

Keyboard Shortcuts for Avid Editors

(Media Composer, Newscutter, and Symphony)

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Note:  = Command Key

<u>Audio</u>		
Windows	Macintosh	Description
Alt + click Pan slider	Option + click Pan slider	Snaps to Mid in Audio Mix tool
Alt + click Volume slider	Option + click Volume slider	Snaps to 0 dB in Audio EQ and Audio tools
Alt + click Audio Track Monitor button	Option + click Audio Track Monitor button	Selects track for audio scrub monitoring
Alt + click Track Solo button (Automation Gain tool) or Alt + number (1 to 8) at top of keyboard	Option + click Track Solo button (Automation Gain tool) or Option + number (1 to 8) at top of keyboard	Mutes selected track (1 to 8)
Alt + drag keyframe	Option + drag keyframe	Moves selected audio keyframe horizontally in Timeline
Alt + click digital scrub parameters in Composer monitor Option + click digital scrub parameters in Composer monitor	Option + click digital scrub parameters in Composer monitor	Opens Audio Settings dialog box

<u>Bin</u>		
Windows	Macintosh	Description
Ctrl + N	 + N	Creates a new bin
Ctrl + A	 + A	Selects all items in the active bin or the Project Window, if selected
Ctrl + W	 + W	Closes open windows, bins or dialog boxes
Ctrl + P	 + P	Prints the selected bin in whatever view you have selected (Text, Frame or Script View)
Ctrl + D	 + D	Duplicates selected clip(s), sequence(s), or title(s)
Shift + Ctrl + G	 + Shift + G	Creates a Group Clip from selected Master Clips or Sub Clips
Ctrl + I	 + I	First, select clips or sequences in the bin, then use this shortcut to open the Console window, which will display useful information
Shift + Ctrl + click Clip Menu	Shift + Ctrl + click Clip Menu	Hold down these shortcut keys, then click on the Clip Menu. By holding down these keys, you have changed the Relink selection to Unlink
Alt + drag clips between bins	Option + drag clips between bins	Makes a copy of the clip.
Ctrl + Alt + Click	 + Click	Using the shortcut, click on the Clip (the icon in Text View or the frame image in Frame View or Script View) or the Sequence Icon. This will create a pop-up window of information about the selected item.
Ctrl + L	 + L	When in Frame View or Script View, this shortcut will increase the size of the Clip Frame images.
Ctrl + K	 + K	When in Frame View or Script View, this shortcut will decrease the size of the Clip Frame images.
Ctrl + T	 + T	When in Frame View, this shortcut will make the Clip Frame images align to an invisible grid. A good way to

		remember this shortcut is to think that "T" stands for "Tidy-up."
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Capturing

When you are in Capture Mode, the Avid Editor remaps your function keys to the shortcuts below:

Keyboard Shortcut	Description
F1	While capturing (but not Batch Capturing), pressing F1 will mark the In-Point of a subclip. If you press F1 at a later time (before pressing the F2 key) the in-Point will be updated.
F2	While capturing (but not Batch Capturing), pressing F2 will mark the Out-Point of a subclip.
F3	Adds a Red locator to the clip
F4	When in Capture Mode, F4 begins the capture. When in Log Mode, F4 logs a Master Clip to the bin.
F5	Adds a Red locator to the clip
F6	Adds a Green locator to the clip
F7	Adds a Blue locator to the clip
F8	Adds a Cyan locator to the clip
F9	Adds a Magenta locator to the clip
F10	Adds a Yellow locator to the clip
F11	Adds a Black locator to the clip
F12	Adds a White locator to the clip

