + C	Copy Clip Effects (Pro Tools Ultimate)
Ctrl + V	Paste Clip Effects (Pro Tools Ultimate)
Ctrl + Alt + Start + S	Save Preset (Pro Tools Ultimate)
Start + [Num 1 - 9]	Recall Clip Effects presets 1—5 when the 1-5 Number Keys Control Editing preference is set to Clip Effects Presets (Pro Tools Ultimate)

Track compositing

These shortcuts are available in track Playlist lanes in the Edit window.

Start + S	Solo the Playlist lane containing the Edit cursor
Start + P or Start + ;	Move the Edit cursor up and down through Playlist lanes
Alt + Start + V	Copy the selection to the main Playlist
Start + \	Create a new playlist for the first selected track in the session
Start + Alt + \	Create a new playlist for each track in the session
Start + Alt + Shift + \	Create a new playlist for each selected track in the session

Ctrl + Start + \	Duplicate the main playlist for the first selected track in the session
Ctrl + Alt + Start + \	Duplicate the main playlist for each track in the session
Ctrl + Alt + Start + Shift + \	Duplicate the main playlist for each selected track in the session
Shift + Home	Navigate to first playlist
Shift + End	Navigate to last playlist
Shift + Page Down	Move ahead five playlists
Shift + Page Up	Move back five playlists

Zoom

Ctrl +] or Ctrl + [Ctrl + Start + [Ctrl + Start +]	Horizontal zoom in or out Zoom to show entire session horizontally without affecting vertical zoom or scrolling Zoom in horizontally on a selection without affecting vertical zoom or scrolling
Ctrl + Alt + Start + [Ctrl + Alt + [or Ctrl + Alt +] Ctrl + Shift +] or Ctrl + Shift + [Ctrl + Start + Shift + [Alt + A Alt + Start + A Alt + F Alt + Start + F Start + Left click + Move the mouse Start + Shift + Left click + Move the mouse	Vertical zoom to show default waveform height (Audio) Incrementally zoom vertically on all audio tracks Vertical zoom in or out (MIDI) Vertical zoom to show all notes (lowest to highest) in MIDI and Instrument (MIDI) Horizontal zoom to show all clips and reset amplitude zoom Horizontal zoom to show all clips but do not reset amplitude zoom Horizontal zoom and scroll timeline excluding MIDI events Horizontal zoom to selection, including MIDI events (drag with mouse) Continuously zoom vertically on a single audio track (or group of tracks) (drag with mouse) Continuously zoom vertically on all audio tracks

Ctrl + Alt + [or Ctrl + Alt +]	Incrementally zoom vertically on all audio tracks
Alt + Left click	(click on Zoomer tool) Fill window with selection
Alt + F	Fill window with selection
Double click	(on Zoomer tool) View entire session and reset waveform display to the default height
Alt + A	View entire session and reset waveform display to the default height
Ctrl + Shift + Left click	(click any of the Zoom buttons) Set all audio track waveform heights to match the waveform height of the top-most audio track in the Edit window
Ctrl	(hold down while dragging Zoomer tool) Zoom vertical and horizontal axis
Alt + Left click	(on any Horizontal Zoom In or Out button, or Audio or MIDI Zoom In or Out button) Zoom to previous orientation
Ctrl + Left click	(on Zoomer tool) Maximum zoom before waveform drawn from disk (faster drawing from RAM)
Start + E	Zoom Toggle
Alt + Shift + E	Cancel Zoom Toggle and remain at the same zoom level
Start + [Num 1 - 9]	Recall Zoom presets 1—5
Ctrl + Start + [Num 1 - 9]	Recall Zoom presets 1—5 when the 1-5 Number Keys Control Editing preference is set to Clip Effects (Pro Tools Ultimate)
Ctrl + Left click	(click Zoom preset number in Mix Window toolbar) Save Zoom presets 1—5

Memory locations and markers

Num Enter	Create Memory Location
Start + Left click	(on Memory Location marker) Edit a Memory Location
Alt + Click	(on Memory Location marker) Delete Memory Location

. + [Num 1 - 9] + .	(Transport or Shuttle mode) Recall a Memory Location using the numeric keypad
[Num 1 - 9] + .	(Classic mode) Recall a Memory Location using the numeric keypad
Start + Shift + Left click + Move the mouse	(drag the Song Start Marker) Move only the Song Start Marker without moving any tick-based data
Start + N	Toggle the Timeline Insertion / Play Start Marker Follows Playback preference on and off

