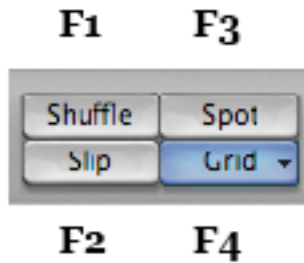


Pro Tools 7.x Useful Shortcuts, Modes, Tools & Info
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Edit Modes:



F1 Shuffle Mode (Snaps regions back to back)

F2 Slip Mode (freely slide regions)

F3 Spot Mode (Dial in exact time base location)

F4 Grid Mode

(Absolute: Snaps to Grid Value)

(Relative: Preserves Region position to nearest value)

Suspend Grid Mode by holding down Command when dragging a region.

` key Cycle thru Edit Modes

Ctrl+Tab Go to & Select Next Region.

Zoom Presets



Keys: 1 to 5 on Main Keyboard.

Command + Click a number to Store a custom setting

Edit Tools:

F5 F6 F7 F8 F9 F10



F5 Zoomer

F6 Trimmer **Standard** or **TCE** (Time Compression Expansion)

F7 Selector

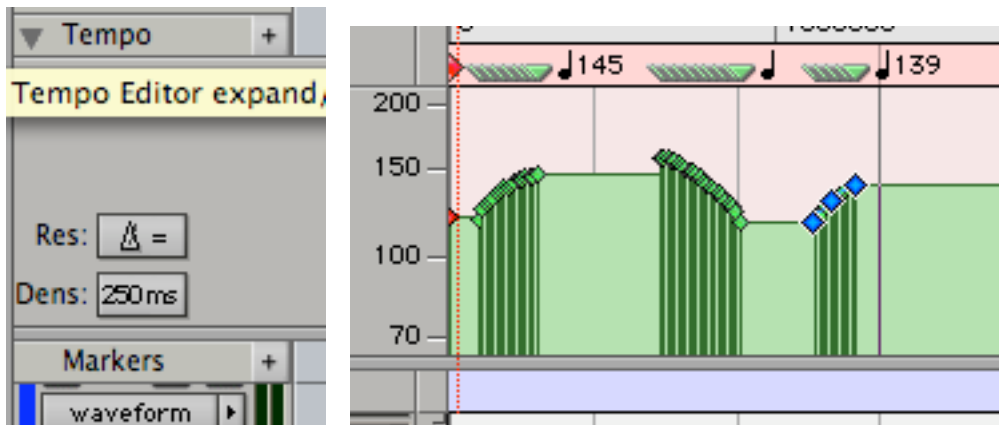
F8 Grabber (**Time, Separation, Object**)

F9 Scrubber

F10 Pencil

(Freehand, Line, Triangle Square, Random, Parabolic, S-Curve)

Use Parabolic & S-Curve in the Tempo Editor



Command + 7 Smart Tool (You can also press **F6+F7** or **F7+F8**)

Esc Cycle Thru Edit Tools

Info Bar

THE FOLLOWING FUNCTIONS ARE ACTIVATED WHEN A BLUE FRAME IS VISIBLE AROUND THE ICON. CLICK TO TOGGLE ON/OFF.



TAB TO TRANSIENTS: TAB KEY
(Keyboard Focus must be enabled)

Tab to the next Transient in an Audio Region. *Useful for Rhythm Edits.*



KEYBOARD FOCUS:
Keys on the Qwerty keyboard can now activate many useful shortcuts.



LINK TIMELINE AND EDIT SELECTION Toggle on/off with **Shift /**
When enabled timeline playback begins at the selected region or cursor point.

When NOT enabled regions can be selected independent of playback point. A new playback point is selected by clicking on the timeline.



LINK TRACK AND EDIT SELECTION
When enabled selecting multiple regions across tracks also selects those tracks. Track level commands such as grouping and subsequent editing can then be performed.



