

Appendix B

Cheat Sheets and Function Key Labels



Chapters 1–5 Mac and Windows Cheat Sheets for Pro Tools 6 and 5.1 TDM

Cut these out and tape to your monitor for easy reference.

Macintosh

Record & Play	⌘+Spacebar	Record & Play	⌘+Spacebar
Save Session	⌘+S	Save Session	⌘+S
New Track	⌘+Shift+N	New Track	⌘+Shift+N
Zoom In	T	Zoom In	T
Zoom Out	R	Zoom Out	R
Auto/Input	Option+K	Auto/Input	Option+K
Pre/Post-Roll	⌘+K	Pre/Post-Roll	⌘+K
Crossfade	⌘+F	Crossfade	⌘+F
Separate Region	B	Separate Region	B
Heal Separation.	⌘+H	Heal Separation.	⌘+H
Return to Start.	Return	Return to Start.	Return
Zoom to Fill Window.	⌘+F5	Zoom to Fill Window.	⌘+F5
Green Light	Input mode	Green Light	Input mode

Windows

Record & Play	Ctrl+Spacebar	Record & Play	Ctrl+Spacebar
Save Session	Ctrl+S	Save Session	Ctrl+S
New Track	Ctrl+Shift+N	New Track	Ctrl+Shift+N
Zoom In	T	Zoom In	T
Zoom Out	R	Zoom Out	R
Auto/Input	Alt+K	Auto/Input	Alt+K
Pre/Post-Roll	Ctrl+K	Pre/Post-Roll	Ctrl+K
Crossfade	Ctrl+F	Crossfade	Ctrl+F
Separate Region	B	Separate Region	B
Heal Separation.	Ctrl+H	Heal Separation.	Ctrl+H
Return to Start.	Enter	Return to Start.	Enter
Zoom to Fill Window.	Ctrl+F5	Zoom to Fill Window.	Ctrl+F5
Green Light	Input mode	Green Light	Input mode

Chapters 1–5 Mac and Windows Cheat Sheets for Pro Tools 5.1 LE and Pro Tools Free


Macintosh

Record & Play	⌘+Spacebar	Record & Play	⌘+Spacebar
Save Session	⌘+S	Save Session	⌘+S
New Track	⌘+Shift+N	New Track	⌘+Shift+N
Zoom In	⌘+]	Zoom In	⌘+]
Zoom Out	⌘+ [Zoom Out	⌘+ [
Auto/Input	Option+K	Auto/Input	Option+K
Pre/Post-Roll	⌘+K	Pre/Post-Roll	⌘+K
Crossfade	⌘+F	Crossfade	⌘+F
Separate Region . . .	⌘+E	Separate Region . . .	⌘+E
Heal Separation. . . .	⌘+H	Heal Separation. . . .	⌘+H
Return to Start.	Return	Return to Start.	Return
Zoom to Fill Window. .	⌘+F5	Zoom to Fill Window. .	⌘+F5
Green Light	Input mode	Green Light	Input mode

Windows

Record & Play	Ctrl+Spacebar	Record & Play	Ctrl+Spacebar
Save Session	Ctrl+S	Save Session	Ctrl+S
New Track	Ctrl+Shift+N	New Track	Ctrl+Shift+N
Zoom In	Ctrl+]	Zoom In	Ctrl+]
Zoom Out	Ctrl+ [Zoom Out	Ctrl+ [
Auto/Input	Alt+K	Auto/Input	Alt+K
Pre/Post-Roll	Ctrl+K	Pre/Post-Roll	Ctrl+K
Crossfade	Ctrl+F	Crossfade	Ctrl+F
Separate Region . . .	Ctrl+E	Separate Region . . .	Ctrl+E
Heal Separation. . . .	Ctrl+H	Heal Separation. . . .	Ctrl+H
Return to Start.	Enter	Return to Start.	Enter
Zoom to Fill Window. .	Ctrl+F5	Zoom to Fill Window. .	Ctrl+F5
Green Light	Input mode	Green Light	Input mode