Editing

Windows	Macintosh	Description
Ctrl + Z	⌘ + Z	Performs an Undo of a previous editing operation such as Mark In or Splice.
Ctrl + R	⌘ + R	Performs an Redo of a previous editing operation such as Mark In or Splice.
Ctrl + C	⌘ + C	Copies the material between a Mark In and Mark Out on the selected tracks.
Ctrl + V	⌘ + V	Pastes copied material onto the same tracks from which it was copied, at the point at which you Mark In.
Alt + 	Option + 	Copies the material between a Mark In and Mark Out on the selected tracks, and places it not just into the Clipboard, but into the Source Window. This makes it very quick an easy to copy material and then be able to edit it onto *any* appropriate track in your sequence.
Alt + 	Option + 	Lifts the material between a Mark In and Mark Out on the selected tracks, and places it immediately into the Source Window.
Alt + 	Option + 	Extracts the material between a Mark In and Mark Out on the selected tracks, and places it immediately into the Source Window.
Alt + double-click on a Clip, Sequence, or Title icon in a bin	Option + double-click on a Clip, Sequence, or Title icon in a bin	Opens the selected item(s) in a pop-up monitor.
Alt + click on either the Source Monitor or Record Monitor	Option + click on either the Source Monitor or Record Monitor	Changes the cursor/pointer to a hand-icon. You can now drag a subclip or a subsequence to a bin.
Alt + drag a clip (or multiple clips) into the Record monitor	Option + drag a clip (or multiple clips) into the Record monitor	The clip(s) will be Spliced into your Sequence at the Mark In position.
Shift + drag a clip (or multiple clips)	Shift + drag a clip (or multiple clips) into	The clip(s) will be Overwritten into your Sequence at the Mark In position.

into the Record monitor	the Record monitor	
Ctrl + L	⌘ + L	With either the Source Monitor or the Record Monitor selected, use this shortcut to enlarge the image. With the Timeline active, use this shortcut to enlarge the track width for selected tracks.
Ctrl + K	⌘ + K	With either the Source Monitor or the Record Monitor selected, use this shortcut to reduce the image. With the Timeline active, use this shortcut to reduce the track width for selected tracks.
Alt + 	Opt + 	Ignores the Track Selectors and places an In and Out Mark based on the two nearest transitions to the blue Position Indicator.
Esc	Esc	Toggles between making the Source and Record monitors active.
Ctrl + Apostrophe	⌘ + Apostrophe	Sends selected window back to its default location.
Alt +	Option +	Creates an Add Edit only in tracks with filler.

<u>Effect Mode</u>		
Windows	Macintosh	Description
Tab (in Effect Editor)	Tab (in Effect Editor)	Moves from one active slider to next.
Shift + Left or Right Arrow	Shift + Left or Right Arrow	Moves 10 units on a slider instead of 1 unit.
Alt + drag corner, side, or center of wire frame	Option + drag corner, side, or center of wire frame	Displays the image as you move it, rather than displaying just a wire frame outline.

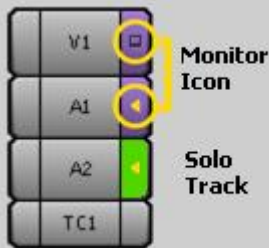
Alt + drag keyframe	Option + drag keyframe	Grab an active keyframe in the Keyframe Position Bar and move it earlier or later in time. Be sure you get the "hand icon"  before you attempt to move a keyframe.
Ctrl + A	 + A	With the Keyframe Position Bar active, this will select all the keyframes.
Select segment + Delete key	Select segment + Delete key	Removes an effect.
Select a segment, and then Alt + double-click an Effect in the Effect Palette or an Effect Template in a bin.	Select a segment, and then Option + double-click an Effect in the Effect Palette or an Effect Template in a bin.	This allows you to add an effect to a segment that already has an effect on it, creating a "Nest." This also allows you to place one effect over multiple segments that are selected. Using Alt/Opt + Double-click is what Avid calls "Auto Nesting."
Ctrl + Alt + click and drag video image (with image zoomed in)	 + Option + click and drag video image (with image zoomed in)	Changes the Arrow/cursor pointer to the Hand pointer  for moving an enlarged video image around in the Record Monitor. This is also useful for moving the working area around when using the Advanced Keyframe features or when using the Speed and Position Graphs in the Timewarp Motion Effect Editor Window.
Alt + 	Opt + 	Renders to the last drive selected, without bringing up the render dialog box.
Press P while rendering	Press P while rendering	Displays the percentage of the render that is complete.
Press T while rendering	Press T while rendering	Displays render time completed and an estimated total render time.
Ctrl + . (period)	 + . (period)	Stops the render process and displays a dialog box asking if you would like to keep the already rendered portion or not. Keeping the rendered portion means that the next time you render that effect it will pick up where you left off.
Click anywhere in the Timecode track	Click anywhere in the Timecode track	This will quickly take you out of Effect Mode and return you to Source/Record Mode. Note: this shortcut does not work in Avid Xpress Pro.