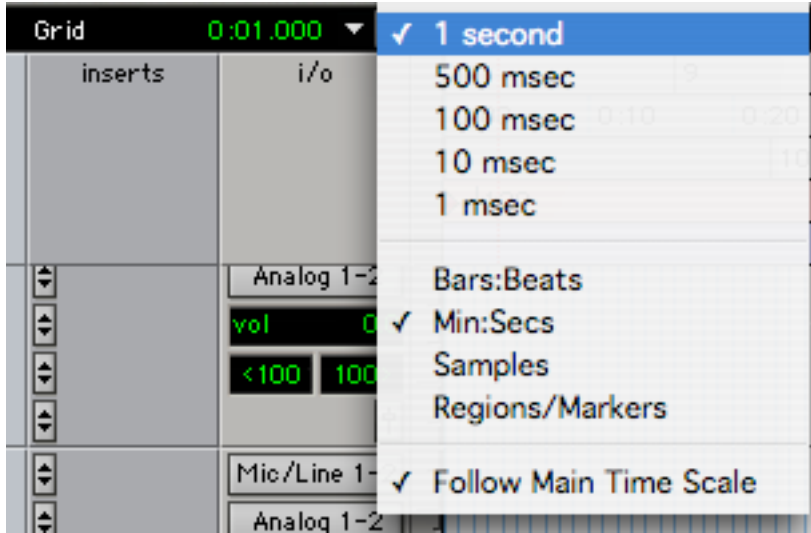
MIRRORED MIDI EDITING
When enabled MIDI Regions with the same name are edited in an identical way.



GRID VALUE POP-UP

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Grid values adjust to the timescale type and time division selected from the drop down box. The timescale can be linked or different from the main timescale.



Selecting **Regions/Markers** is a great way to align regions across multiple tracks. Dragging a region will lock its start point to the previous or next region or marker line.



NUDGE VALUE

Select value from drop-down box.

NUDGE SELECTIONS



Nudge Regions

Link Timeline & Edit Selection must be ON (Blue Border)



Nudge Play head

Link Timeline & Edit Selection must be OFF (No Blue Border)

Examples of Cursor Info.



Cursor over Timeline area: Shows Cursor timeline value & current Tempo

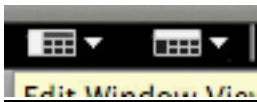


Cursor over Region: Shows Cursor timeline value & Sample value relative to play head.

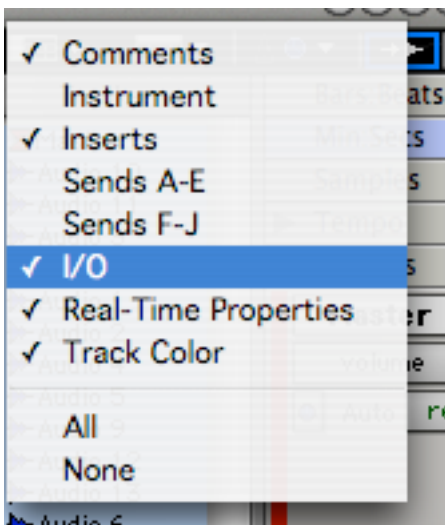


Cursor over Volume Display Shows Cursor timeline value & Gain value relative to Actual Gain Value at that point. (Pan Values are displayed when PAN is selected)

Setting up Edit View



Click on the left icon to select which components are viewable in the Edit Window.





KEYBOARD FOCUS must be enabled for the following shortcuts.

Zoom & View Options

Q Places Start of a Selection Edit in centre of screen for playback.

W Places End of a Selection Edit in centre of screen for playback.

LEFT ARROW

Places Edit Selection Start centre of screen (view only not playback)

RIGHT ARROW

Places Edit Selection End in centre of screen (view only not playback)

E ZOOM TOGGLE,

Useful for editing automation data on a selected region. The region fits start and end points within boundaries of EDIT WINDOW.

Toggling the **E** key provides 2 distinct setups.

Inactive for a clean general overview.

Active for close up automation work.

My default session view (**Inactive**) is small track heights and waveform displays so that I have a tidy screen with all track in view. Then I have an **EDIT** view (E key **Active**). I can zoom to fit screen and enter automation data. Pressing E again returns to my tidy default screen.

Zoom Presets:

Alpha keyboard **1, 2, 3, 4, 5**

Adjust zoom then Command + Click the desired Preset number in the Toolbar.

If you adjust a preset you can click the number and see a choice to recall or Save the Zoom Preset.

R HORIZONTAL ZOOM IN.

T HORIZONTAL ZOOM OUT.

- **Minus key** (Alpha Key)

Toggle between **waveform display** and **volume** automation view regardless of Zoom.

Pre & Post Roll.

COMMAND K.

Activates **PRE-ROLL & POST ROLL** simultaneously.

