

# **Music Tech Pro Tools 10 Recording and MIDI guide for Mac**

**For HSC Stage 6 and Tertiary students**

**Tutorial 11 Keyboard Shortcuts, Pro Tools 10**

Objective - to explain how to utilise keyboard shortcuts to increase efficiency

Outcomes - by following this tutorial, students will gain an understanding of how to;

- refer to and use common keyboard shortcuts to speed up work

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1. Transport
2. Editing
3. Import and export files
4. Memory locators

## 1. Transport

- Play; *spacebar*
- Stop; *spacebar*
- Record; *command>spacebar*
- Play at half speed; *shift>spacebar*
- Quick punch; *shift + command>p*
- Loop playback; *Shift>command + l*
- Pre/post roll in/out; toggle *command>k*
- Auto input/input only monitoring; *option (alt) >k*

## 2. Editing

- Zoom in: *t* or *command>]*
- Zoom out; *r* or *command>[*
- Create edit point in clip; position cursor, then *command>e*
- Jump ahead to next edit point; *tab*
- Jump back to previous edit point; *option (alt) >tab*
- Delete clip after cursor: *s*
- Delete clip before cursor; *a*
- Tool selection including Smart Tool; toggle *esc*
- New track; *shift + command>n*
- Remove or delete clip; *shift + command>b*
- Consolidate several clips into one; *shift + command>3*

## 3. Importing and exporting files

- Import audio; *shift + command>i*
- Export audio; *shifty +command>k*
- Import video; *shift + option(alt)+ command>i*

## 4. Memory locators

- Set new memory location; position cursor, then *enter*
- Go to memory location; *.>locator number on keypad>.*
- Open memory location window; *command>5*