Automation

Alt + -	Toggle Track View on all tracks
Ctrl + Start + Left arrow / Right arrow	Change to previous/next Track View on all tracks included in the current selection
Ctrl + Alt + Start + Left arrow / Right arrow	Change to previous/next Track View on all tracks
Ctrl + Left click	(click on Track View selector) Disable/enable Automation playlist on selected track
Ctrl + Shift + Left click	(on Track View selector) Disable/enable all Automation playlists on selected track
Ctrl + Alt + Start + Left click	(on parameters, in Plug-in window) Open Plug-in Automation dialog
Ctrl + Alt + Start + Left click	(on Track View selector, in Edit window) Access Plug-in Automation commands (Pro Tools Ultimate only): Automation dialog, Enable/disable plug-in automation
Ctrl + Alt + H	Copy Automation to Send (Pro Tools Ultimate only)
Ctrl + Alt + T	Thin Automation
Start + Left click	(on Transport Return to Zero button) Write automation to start of session/selection (Pro Tools Ultimate only)
Start + Left click	(on Transport Go to End button) Write automation to end of

	session/selection (Pro Tools Ultimate only)
Start + Shift + Left click	(on Transport Go to End or Return to Zero button) Write automation from start to end of session/selection (Pro Tools Ultimate only)
Ctrl + /	Write Automation to Current Parameter (Pro Tools Ultimate only)
Ctrl + Alt + /	Write Automation to All Enabled Parameters (Pro Tools Ultimate only)
Ctrl + Shift + /	Trim Automation to Current Parameter (Pro Tools Ultimate only)
Ctrl + Alt + Shift + /	Trim Automation to All Enabled Parameters (Pro Tools Ultimate only)
Alt + /	Glide Automation to Current Parameter (Pro Tools Ultimate only)
Alt + Shift + /	Glide Automation to All Enabled Parameters (Pro Tools Ultimate only)
Ctrl + Left click	(in the Automation window) Suspend Trim automation on all tracks
Ctrl + Left click	(click the control name in the Track View selector) Suspend currently displayed automation type on a track
Shift + Left click + Move the mouse	(drag automation with Grabber tool) Vertically constrain automation movement
Alt + Shift	(while writing a breakpoint, by clicking with the Grabber tool in a track's Automation tracklist) Write new breakpoint to next automation value
Ctrl + Alt	(while writing a breakpoint, by clicking with the Grabber tool in a track's Automation tracklist) Write new breakpoint to previous automation value
Ctrl + Left click	(click the Automation Mode selector on the track) AutoMatch

	all controls on a track (Pro Tools Ultimate only)
Ctrl + Left click	(in the Automation window, click the button for the automation type) AutoMatch all controls of one automation type (Pro Tools Ultimate only)
Ctrl + Left click	(click Channel Strip Mode controls for the track whose controls you want to AutoMatch) AutoMatch all controls of one automation type on a channel (Pro Tools Ultimate with ICON control surface only)
Ctrl + Left click	(click the Rotary Encoder Select switch for the control you want to AutoMatch) AutoMatch a Pan control or the controls for an individual Insert or Send (Pro Tools Ultimate with ICON control surface only)
Ctrl + Left click	(click the Auto switch in the Dyn or EQ section of the console) AutoMatch the controls for a plug-in displayed in the Dynamics or EQ section (Pro Tools Ultimate with ICON control surface only)
Ctrl + Left click	(in the Automation window, click the Preview button) Suspend preview (Pro Tools Ultimate only)
Start + Ctrl + V	Special Paste of automation data between different controls
Alt + Left click	(click one of the Write On Stop Modes (Start, End, or All) to enable the Write On Stop mode) Configure Write on Stop modes to remain enabled after an automation pass (Pro Tools Ultimate only)
Ctrl + Start + Left click	(on control) Display Automation playlist of automation-enabled plug-in control, track volume, or track pan
Backspace	Delete
Ctrl + X	Cut
Ctrl + C	Copy

Ctrl + D	Duplicate
Ctrl + B	Clear
Ctrl + Shift + E	Insert Silence

Fades

Ctrl + F	Create Fades (open Fades dialog)
Ctrl + Start + F	Apply crossfade without opening Fades dialog
Start + D	Fade to Start
Start + G	Fade to End

Add new tracks

Double click	(on empty area of the Mix or Edit windows, or Tracks List) Add a new track of the same type and channel width as the last new track (Audio, Aux, Instrument, VCA Master, MIDI, or Master Fader)
Double click	(on empty area of the Mix or Edit windows, or Tracks List) Add a new Audio track of the same channel width as the last new track
Start + Double click	(on empty area of the Mix or Edit windows, or Tracks List) Add a new Auxiliary Input track of the same channel width as the last new track
Shift + Double click	(on empty area of the Mix or Edit windows, or Tracks List) Add a new Master Fader track of the same channel width as the last new track
Alt + Double click	(on empty area of the Mix or Edit windows, or Tracks List) Add a new stereo Instrument track

Clip list

Ctrl + Shift + D	Clear Find
Ctrl + Shift + Num 1	Show/Hide Audio Clips
Ctrl + Shift + Num 2	Show/Hide MIDI Clips