I often use values of 2 to 5 seconds to give me a better impression when previewing the results of any new breakpoint or AudioSuite Edits on a selected region.

6

Alpha keyboard or (Option+Left/Right Arrow)

Play by pre-roll value up to selection start (or current location if no selection)

7

Alpha keyboard or (Command+Left/Right Arrow)

Play by post-roll value from selection start (or current cursor location if no selection)

8

Alpha keyboard or (Option+Left/Right Arrow)

Play by pre-roll value up to selection end (or current location if no selection)

9

Alpha keyboard or (Command+Left/Right Arrow)

Play by post-roll value from selection end (or current cursor location if no selection)

Command+Option+Left Arrow

Play by pre-roll value through selection start/end.

Command+Option+Right Arrow

Play by post-roll value through selection start/end.

Quick Tip

Activate **Pre Roll** Only: Hold down **Option** and **click** to the **Left of cursor**

Activate **Post Roll** Only: Hold down **Option** and **click** to the **Right of cursor**

Navigation

P MOVE EDIT SELECTION UP TO TRACK ABOVE.

Selection is still visible on empty sections of destination tracks.

; MOVE EDIT SELECTION DOWN TO TRACK BELOW.

Selection is still visible on empty sections of destination tracks.

L CURSOR TAB BACK

Moves Cursor back to previous region (start) boundary or sync point

' CURSOR TAB FORWARD

Moves Cursor forward to next region (start) boundary or sync point

VERTICAL LOCK FOR REGION DRAG. (Not a...z dependent)

Hold down ctrl, select region and drag. *(You can let go of the ctrl key once you begin dragging the region up or down to a new track location)*

TAB TO TRANSIENTS (Not a...z dependent)

Enable the icon to the left of a...z in the toolbar.

Press tab to lock onto zero crossing points immediately before a transient spike.

Region Boundaries & Fades

A Trim Start to Insertion removes region data from region start up to cursor

S Trim End to Insertion removes region data from region end back to cursor

D Fade to Start applies a linear fade-in up to cursor

F Fade (X-Fade/In/Out)

A selection must be made. Selections bridging 2 regions create a **cross-fade** (settings taken from Preferences).

Selecting an empty space before a region & part of that region creates a **Linear Fade In**.
Selecting an empty space after a region & part of that region creates a **Linear Fade Out**.

G Fade to End applies a linear fade-out back to cursor

B Separate Splits region at point of cursor. Same as Command+E.

View > Region > Overlap. *(Not a...z dependent)*

Enable this function to see at a glance any overlapping regions that might appear to be back to back.

Sometimes dragging regions back and forth can disrupt adjacent automation data with over-sharp transitions so with Overlap active you can quickly identify any potential problem areas.

Trimmer Tool. When trimming with the trimming tool you can **Reverse** the direction of the trim by holding down **Option.** *(Not a...z dependent)*

Region Alignment

1) One click method. (Slip & Grid Modes Only)

Using the Grabber Tool, select the Region that you want to align to. (It turns black).

Hold down **ctrl** and click the region that you want to move. This region then snaps into place with the previously selected region.

2) Spot Mode (Exact Time code Alignment)

Select Spot Mode.

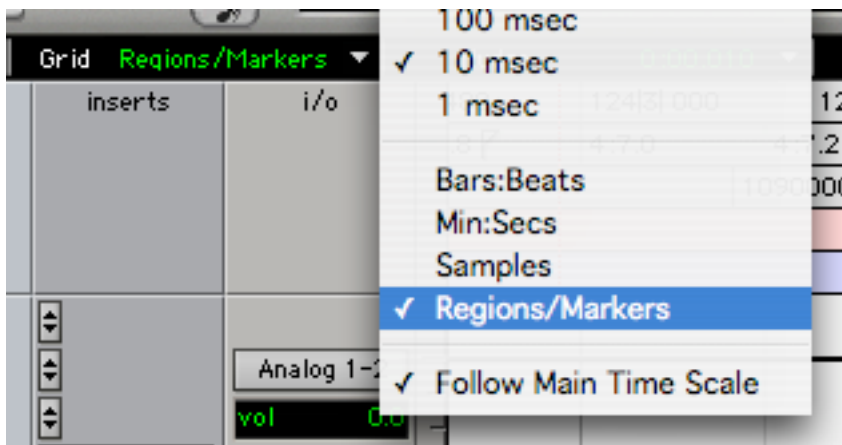
Click on the region that you want to move and type in the destination position in the **Start Time** field..

