

Pro Tools Shortcuts:

Note: It still seems to be the case that the majority of our readers are using Pro Tools on a Macintosh computer, so we'll describe the Mac keystrokes. These shortcuts will all work on a Windows computer, just substitute **Control** (Windows) for **Command** (Mac), **Alt** (Windows) for **Option** (Mac), **Start** (Windows) for **Control** (Mac). On the Mac, the **Command** key is the one with the Apple on it.

Universal Functions:

- Apply changes to all tracks.....Option
- Apply changes to selected tracks.....Option-Shift
- Fine control when moving faders, knobs & breakpoints.....Command

Tools & Edit-Modes:

- Shuffle mode.....F1 or Option 1
- Slip mode.....F2 or Option 2
- Spot mode.....F3 or Option 3
- Grid mode.....F4 or Option 4
- Zoomer tool.....F5 or Command 1
- Trimmer tool.....F6 or Command 2
- Selector tool..... F7 or Command 3
- Grabber tool.....F8 or Command 4
- Scrubber tool.....F9 or Command 5
- Pencil tool.....F10 or Command 6

Display/View Shortcuts:

Toggle edit & mixer windows.....Command +
Toggle waveform & volume displays.....Control –
Toggle waveform & volume displays all tracks.....Control Option –

Navigating:

Move cursor to next edit point, sync point or audio transient.....Tab
Move cursor to previous edit point, sync point or audio transient.....Option Tab
Zoom to end of selection.....Right arrow
Zoom to beginning of selection.....Left arrow
Zoom to selection.....Option F
Zoom to entire session.....Option A
Zoom to preset zoom level.....Control 1/2/3/4/5
Zoom In.....Command right bracket
Zoom Out.....Command left bracket
Increase waveform size vertically.....Command Option right bracket
Reduce waveform size vertically.....Command Option left bracket

Selecting:

Extend selection to next region boundary.....	Shift Tab
Extend selection to previous region boundary.....	Shift Option Tab
Select next region.....	Control Tab
Select previous region.....	Control Option Tab
Select from cursor to beginning of session.....	Shift Return
Select from cursor to end of session.....	Option Shift Return
Set selection start while playing.....	(down arrow)
Set selection end while playing.....	(up arrow)

Fades:

Fade In from the start of the segment to the cursor.....	Option D
Fade Out from the cursor to the end of the segment.....	Option G
Edit / Create fades.....	Command F
Create crossfade by highlighting audio across two regions.....	Command F
Create default crossfade across two regions.....	Command Control F

Moving Regions:

Move region start to playhead.....Control click with Grabber Tool (in Slip Mode)

Align two regions' start times on different tracks.....Select static region, then control click on the second region with the grabber tool.

Drag region to new track retaining start time.....Hold Control key, drag with grabber to new track, in slip mode.

Playback:

Half-Speed Playback.....Shift Spacebar

Temporary Scrub.....Control drag (with selector tool)

Change Playback Speed (shuttle lock).....Control 1-9 on numeric keypad (5 is normal, 1 is slowest, 9 is fastest.)

Custom Playback Speed.....Set Control 9 in Preferences>> Operation>> Custom Shuttle Lock speed.

Importing and Exporting:

Import a soundfile into the region bin.....Command Shift I

Export a selected region from the region bin.....Command Shift K

Defining Regions:

Create Separation.....Command E
(this creates a break at the cursor, or creates a new region if a section of the soundfile is highlighted.)

Heal Separation.....Command H
(this rejoins separated regions, as long as they have not moved relative to one another, or been altered by a destructive process, like normalizing, gain, EQ, etc.)

A continuous soundfile can be automatically separated into multiple regions, based on (relative) silence between sections. This is most helpful in separating narration sessions or other recordings with spaces of silence separating the takes.

Highlight the soundfile, then select “Strip Silence”.....Command Shift U

Region Locking / Grouping:

Lock and unlock regions in time.....Command L

Group highlighted regions.....Command Option G

Ungroup grouped regions.....Command Option U