Ctrl + Shift + Num 3	Show/Hide Video Clips
----------------------	-----------------------

Ctrl + Shift + Num 4	Show/Hide Clip Groups
----------------------	-----------------------

Ctrl + Alt + K	Show/Hide Auto-Created Clip
----------------	-----------------------------

Ctrl + Shift + A	Select All Clips in Clip List
------------------	-------------------------------

Ctrl + Shift + U	Select Unused Clips
------------------	---------------------

Ctrl + Shift + B	Clear selected Clips
------------------	----------------------

Ctrl + Shift + R	Rename selected Clips
------------------	-----------------------

Ctrl + Shift + M	Time Stamp selected Clips
------------------	---------------------------

Ctrl + Shift + Y	Export Clip Definition
------------------	------------------------

Ctrl + Shift + K	Export Clips as Files
------------------	-----------------------

Ctrl + Left click	(click on a clip) Select or deselect a Clip
-------------------	---

Click one Clip, then Shift - click another Clip to select or deselect all Clips between: Select multiple contiguous Clips

Place the cursor to the left of the names in the Clip List. When the Marquee ("+") appears, hold Ctrl (Windows) or Cmd (macOS) and drag to select or deselect the desired Clips: Select or deselect multiple discontinuous Clips with the Marquee.

Alt + Left click	(Click Delete or Yes when prompted) Bypass dialogs during deletion of audio files
------------------	---

Alt + Left click	(click and hold on Clip in Clip List) Audition Clip in Clip List
------------------	--

Double click	(double click Clip in Clip List, or double click with Grabber tool on Clip in playlist) Rename Clip/file
--------------	--

Start + Left click + Move the mouse	(drag clip) Constrain Clip placement to start at play/edit cursor location or selection start
-------------------------------------	---

Start + Ctrl + Move the mouse	(drag clip) Constrain Clip placement to end at play/edit cursor location or selection end
-------------------------------	---

Track list

Alt + Left click	(click on any Track Show / Hide icon in Track List) Show / Hide all tracks
------------------	--

Alt + Left click	(click on any Track Name in Track List, or Edit or Mix window) Select all tracks
------------------	--

Start + Shift + Left click	(click on any Track Name in Track List, or Edit or Mix window) Scroll to track
----------------------------	--

Mix Group List and Edit Group List

Ctrl + Shift + G	Suspend all groups
Ctrl + Left click	(on Groups pop-up menu) Suspend all groups
Double click	(double click to far left of Group name in Group List) Rename group
Left click then [A - Z]	(Click Group List Keyboard Focus, then type the letter corresponding to desired group) Group enable / disable
Left click	(click to the left of a Group name in Group List) Select all tracks in a group
Start + Left click or Right click	(on applicable Group parameter) Temporarily isolate channel strip from groups
Start + Left click	(on Group(s) in Group List) Show group members only

Elastic Audio

These shortcuts are available in Elastic Audio-enabled clips or tracks.

Ctrl + Start + Left click	(click the Elastic Audio plug-in button) Toggle between Real-Time and Rendered Elastic Audio processing
Start + Left click	(with the grabber tool, click any Event marker) Add a Warp marker on top of an event
Start + Left click	(with the Grabber or the Pencil tool, click and drag a Warp marker to a new location) Relocate a Warp marker (without applying warping)
Double click	(on a Warp marker) Delete a Warp marker
Alt + Left click	(with the Grabber or the Pencil tool, click a Warp Marker) Delete a Warp marker
Del or Backspace	Delete all Warp markers in a

selection

Alt + Left click	(with the Grabber tool, click and drag first Event marker to the left or right) Telescope-Warp audio before first Warp marker in or out
Start + Left click	(with the Grabber tool, click at the location where you want to add and Event marker) Add an Event marker
Alt + Left click	(with the Grabber tool or Pencil tool, click the Event marker you want to delete) Delete an Event marker

Window configuration

. then [Num 1 - 9] then Num +	Add new Window Configuration or replace existing one in Window Configuration List
. then [Num 1 - 9] then Num *	Recall a Window Configuration

Plug-in inserts and sends

Start + Left click	(click the Insert Assignment button) Bypass an insert (A—J) and all inserts below it on a track
Start + Alt + Left click	(click the Insert Assignment button) Bypass an insert (A—J) and all inserts below it on all tracks
Shift + A	Bypass (or unbyypass) all inserts on selected tracks
Shift + 2	Bypass (or unbyypass) inserts A—E on selected tracks
Shift + 3	Bypass (or unbyypass) inserts F—J on selected tracks
Shift + E	Bypass (or unbyypass) all EQ plug-ins on selected tracks
Shift + C	Bypass (or unbyypass) all Dynamics plug-ins on selected tracks
Shift + V	Bypass (or unbyypass) all Reverb plug-ins on selected tracks
Shift + D	Bypass (or unbyypass) all Delay plug-ins on selected tracks
Shift + W	Bypass (or unbyypass) all

