

Basic Functions in Pro Tools

Action	Key Command
New Session	Command + N
Open Session	Command + O
Save Session	Command + S
Close Session	Command + Shift + W
Toggle I/O	Command + I
Undo	Command + Z
Redo	Command + Shift + Z
Toggle Zoom	R (zoom out) T (zoom in)
Toggle Playback	Space bar
Playback Half Speed	Command + Shift + Spacebar
Pause	Control + Space bar
All tracks	Option
Selected Tracks	Option + Shift
Record Enable selected Tracks	Shift + R
Solo Selected Track	Shift + S
Highlight All Tracks	Option + Click
Cascade All Tracks	Option + Command + Click
Mute Selected Track	Shift + M
Fine Tuning (on a fader)	Command + Click
Return to Start of Session	Return

Create New Tracks

Action	Key Command
Create New Track	Command + Shift + N
Cycle Mono, Stereo track	Command + left right arrows
Cycle Track Type	Command + up down arrows
Add/Remove a New Row	Command + Shift + up down arrows

Select Tracks

Action	Key Command
Select Multiple Contiguous Tracks	Shift + Click
Select Multiple non-Contiguous Tracks	Command + Click
Name a Track	Double Click (name)
Cycle Previous, Next Track name	Command + left right arrows

Tracking

Action	Key Command
Record enable all Track	Option + Click
Record, play	Command + Space Bar
Create New group	Command + G
Cancel a Take (Permanently)	Command + Period
New Playlist (selected tracks)	Control + Shift + \
New Playlist (all tracks)	Control + Option + Command+ \
Duplicate Playlist (selected tracks)	Control + Command + \
Trigger Pre/Post roll	Command + K
Duplicate Track	Option + Shift + D