Chapters 6–13 Mac Cheat Sheet for Pro Tools 5.1 TDM and all Pro Tools 6



Zoom Toggle	E
Select the Smart Tool	F6+F7
Nudge Back by next Nudge Value . .	M
Nudge Back by Nudge Value	<
Nudge Forward by Nudge Value	>
Nudge Forward by next Nudge Value .	/
Create Group	⌘+G
Suspend Groups	⌘+Shift+G
Lock/Unlock Region	⌘+L
Zoom Vertically	⌘+Option+ [or]
Locate Selected Region Start	(←)
Locate Selected Region End	(→)
Toggle Waveform & Volume view . . .	Dash key
Half-speed playback	Shift+Spacebar
Fades window	⌘+F
Fade (without Fades dialog)	F
Go to next edit point	Tab key
Extend selection to end of session . .	Option+Shift+Return
Undo	Z
Cut	X
Copy	C
Paste	V
Select Unused Audio	⌘+Shift+U
Clear Audio window	⌘+Shift+B
Delete Breakpoints	Option+click (Grabber)


Chapters 6–13 Windows Cheat Sheet for Pro Tools 5.1 TDM and all Pro Tools 6

Zoom Toggle	Start+E
Select the Smart Tool	F6+F7
Nudge Back by next Nudge Value . .	M
Nudge Back by Nudge Value	<
Nudge Forward by Nudge Value	>
Nudge Forward by next Nudge Value .	/
Create Group	Ctrl+G
Suspend Groups	Ctrl+Shift+G
Lock/Unlock Region	Ctrl+L
Zoom Vertically	Ctrl+Option+ [or]
Locate Selected Region Start	(←)
Locate Selected Region End	(→)
Toggle Waveform & Volume view . . .	Dash Key
Half-speed playback	Shift+Spacebar
Fades window	Ctrl+F
Fade (without Fades dialog)	F
Go to next edit point	Tab key
Extend selection to end of session . .	Alt+Shift+Enter
Undo	Z
Cut	X
Copy	C
Paste	V
Select Unused Audio	Ctrl+Shift+U
Clear Audio window	Ctrl+Shift+B
Delete Breakpoints	Alt-click (Grabber)

Chapters 6–13 Mac Cheat Sheet for Pro Tools 5.1 LE and Pro Tools Free

Zoom Toggle	Ctrl+E
Select the Smart Tool	F6+F7
Nudge Forward	+
Nudge Back	-
Create Group	⌘+G
Suspend Groups	⌘+Shift+G
Lock/Unlock Region	⌘+L
Zoom Vertically	⌘+Option+ [or]
Locate Selected Region start	(←)
Locate Selected Region end	(→)
Half-speed playback	Shift+Spacebar
Fades window	⌘+F
Go to next edit point	Tab key
Extend selection to end of session	Option+Shift+Return
Undo	⌘+Z
Cut	⌘+X
Copy	⌘+C
Paste	⌘+V
Select Unused Audio	⌘+Shift+U
Clear Audio window	⌘+Shift+B
Delete Breakpoints	Option+click (Grabber)

Chapters 6–13 Windows Cheat Sheet for Pro Tools 5.1 LE and Pro Tools Free



Zoom Toggle	Start+E
Select the Smart Tool	F6+F7
Nudge Forward	+
Nudge Back	-
Create Group	Ctrl+G
Suspend Groups	Ctrl+Shift+G
Lock/Unlock Region	Ctrl+L
Zoom Vertically	Ctrl+Option+ [or]
Locate Selected Region start	(←)
Locate Selected Region end	(→)
Half-speed playback	Shift+Spacebar
Fades window	Ctrl+F
Go to next edit point	Tab key
Extend selection to end of session	Option+Shift+Return
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select Unused Audio	Ctrl+Shift+U
Clear Audio window	Ctrl+Shift+B
Delete Breakpoints	Alt-click (Grabber)

Function Key Labels

Cut these out and tape or glue them above the Function keys at the top of your keyboard. Align “Zoomer” with the F5 key.

Print the Function Key Labels the correct size by following these directions. On a Mac, open the Print dialog, which defaults to the Copies and Pages pop-up, then set the Page Scaling to none. On a PC, open the Print dialog, go to the Page Handling section, and set the Page Scaling to none.