Modulation plug-ins on selected tracks

Shift + 4	Mute (or unmute) Sends A—E on selected tracks
Shift + 5	Mute (or unmute) Sends F—J on selected tracks
Shift + Q	(click the Send Assignment button) Mute (or unmute) all sends (A—J) on selected tracks
Start + Left click	Mute a send (A—J) and all sends below it on a track
Start + Alt + Left click	Mute a send (A—J) and all sends below it on all tracks

Pro Tools menus: File menu

Ctrl + N	New Session
Ctrl + O	Open Session
Ctrl + Shift + O	Open Recent
Ctrl + Shift + W	Close session
Ctrl + S	Save Session
Ctrl + Start + S	Save As (sessions) or Save As New Version (projects)
Ctrl + Start + O	Open Revision History window (projects only)
Ctrl + Alt + B	Bounce Mix
Shift + Alt + I	Import Session Data
Ctrl + Shift + I	Import Audio
Ctrl + Alt + I	Import MIDI
Ctrl + P	Print Score from Pro Tools Session

Pro Tools menus: Edit menu

Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + Alt + Z	Restore Last Selection
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + B	Clear
Ctrl + A	Select All
Alt + Shift + Num 5	Selection > Change Timeline to Match Edit

Alt + Shift + Num 6

Alt + [Selection > Play Edit Selection
Alt +]	Selection > Play Timeline Selection (in Dynamic Transport Mode or when Link Timeline and Edit Selection is disabled)
Ctrl + Alt + Start + L	Selection > Move Edit Left (by the selection amount)
Ctrl + Alt + Start + '	Selection > Move Edit Right (by the selection amount)
Ctrl + Alt + Start + Shift + L	Selection > Halve Selection
Ctrl + Alt + Start + Shift + '	Selection > Double Selection
Ctrl + Alt + Start + Shift + D	Selection > Duplicate and Extend
Start + P	Selection > Move Edit Up
Start + ;	Selection > Move Edit Down
Start + Shift + P	Selection > Extend Edit Up
Start + Shift + ;	Selection > Extend Edit Down
Alt + Start + P	Selection > Remove Edit from Top
Alt + Start + ;	Selection > Remove Edit from Bottom
Start + Shift + X	Cut Special Cut Clip Gain
Ctrl + Alt + Start + X	Cut Special Cut Clip Effects (Pro Tools Ultimate Only)
Alt + Shift + X	Cut Special Cut All Automation
Start + Shift + C	Copy Special Copy Clip Gain
Ctrl + Alt + Start + C	Copy Special Copy Clip Effects (Pro Tools Ultimate Only)
Alt + M	Paste Special Merge
Ctrl + Alt + V	Paste Special Repeat to Fill Selection
Ctrl + Start + V	Paste Special to Current Automation Type
Start + Shift + B	Clear Special Clear Clip Gain
Ctrl + Alt + Start + B	Clear Special Clear Clip Effects
Ctrl + D	Duplicate selection
Alt + R	Repeat selection
Alt + H	Shift selection

Alt + Shift + H	Space Clips
Ctrl + Shift + E	Insert Silence
Alt + Start + .	Snap to Next
Alt + Start + ,	Snap to Previous
Ctrl + T	Trim Clip to Selection
Alt + Shift + 7	Trim Clip Start to Insertion
Alt + Shift + 8	Trim Clip End to Insertion
Ctrl + Start + R	Trim Clip to File Start
Ctrl + Start + Y	Trim Clip to File End
Ctrl + Start + T	Trim Clip to File Boundaries
Ctrl + E	Separate Clip at Selection
Ctrl + H	Heal Separation
Alt + Shift + 3	Consolidate Clip
Ctrl + M	Mute/Unmute Clips
Alt + Shift + Up arrow	Copy Selection to Target Playlist
Alt + Shift + Down arrow	Copy Selection to New Playlist
Alt + Shift + T	Move Selection to Target Playlist
Alt + Shift + N	Move Selection to New Playlist
Ctrl + U	Strip Silence
Alt + Shift + IJ	TCE Edit to Timeline selection (Pro Tools Ultimate only)
View menu	
Ctrl + Shift + N	New track
Ctrl + G	(with two or more tracks selected) Group Tracks
Alt + Shift + D	Duplicate tracks
Ctrl + Alt + Shift + N	Move to New Folder
Alt + Shift + C	Commit Track
Ctrl + Alt + Shift + B	Bounce Track
Alt + Shift + P	Save Track Preset
Alt + K	Auto Input Monitoring/Input Only Monitoring (Pro Tools only)
Alt + K	Set Record Tracks to Input Only/Set Record Tracks to Auto Input (Pro Tools Ultimate)
Ctrl + Alt + F	Scroll to Track number
Alt + C	Clear all Clip indicators