Playing and Marking

Windows	Macintosh	Description
Alt +  or 	Opt +  or 	Steps forward or backward 10 frames.
Alt +  or 	Opt +  or 	Steps forward or backward 1 field.
Alt +  or 	Opt +  or 	In the Position Bar (underneath the Source and Record monitors), you can grab the marks with the “hand icon”  and move them earlier or later. NOTE: this works only one mark at a time.
Alt +  or 	Opt +  or 	Marks an In or an Out.
Alt +  or 	Opt +  or 	Goes to Mark In or Mark Out
Alt + 	Ctrl + 	Mark an In and an Out and use this shortcut to loop the playback until stopping it.
 or 	 or 	Press either of these keys multiple times and you will speed up, much like shifting gears. The speeds are as follows: 1st press = 30fps 2nd press = 60fps 3rd press = 90fps 4th press = 150fps 5th press = 240fps NOTE: use the  key to stop the playback at any time. NOTE: This shortcut also works when in Trim Mode.

Alt +  or 	Opt +  or 	While speeding along, using the shortcut directly above this one, use Opt/Alt + Play Forward or Play Reverse to "down shift" or "up shift" the speed without having to come to a complete stop as when using the Pause key.
Holding  and then Holding  or 	Holding  and then Holding  or 	This will scrub the audio forward or reverse at just 8fps. NOTE: This shortcut also works when in Trim Mode.
Holding  and then Tapping  or 	Holding  and then Tapping  or 	This will scrub the audio forward or reverse just one frame at a time. NOTE: This shortcut also works when in Trim Mode.

<u>Timeline</u>		
Windows	Macintosh	Description
Ctrl + click near a transition in the Timeline	 + click near a transition in the Timeline	Snaps the blue position indicator to the "head frame" (the first frame) of a segment. It also makes the blue position indicator snap to Mark In points or to the next audio keyframe.
Ctrl + Alt click near a transition in the Timeline	 + Opt click near a transition in the Timeline	Snaps the blue position indicator to the "tail frame" (the last frame) of a segment. It also makes the blue position indicator snap to Mark In points or to the next audio keyframe.
Ctrl + L	 + L	Increases the height of selected track(s).
Ctrl + K	 + K	Decreases the height of selected track(s).

Ctrl + drag	Opt + drag	 Hold down the Option key (Mac) or the Control key (PC), then place your cursor between two tracks. The resize icon will appear. Now when you hold the mouse button down you make the track wider or narrower.
Ctrl + [or] (left or right bracket)	⌘ + [or] (left or right bracket)	Shows more or less detail in the Timeline. "More Detail" and "Less Detail" are also selections from the Timeline Fast Menu, if you'd like to map these functions to your keyboard. Common locations to map these functions to are the up arrow and down arrow keys.
Ctrl + F	⌘ + F	Opens the "Find" dialog box. This allows you to search the timeline for clip names, source (tape) names that are displayed, text in locators, etc.
Ctrl + Y	⌘ + Y	Adds a new video track.
Ctrl + U	⌘ + U	Adds a new audio track.
Alt + Ctrl + Y	Opt + ⌘ + Y	Opens a dialog box which allows you to add a specifically numbered audio or video track.
Alt + Ctrl + U	Opt + ⌘ + U	Opens a dialog box which allows you to add a specifically numbered audio or video track.
Ctrl + click on video or audio monitor icon in track selector panel	⌘ + click on video or audio monitor icon in track selector panel	 NOTE: you may "solo" up to 16 audio tracks at one time, however you may only solo 1 video track at a time.
Shift + click segments when in Segment Mode or Effect Mode	Shift + click segments when in Segment Mode or Effect Mode	Allows you to select multiple segments.
Ctrl + drag a segment when in Segment Mode	⌘ + drag a segment when in Segment Mode	Snap the "head" of the selected segment(s) to a transition (that occurs on any track in the Timeline), as well as to Mark In, Mark Out and the blue position indicator.