Click **OK**.

3) Grid Mode (Align to Region Start or End point)

Select **Grid Mode**.

From the **Grid value pop-up** Menu (In the Black Info Bar) choose **Regions/Markers**.



The Edit window is populated with **Blue Vertical lines** adhering to region start & end points. As you drag a region it will snap to these lines (*Hold down Command to disable snapping*). Regions will also snap to Yellow Marker lines if present.

Nudge Selections

NUDGE REGIONS **Link Timeline & Edit Selection must be ON**

NUDGE PLAYHEAD **Link Timeline & Edit Selection must be OFF**

< **Nudge Left by value displayed in Nudge Info Bar**

> **Nudge Right by value displayed in Nudge Info Bar**

M **Nudge Left by value one setting up from that displayed in Nudge Info Bar**

/ **Nudge Right by value one setting up from that displayed in Nudge Info Bar**

Region Match Selection

Press **Command** & click on a **Region** with the **SELECTOR Tool** (F7).

Displays list of Regions that match current selection.

Choose one to replace the current selection.

Useful after bouncing down a region thru DSP processes to create an updated replacement. Slots right into place!

Useful for A/B Comparisons.

Common Functions

Z **Undo**

Select one or more Regions:

X **Cut**

C **Copy**

V **Paste**

(No need to use the Command modifier key).

Command M **Mute / Un-Mute**

Position Cursor or Tab to Transient:

B **Divide**

Play head Behaviour

N **Timeline Insertion follows playback. On/Off.**

When ON the cursor will remain at the point you pressed stop, otherwise it reverts back to the point that you pressed play.

[**Play Edit Selection** (*Left Square Bracket*)

Useful when **Link Timeline and Edit Selection** is disabled and a loop is selected via the Timeline..

Use the **space bar** to trigger your timeline selection (Main Loop)

Use the **[** key to trigger any **EDIT selection** within, before or after the timeline loop while maintaining loop points.

*Note. Toggle Link Timeline and Edit Selection using **Shift /***

(Calculator) Numeric Keypad Shortcuts:

Transport Modes:

Setup > Preferences > Operation Tab. Choose Transport. Click Done.

0 Play / Stop

1 Play head Scroll Left. (Click or Press and Hold)

2 Play head Scroll Right. (Click or Press and Hold)

3 Start Recording *at least one Track has to be Record enabled*

4 Toggle Loop Playback

5 Toggle Record Playback

6 Quick Punch On/Off.

You will see a 'P' inside the Record Button in the Transport panel.

7 Click On/Off

8 CountOff On/Off

9 MIDI Merge/Replace Mode On/Off

Enter Insert Marker

*** Press before dialing in new Location Value for play head.
See Transport**

- Move back in tick values
(Moves Play head if no Region is selected)

+ Move forward in tick values
(Moves Play head if no Region is selected)

**/ Scroll between START, END, LENGTH fields
in Transport Bar**

Shuttle Lock Mode

Turns the Numeric Keypad into a 'Tape' Shuttle control to forward or rewind playback at different speeds.

1. Select a region
2. Hold down **ctrl** control and press any number from **1 to 9**
3. **5 is normal speed, 1 is slowest and 9 is fastest.**
4. **- minus key to play backwards**
5. **+ plus key to play forward**
6. **0 to pause and continue.**
7. **Esc or Space bar to exit Shuttle Mode.**

This is more than a shuttle function. Use it creatively to generate interesting phrases. I like to select a fairly long audio file and skip through back and forth at varying speeds with pauses. If you route the output to another input on a multi-channel soundcard or direct to a sampler you can generate an interesting fx style sound bank once you have separated useful components.

Display Various Windows

Using Command + Numeric Keypad Numbers

Command + 1 Transport

Command + 2 Session Setup

Command + 3 Big Counter

Command + 4 Automation Enable

Command + 5 Memory Locations

Command + 8 Beat Detective

Command + 9 QuickTime Movie

Automation

Create Automation Breakpoints: Grabber Tool & Click on line at desired location.

Delete Automation Breakpoints: Option + Click a breakpoint.

Inc /Dec breakpoint values by 1: Hold down Command while adjusting.