Clip menu

Ctrl + L	Lock/Unlock Clips
Alt + Start + L	Time Lock/Unlock the selected Clip
Alt + Shift + F	Bring to Front
Alt + Shift + B	Send to Back
Ctrl + Alt + G	Group Clips
Ctrl + Alt + U	Ungroup Clips
Ctrl + Alt + R	Regroup Clips
Ctrl + Alt + L	Loop Clip
Ctrl + R	Capture Clip
Ctrl + Alt + Shift + R	Rename
Ctrl + ,	Identify Sync Point
Ctrl + 0	Quantize Clip to Nearest Grid
Alt + Num 5	Open Elastic Properties windows

Event menu

Alt + Num 1	Open Time Operations window
Alt + Num 2	Open Tempo Operations window
Alt + Num 3	Open Event Operations window
Alt + 0	Quantize (in Event Operations window)
Alt + P	Change Duration (in Event Operations window)
Alt + T	Transpose (in Event Operations window)
Alt + Y	Select/Split Notes (in Event Operations window)
Alt + Num 4	Open Real Time Properties window
Ctrl + Num 8	Open Beat Detective window
Ctrl + I	Identify Beat
Ctrl + Shift + .	All MIDI Notes Off
Alt + Shift + Z	Retrospective Record

Options menu

Shift + /	Enable/Disable Link Timeline and Edit selection
Shift + T	Enable/Disable Link Track and Edit selection

Ctrl + Alt + Tab	Enable/Disable Tab to Transients
Ctrl + J	Transport Online
Ctrl + Shift + J	Video Track Online
Shift + J	Cycle Video Track Online through all shown video tracks (Pro Tools Ultimate Only)
Ctrl + P	Auto-Spot Clips
Start + Shift + T	Edit Tool Mode Keyboard Lock
Additional menu commands can be found in Playback and Recording	

Setup menu

Ctrl + Num 2	Session setup window
--------------	----------------------

Window menu

Ctrl + =	Toggle Mix and Edit windows
Ctrl + Alt + Start + W	Hide All Floating Windows
Ctrl + Alt + J	Show Window Configuration List
Alt + '	Show Task Manager
Alt + I	Open new Workspace (default)
Alt + Start + I	Open new Workspace (Soundbase)
Alt + ;	Show/Hide Workspace (volumes)
Alt + O	Show Project
Alt + J	Bring to Front
Alt + Shift + J	Send to Back
Ctrl + Num 1	Show Transport
Ctrl + Num 3	Show Big Counter
Ctrl + Num 4	Show Automation Enable
Ctrl + Num 5	Show Memory Locations
Ctrl + Num 6	Machine Track Arming
Ctrl + Num 7	Show Video Universe window
Ctrl + Num 9	Show Video
Start + =	Open/Close MIDI Editor
Shift + Alt + Start + =	Open Docked MIDI Editor
Alt + Start + =	Open /Close Score Editor
Alt + =	Open/Close MIDI Event List

	window
Ctrl + =	(press repeatedly) Cycle through all open MIDI Editors
Shift + K	Open/Close the MIDI Keyboard window
Right click	(in the Video window) Access Video window commands
Right click	(in the Video Universe window) Access Video Universe window commands (Pro Tools Ultimate only)
Ctrl + Shift + =	Show/Hide Artist Chat window

Dialog windows: Revision history (projects only)

Ctrl + Start + O	Open Revision History window
Esc	Close Revision History window
Up arrow / Down arrow	Navigate up and down through the Revision History list
Left arrow / Right arrow	Show or Hide the Save history for the selected version in the Revision History list
R	Restore the selected version in the Revision History list
I	Import data from the selected version in the Revision History list into the currently active version
D	Delete the selected version in the Revision History list

Bounce Mix dialog

Ctrl + Shift + Up arrow	Add a new Bounce Source row
Ctrl + Shift + Down arrow	Remove bottom Bounce Source row

Missing files dialog

Ctrl + S	Skip all missing files
Ctrl + M	Manually find and relink all missing files
Ctrl + A	Automatically find and relink all missing files