Alt + Ctrl + drag a segment when in Segment Mode	Opt +  + drag a segment when in Segment Mode	Snaps the "tail" of the selected segment(s) to a transition (that occurs on any track in the Timeline), as well as to Mark In, Mark Out and the blue position indicator.
Shift + Ctrl + drag up or down	Ctrl + drag up or down	Allows you to move segments to a higher or lower track without letting them move left or right, and thus getting out of sync.
Lasso one or more segments	Lasso one or more segments	You must begin by clicking in the Timeline Window (the area with no tracks), then lasso the segments by going from LEFT to RIGHT, making sure your lasso totally surrounds the desired segments. This will place you into Segment Mode, specifically the last one you used during that session.
Alt + Lasso one or more segments	Ctrl + Lasso one or more segments	Same as above, except you can now lasso segments inside the timeline tracks.
Lasso a transition	Lasso a transition	You must begin by clicking in the Timeline Window (the area with no tracks), then lasso only a transition (on one or multiple tracks) making sure your lasso totally surrounds the desired transition(s). This will place you into Trim Mode.
Alt + Lasso	Ctrl + Lasso	Same as above, except you can now lasso transitions inside the timeline tracks.
Lasso one or more segments	Lasso one or more segments	You must begin by clicking in the Timeline Window (the area with no tracks), then lasso just one segment per track by going from RIGHT to LEFT, making sure your lasso totally surrounds the desired segments. This will place you into Trim Mode, specifically the "Slip" function of trimming.
Alt + Lasso	Ctrl + Lasso	Same as above, except you can now lasso segments inside the timeline tracks.
Ctrl + A	 + A	Selects all tracks
Shift + Ctrl + A	Shift +  + A	De-selects all tracks
Alt + 	Opt + 	Performs a match-frame, but does not remove previously placed Mark In or Mark out points.

Alt + 	Opt + 	For the clip on the top-most selected track, this opens the bin in which that clip resides (if located within the project).
Ctrl + / (forward slash)	 + / (forward slash)	Displays the entire Sequence in the Timeline Window.
Ctrl + M	 + M	Allows the editor to select an area of the timeline to "zoom" into. The smaller the selection, the greater the magnification.
Ctrl + J	 + J	After using the "Zoom" shortcut above, this shortcut allows the editor to return to the previously used timeline magnification.

<u>Trim Mode</u>		
Windows	Macintosh	Description
Alt +  or 	Opt +  or 	Ignores the track selector panel configuration and will jump to the previous or next transition in the Timeline.
Alt + Drag	Opt + Drag	When in a Single Roller Trim configuration, this allows the user to SHORTEN segments without getting out of sync. It does this by replacing the trimmed footage with Filler. NOTE: Sync Locks must be disabled for this to work.
Alt + 	Opt + 	After exiting Trim mode, this places the editor back in Trim Mode and into the Trim Roller configuration that was last used.

<u>Tools</u>		
Windows	Macintosh	Description
Ctrl + = (equals)	⌘ + = (equals)	First, select the Composer Window, a Bin, the Timeline or the Capture Tool, then use this shortcut to quickly open the related settings. To open the Trim settings, you must be in Trim Mode AND make sure that the Composer window is active (rather than the Timeline window).
Ctrl + 0	⌘ + 0	Opens or selects the Timeline window
Ctrl + 1	⌘ + 1	Audio tool
Ctrl + 2	⌘ + 2	Avid Calculator
Ctrl + 3	⌘ + 3	Command Palette
Ctrl + 4	⌘ + 4	Composer window
Ctrl + 5	⌘ + 5	Media Creation
Ctrl + 6	⌘ + 6	Console
Ctrl + 7	⌘ + 7	Capture Tool
Ctrl + 8	⌘ + 8	Effects Palette
Ctrl + 9	⌘ + 9	Project window

<u>Other</u>		
Windows	Macintosh	Description
Ctrl + Shift + Right Click a Master Clip	 + Shift + Clip Menu	Changes the Relink option to Unlink, allowing the Media Files to become Unlinked from the Master Clip.
Holding Alt + selecting a Project + hitting Delete key	Holding Option + selecting a Project + hitting Delete key	Deletes a Project (Project folder and everything within it) from a system. Does NOT delete the associated media.

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