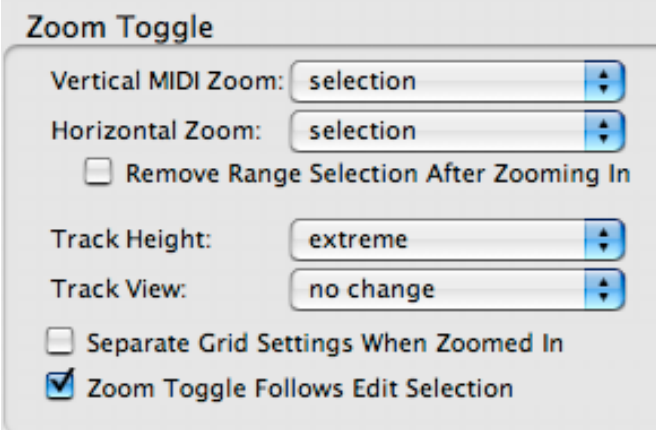



## Top 20 Pro Tools Keyboard Shortcuts

If you're operating Pro Tools using only a mouse you are driving in the slow lane! Adding just a few keyboard shortcuts can speed you up by 2X or more.

#	Description	Win	Mac
1	<b>Save.</b> This should be like a nervous tick - whenever you finish any idea worth saving, hit Save	Cntrl + S	Cmnd + S
2	<b>Toggle between mixer window and edit window.</b> I like to fill my screen with both windows, and then toggle between them with this shortcut.	Cntrl + =	Cmnd + =
3	<b>Create a marker.</b> Press the ENTER key on the number pad (not the Return key). And another shortcut: delete a marker by holding down alt (Win) or Option (Mac) and click on the marker.	Number Pad ENTER	Number Pad ENTER
4	<b>Display marker window.</b> You should have this open all the time anyhow! Nothing kills the vibe of a session more than getting lost on the timeline. Mark the start, end, and every verse, chorus, & B section in between as soon as you record the basic tracks.	Cntrl + 5 on the number pad	Cmnd + 5 on the number pad
5	<b>Scroll horizontally with mouse wheel.</b> Once you have more tracks in your session than you have room on your screen you'll have to scroll around to see them all. Like other apps, Pro Tools uses the mouse scroll wheel to scroll windows vertically. However, in the edit window you often want to scroll horizontally; hold down the shift key and the scroll wheel changes to horizontal scroll.	Shift + scroll wheel	Shift + scroll wheel
6	<b>Select edit modes</b> (Slip, Shuffle, Grid, Spot)	F1, F2, F3, F4	F1, F2, F3, F4

#	Description	Win	Mac
7	<b>Select edit tools</b> (Selector, Trimmer, etc)	F5 (Zoomer) F6 (Trimmer) F7 (Selector) F8 (Grabber) F9 (Scrubber) F10 (Pencil)	F5 (Zoomer) F6 (Trimmer) F7 (Selector) F8 (Grabber) F9 (Scrubber) F10 (Pencil)
8	<b>Select Super Tool</b>	Press any two: F5, F6, F7	Press any two: F5, F6, F7
9	<b>Zoom Presets.</b> Another big drag on a session is the time spent trying to zoom in and out to the right magnification in the edit window. Here's what you do: In the edit window, zoom out to show the full length of all tracks (shortcut for this - double click on the zoomer tool!) Now click and hold the little number 1 button right below the zoom buttons in the toolbar. Next, make sure the little "a...z" button underneath them is selected. Now, you can zoom out to the current view by simply pressing the "1" key above the QWERTY keys on your keyboard! Do the same for different levels of zoom and save all 5 presets, graduating from zoomed fully out to zoomed fully in.	1, 2, 3, 4, 5 above QWERTY keys	1, 2, 3, 4, 5 above QWERTY keys
10	<b>Zoom in-out hotkeys.</b> If your zoom preset doesn't get you all the way there, you can press the "R" and "T" keys to zoom horizontally	R and T (with keyboard focus "a...z" enabled in toolbar)	R and T (with keyboard focus "a...z" enabled in toolbar)

#	Description	Win	Mac
11	<p><b>Zoom selection to fill screen (zoom toggle).</b> This is a great shortcut! You have to set it up first, but then it's super-useful. To set up: Open preferences, go to the "editing" tab, find the zoom toggle section, then set as follows:</p>  <p>Once that's set, select a small bit of audio in one of your tracks (or several tracks if you need to line up something) then press the E key. Your selection will now fill the screen. Press E again to return to your previous view.</p>	E (with keyboard focus "a...z" enabled in toolbar)	E (with keyboard focus "a...z" enabled in toolbar)
12	<p><b>Toggle between waveform view and volume view.</b> When editing automation this saves tons of time, just click in a waveform somewhere and press the minus key</p>	- (with keyboard focus "a...z" enabled in toolbar)	- (with keyboard focus "a...z" enabled in toolbar)
13	<p><b>Tab to Transient.</b> Are you zooming in to see the edge of drum transients in order to make an accurate selection? The tab to transient shortcut makes that procedure obsolete in most cases. You can trust it to find the beat in almost any track with at least some percussive edge. The feature must be turned on first: In the menu bar enable by pressing this: . Click in a waveform somewhere BEFORE the transient you want to select, then press the tab key. Keep pressing the key to move through all of the transients in a file.</p>	Tab	Tab

#	Description	Win	Mac
14	<b>Nudge region.</b> Sometimes a region needs to be moved to the left or the right. Moving it with a mouse is very imprecise, and not repeatable. Much better is to nudge the region using the + and - keys on the numeric keypad. The nudge distance can be set in the toolbar by clicking on the green buttons. Also, nudge settings are saved separately for each edit mode. I like to set my Slip nudge amount to .010, and my Grid nudge amount to 1 bar or 1/16 note.	+ and - keys on the number pad	+ and - keys on the number pad
15	<b>Click plugin on/off.</b> This is lots easier than finding the click track and muting it	Number Pad 7	Number Pad 7
16	<b>Apply channel color to the entire channel strip.</b> This is an undocumented shortcut! Go to the View menu and select View> Mix Window> Track Color to show a little patch of color at the top and bottom of each channel strip. Click on the patch of color to bring up the color window. Hold down these keys, then drag the mouse up and down on the color of your choice.	Cntrl + Alt + Start and drag	Cntrl + Option + Cmnd and drag
17	<b>Duplicate Region.</b> If you want to lay down a bunch of bars of a loop, select Grid mode, Grid value 1 bar, and the Selector tool. Then select an exact amount of audio to duplicate. Press the shortcut as many times as you'd like to duplicate the region down the timeline.	Cntrl + D	Cmnd + D
18	<b>Bypass plugins without opening them.</b> Simply click on the name of the plugin or send while holding the shortcut.	Cntrl + click	Cmnd + click
19	<b>Fine adjustment mode.</b> Hold down this key and click on a fader to make .1 db adjustments.	Cntrl + click	Cmnd + click

#	Description	Win	Mac
20	<b>Export region as file.</b> You don't always have to wait for a real-time bounce to disk to get your audio out of Pro Tools. If you have everything you want in one file, you can export that file faster-than-real-time with this shortcut. Simply select the region(s) you want to export then hit the shortcut. A box will pop up asking you what format you'd like, etc. Only what's in the region will be exported though - if you have a multi-track mix you'll have to mix to a track first to capture everything to one track. If you have plugins on the track you'll have to use AudioSuite to render those to the track first as well.	cntrl + shift + K	Cmnd + shift + K