Ctrl + R	Regenerate missing fades
Ctrl + D	Regenerate missing render files

Fade dialogs

Alt + Left click + Move the mouse	(drag fade-in curve ("None" mode only)) Edit crossfade-in only in Fades dialog
Ctrl + Left click + Move the mouse	(drag fade-out curve ("None" Link mode only)) Edit crossfade-out only in Fades dialog
Space	Audition start/stop in Fades dialog
Ctrl + Left click	(click on Zoom In or Zoom Out buttons) Reset to default zoom in Fades dialog
Alt + Left click	(click fade curve in crossfade fade window ("Equal Power" and "Equal Gain" Link modes only) Reset standard or S-shape crossfades to default curves
Start + 1	... to 5: Recall the corresponding preset
Up arrow / Down arrow	Fade In/Fade Out dialogs: cycle through In/Out Shape options
Left arrow / Right arrow	Fade In/Fade Out dialogs: cycle through preset In/Out preset Shape curves
Alt + Up arrow / Down arrow	Fade In/Fade Out dialogs: cycle through Slope options
Up arrow / Down arrow	Crossfade dialog: cycle through Link In/Out options
Alt + Up arrow / Down arrow	Crossfade dialog: cycle through In Shape options (Link = None)
Alt + Left arrow / Right arrow	Crossfade dialog: cycle through In preset Shape curves (Link = None)
Ctrl + Up arrow / Down arrow	Crossfade dialog: cycle through Out Shape options (Link = None)
Ctrl + Left arrow / Right arrow	Crossfade dialog: cycle through Out preset Shape curves (Link = None)
Shift + updownen	Batch Fade dialog: cycle through In Shape options
Shift + Left arrow / Right arrow	Batch Fade dialog: cycle through In preset Shape curves

Ctrl + Shift + Up arrow / Down arrow	Batch Fade dialog: cycle through In Slope options
Ctrl + Alt + Up arrow / Down arrow	Batch Fade dialog: cycle through Crossfade Link options
Alt + Up arrow / Down arrow	Batch Fade dialog: cycle through Crossfade In Shape options (Link = None)
Alt + leftright	Batch Fade dialog: cycle through Crossfade In preset Shape curves (Link = None)
Alt + Shift + Up arrow / Down arrow	Batch Fade dialog: cycle through Crossfade Out Shape options (Link = None)
Alt + Shift + Left arrow / Right arrow	Batch Fade dialog: cycle through Crossfade Out preset Shape curves (Link = None)
Ctrl + Up arrow / Down arrow	Batch Fade dialog: cycle through Out Shape options
Ctrl + Left arrow / Right arrow	Batch Fade dialog: cycle through Out preset Shape curves
Ctrl + Start + Up arrow / Down arrow	Batch Fade dialog: cycle through Out Slope options

Commit Tracks dialog

Ctrl + Up arrow / Down arrow	Cycle through Commit options
Ctrl + Left arrow / Right arrow	Cycle through Source tracks options

New Tracks dialog

Ctrl + Up arrow / Down arrow	Cycle through Track Type choices
Ctrl + Left arrow / Right arrow	Cycle through Track Format choices
Ctrl + Alt + Up arrow / Down arrow	Cycle through Track Timebase choices
Ctrl + + or Ctrl + - or Ctrl + Shift + Up arrow / Down arrow	Add or delete a Track Entry field
Left click + Move	(drag the Move Row icon (at the

the mouse	right of each Track Entry row) to desired position) Re-arrange Track Entry field (move up/down)
-----------	---

Batch Track Rename and Batch Clip Rename dialogs

Ctrl + R	Replace
Ctrl + T	Trim
Ctrl + D	Add
Ctrl + N	Numbering

Save Track Presets dialog

Alt + Shift + P	Open the Save Tracks Presets dialog for selected tracks
Ctrl + Left arrow / Right arrow	To cycle through the available Categories
Ctrl + Up arrow / Down arrow	To cycle through the Name menu
Ctrl + I	To enable or disable the Include Audio and Media Clips option.
Ctrl + N	To enable or disable the Clips in Edit Selection Only option
Ctrl + T	To enable or disable the Auto-populate Tags from Track Data option
Ctrl + R	To open the Track Data To Recall Dialog

Create Group and Modify Group dialogs

Press A: Add selected tracks to a group in Tracks View

Press R: Remove selected track from a group in Tracks View

Alt + Shift	(click any attribute) Select or deselect all attributes in Attributes View
Start + Left click	(click any attribute in a row) Select or deselect all attributes for a single Send or Insert (across a row) in Attributes View
Alt + Left click	(click any attribute in a column) Select or deselect attributes for a single control across all Sends, all Inserts, or for the four track controls (down a column) in

	Attributes View
--	-----------------

MIDI Events list

Ctrl + Num Enter	Enter start time field for editing
Ctrl + F	Show Event Filter dialog
Ctrl + G	Go to
Ctrl + H	Scroll to Edit selection
Ctrl + M	Insert another event
Ctrl + N	Insert note
Ctrl + P	Insert Program Change
Ctrl + L	Insert Controller
Ctrl + O	Insert Poly Pressure
Alt + Left click	Delete event in MIDI Events List

Step Input

These shortcuts are available in the Event Operations Step Input window when the Enable Numeric Keypad Shortcuts option is enabled.