Thin Automation. Command + Option +T: Useful for thinning out unnecessary breakpoint automation data particularly if you have drawn a curve using the Freehand Pencil Tool.

Cursor Info Bar: (top center) Use this to pinpoint exact positioning of cursor and value of currently active parameter e.g., volume, pan, plug-in automation.

Channel Strip

Option + Click 'S' or 'M'

on any Channel Strip to toggle all channels Solo or Mute state. Useful for resetting a session when a few channels are solo or mute activated rather than executing one by one

Song Start

Song Start Position Pointer. (Red Diamond icon). Drag to relevant position. To return directly to the Song Start Position **hold ctrl and press the Enter** key.

Plug Ins

Activating the **TARGET Icon** changes it from **Grey to RED**.

Once Red you can toggle its visibility by clicking on the Insert slot on the channel strip.

Any other Plug that you make visible via the Inset slots will replace the one whose target is Red.

To keep more than one Plug visible, switch off its target (turn to grey).

Region Naming Suggestions (PT 7.x LE)

Track Number_Minutes Seconds Ticks_Project Reference_Version Number (You can prefix or Suffix the file name with your initials on a team based project)

e.g.

01_01m25s789_Fiat_001

mc_01_01m25s789_Fiat_001

This convention would logically populate the Region List of A busy PT Session by Designer, Track Type & Number, Time-Stamp, Project and Region Version.

Positioning is then easy when selecting with the SPOT Tool as you just punch in the start time in the dialogue box after clicking on the region.

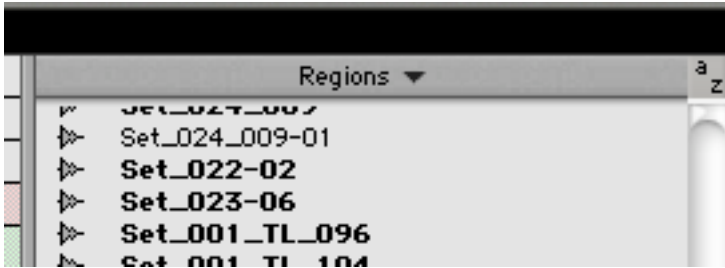
Import Audio Files

Shift+Command+I Import files to Region List.