1	Whole note
2	1/2 note
4	1/4 note
5	1/8 note
6	1/16 note
7	1/32 note
8	1/64 note
.	Dotted note
3	Toggle Triplet on/off
Enter	Next step
0	Undo step
+	Nudge forward
-	Nudge back
equals	Select Main Location indicator
/	Edit Selection indicators

Peripherals dialog

Ctrl + 1	Go to Synchronization page
Ctrl + 2	Go to Machine Control page
Ctrl + 3	Go to MIDI Controllers page
Ctrl + 4	Go to Ethernet Controllers page
Ctrl + 5	Go to Mic Preamps page (Pro

	Tools Ultimate only)
Ctrl + 6	Go to Satellites page
Ctrl + 7	Go to VENUE page

Preferences dialog

Ctrl + 1	Go to Display page
Ctrl + 2	Go to Operation page
Ctrl + 3	Go to Editing page
Ctrl + 4	Go to Mixing page
Ctrl + 5	Go to Metering page
Ctrl + 6	Go to Processing page
Ctrl + 7	Go to MIDI page
Ctrl + 8	Go to Collaboration page
Ctrl + 9	Go to Synchronization page

Import Audio dialog

Alt + P or Space	Start/stop audition of currently selected audio file/Clip
Alt + I	Import selected audio files
Alt + C	Convert and import selected audio files
Alt + O	Convert and import selected Clips
(not available)	Remove currently selected Clips/files from Clips to Import field
(not available)	Import all audio files
(not available)	Convert and import all audio Clip/files
(not available)	Remove all audio files/Clips from Clips in Current File field
Left click + Move the mouse	(drag slider to or click at new location) Random-access fwd/rew search selected file
Tab	Move between file windows
Esc	Cancel
(not available)	Cancel
Alt + E	Done

Workspace: Global

Alt + ;	Show/Hide Workspace (Volumes)
Alt + I	Open a new Workspace (default)
Alt + Start + I	Open new Workspace (Soundbase)
Alt + O	Open a new Workspace browser focused on the Project
Ctrl + Double click	(click on a volume, catalog, or folder in the currently open Workspace) Open a new Workspace browser from a selected volume, catalog, or folder
Alt + Down arrow	Open a new Workspace browser from a selected volume, catalog, or folder
Ctrl + Up arrow	Move up one level in a browser
Alt + '	Open the Task Manager window
Alt + J	Bring all browsers to the foreground
Alt + Shift + J	Send all browsers to the back
Ctrl + Down arrow	Open a selected folder in the current Workspace browser:
Ctrl + Alt + Down arrow	Open a selected folder in its own new Workspace browser:
Ctrl + Left arrow / Right arrow	Cycle to previous/next browsers
Ctrl + F	Simple search
Ctrl + Shift + F	Advanced search on a selected or checked items in the Locations pane
Ctrl + Shift + F	Switch from advanced search to simple search or vice versa
Shift + +	Add row of search criteria to Advanced search
Shift + -	Remove row or search criteria from Advanced search
Start + 1	... to 5: View presets in Workspace browsers
Ctrl + Alt + [or Ctrl + Alt +]	Incrementally zoom waveform vertically preview

Workspace: Auditioning

Space	Browser item: Start or stop
-------	-----------------------------

	auditioning from head (when Spacebar Toggle File Preview is enabled)
Space	Audio Import dialog: Start or stop auditioning from head
Alt + Space	Browser item: Start or stop loop auditioning from head
Control + P	Start or stop preview when browser is front-most window
Esc	Stop preview when browser is front-most window
Esc or Ctrl + P	Start and stop Context Preview in the front-most browser during session playback
Start + Left click	(click the preview button) Enable / disable Loop Preview mode
Ctrl + Left click	(click the preview button) Enable / disable Auto-Preview mode
Alt + P	Import Audio dialog: Start or stop auditioning

Workspace: Delete or Duplicate

Del	Clip List: Delete selected Clip from the timeline
Del	Browser item: Delete items from the browser / disk
Ctrl + Del	Delete locked files selected in a browser
Alt + Del	Delete any selected browser item, and suppress any warning dialog
Ctrl + D	Create duplicates of any selected files

Workspace: Mouse click

Shift + Left click	Select contiguous items in a browser or column headers
Alt + Shift + Left click	Select all of the files in a multichannel file in a browser
Alt + Left click	Column Headers: Make a secondary sort order
Alt + Left click	Clip List: Audition a file
Alt + Left click	Browser Find Button: Cancel a search, and closes the Search

	pane
Alt + Left click	Browser Close Box: Close all open browsers
Start + Left click or Right click	(on Workspace column label) Column Header: Access list of columns that can be shown or hidden
Ctrl + Left click	Browser Back Button: Open the navigation menu
Ctrl + Left click	Browser Items: Select discontinuous items
Ctrl + Left click	Column Headers: Select discontinuous column headers
Ctrl + Left click	Browser Up Button: Open menu for navigating up several levels
Ctrl + Left click	Browser View Preset Buttons: Store column order and width, and sort order
Ctrl + Double click	Clip List: Select a Clip without changing which Clip is highlighted in Timeline
Ctrl + Double click	Browser Items: Open a new window and leave the original window open

Workspace: Drag and drop

Alt + Left click + Move the mouse	(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
Alt + Left click + Move the mouse	(drag and drop) Browser Media File to Clip List or Timeline: Create a copy of the media file in the session's Audio Files folder
Shift + Left click + Move the mouse	(drag and drop) Browser File: Import to Timeline and create a new track
Ctrl + Left click + Move the mouse	(drag and drop) Waveform Display: Set sync point and spots to Timeline
Ctrl + Left click + Move the mouse	(drag and drop) Clip List: Open the Replace Clip dialog (Pro Tools Ultimate only)
Ctrl + Alt + Left click + Move the mouse	(drag and drop) Waveform Display: Set the sync point and

mouse	spot to the Timeline and copy the audio file
Start + Left click + Move the mouse	(drag and drop) Clip List: Snap to head
Start + Left click + Move the mouse	(drag and drop) Browser Audio File, from Name or Icon: Snap to head
Start + Left click + Move the mouse	(drag and drop) Browser Audio File, from Waveform Display: Spot to temporary sync point
Start + Alt + Left click + Move the mouse	(drag and drop) Browser Audio File to Timeline: Snap to head and copy the audio file to the session's Audio Files folder
Start + Shift + Left click + Move the mouse	(drag and drop) Clip List: Snap to sync point
Start + Shift + Left click + Move the mouse	(drag and drop) Browser Item: Snap to sync point
Start + Alt + Shift + Left click + Move the mouse	(drag and drop) Browser Item: Snap to sync point and copy the audio file to the session's Audio Files folder
Start + Ctrl + Left click + Move the mouse	(drag and drop) Clip List: Snap to tail
Start + Ctrl + Left click + Move the mouse	(drag and drop) Browser Item: Snap to tail
Start + Ctrl + Alt + Left click + Move the mouse	(drag and drop) Browser Item: Snap to tail and copy the audio file to the session's Audio Files folder
Start + Ctrl + Shift + Left click + Move the mouse	(drag and drop) Browser Item: Spot with variable cursor
Start + Ctrl + Alt + Shift + Left click + Move the mouse	(drag and drop) Browser Item: Spot with variable cursor and copy the audio file to the session's Audio Files folder

Workspace: Navigation

Up arrow	Selection up
Down arrow	Selection down
Page Up	Scroll Page up

Page Down	Scroll Page down
Home	Scroll to top of browser
End	Scroll to bottom of browser
Ctrl + Alt + F	Scroll to track
Ctrl + Up arrow	Up one browser level (same as Up arrow icon)
Ctrl + Down arrow	Open folder (new window)
Right arrow	Open Show/Hide icon
Left arrow	Close Show/Hide icon
Ctrl + Left arrow / Right arrow	Cycle to next or previous browser
Enter	Enter/exit Name Edit field
Esc	Revert to original text
Ctrl + Open/close	Search pane
Tab	Move to next Search field
Shift + Tab	Move to previous Search field

Workspace: Soundbase

Ctrl + Alt + Start + T	Show/Hide Tags pane
Alt + Start + T	Show/Hide Assign Tags pop-up window
Start + F	Enable/Disable Favorites in the Assign Tags pop-up window
Start + 0	... to 5: Assign the number of Stars for Rating in the Assign Tags pop-up window
Start + O	Mark (or unmark) a file as a loop in the Tags pop-up window
Ctrl + Alt + Start + F	Show/Hide Favorites for the selected Location or search results

Deck Control and Satellite

Command: General

These command shortcuts are used to control a remote deck or a Pro Tools Satellite system. These shortcuts are available in Pro Tools | Ultimate Software.

Shift + <	Rewind
Shift + >	Fast Forward
Start + ,	Shuttle Backward

Start + .	Shuttle Forward
Ctrl + \	Toggle Transport Master
Ctrl + .	All Transport Buttons Off/Unthread Tape
Space or Ctrl + .	Search Mode Toggle (Play- Pause/Stop)

Deck Control and Satellite

Command: Deck Control when Transport = Machine

Ctrl + Left arrow	Cue to Selection Start
Ctrl + Right arrow	Cue to Selection End
Alt + Left arrow	Cue to Selection Start Minus Preroll

Deck Control and Satellite

Command: Pro Tools Satelllite

Alt + Shift + L	Link or unlink the local system to or from the Satellite network
-----------------	---

Source: Pro Tools shortcut guide 2021.6 (PDF)

Last modification: 12/23/2021 10:52:02 PM

More information: defkey.com/avid-pro-tools-2021-shortcuts

[Customize this PDF...](#)