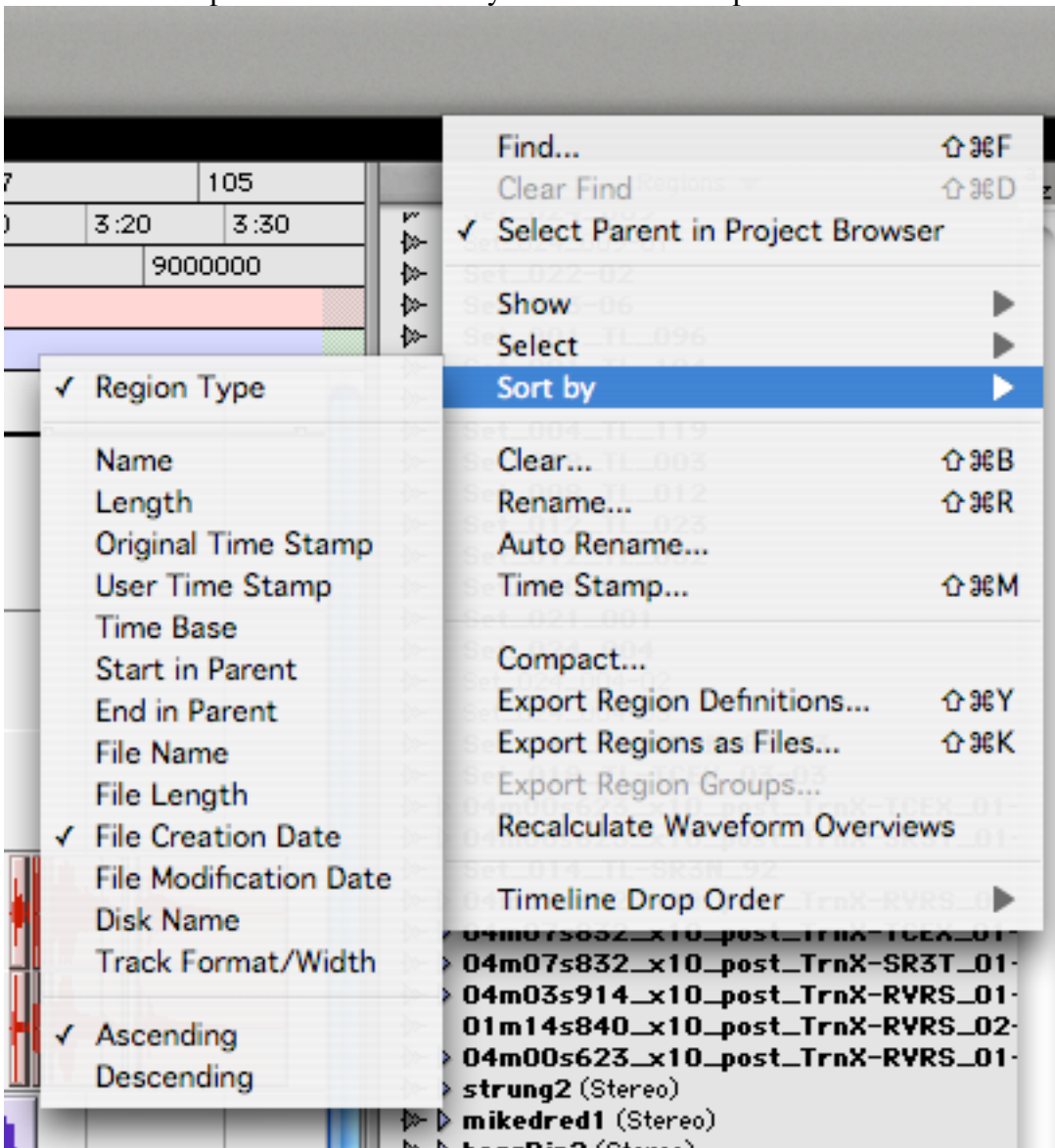
Bounce Session / Selection

Option + Command + B

The Region List



There are many options available for display, selection & sorting.
You can also Export audio files directly from this list independent of the stereo bus setup.



Strip Silence

Command U

Analyze audio in selected Regions across one or more Tracks in order to extract silence.

Silent areas are removed and the original selection is divided into smaller areas.

Strip Threshold:

Audio below the Amplitude Threshold is treated as Silence and removed.

Audio above the Amplitude Threshold creates new regions.

Minimum Strip Duration:

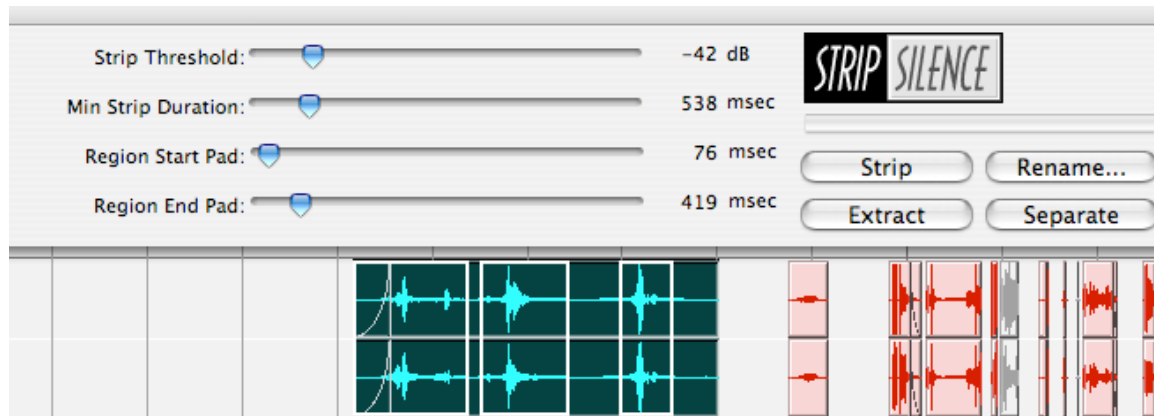
0 to 10,000ms. Adjust to avoid creation of needless tiny regions.

Region Start Pad:

Preserves Attack portion of selected audio. Adds time to the start of selection to compensate for useful audio that falls below the threshold.

Region End Pad:

Adds time to the end of selection to preserve the Decay portion of selected audio.



Extract: Extracts selected Audio & leaves SILENCE.

Separate: Separates Regions without Stripping based on boundary settings. Regions are created for areas considered Audio and Silence.

Rename: Options to rename selected regions before executing Strip command.