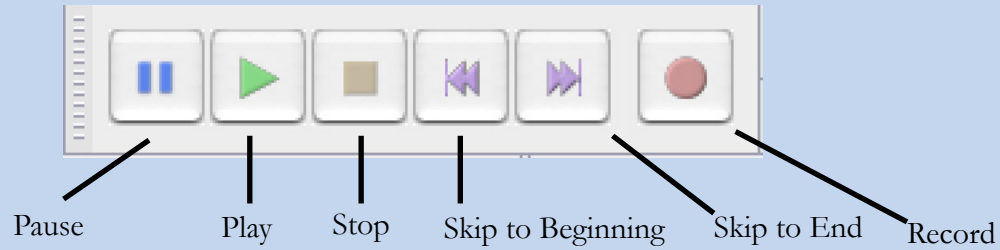


Using Audacity

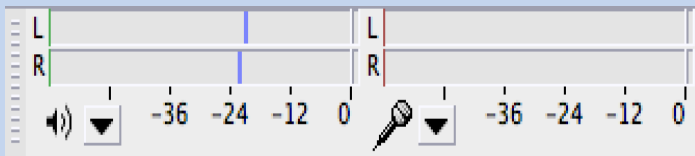
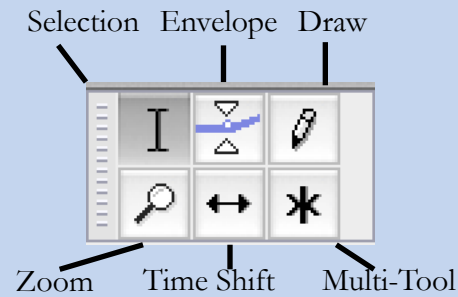


Excerpts of Functions, Tools, and Commands from
the [Audacity Manual](#)

Transport Menu

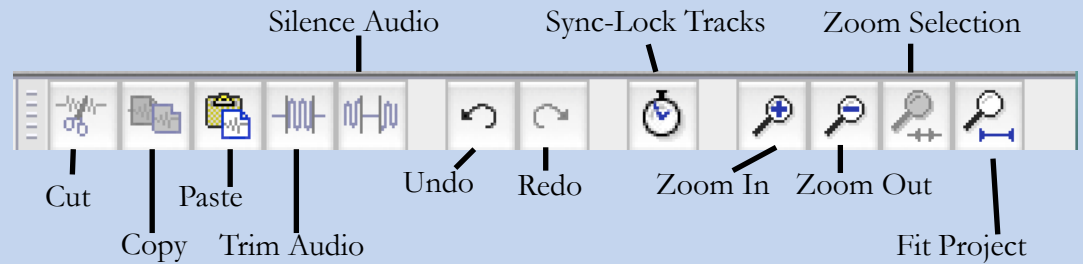


Tools Toolbar



Meter Toolbar

Edit Toolbar



Key Commands: Their Functions & Their Shortcuts

Mac OS X users: CTRL = COMMAND; ALT = OPTION. So, for example, **CTRL + ALT + K = COMMAND + OPTION + K**

File Menu

Action	Shortcut	Description
New	CTRL + N	Creates a new and empty project window to start working on new or imported Tracks.
Open...	CTRL + O	Presents you with a standard dialog box where you can select either audio files, a list of files (.LOF) or an Audacity Project file to open.
Close	CTRL + W	Closes the current project window, prompting you to save your work if you haven't saved.
Save Project	CTRL + S	Saves the current Audacity project .AUP file.
Import > Audio...	CTRL + SHIFT + I	Similar to 'Open', except that the file is added as a new track to your existing project.
Export Audio...	CTRL + SHIFT + E	Exports to an audio file.
Export Multiple...	CTRL + SHIFT + L	Exports multiple audio files in one process, one file for each track if there are multiple audio tracks, or labels can be added which then define the length of each exported file.
Exit	CTRL + Q	Closes all project windows and exits Audacity. If there are any unsaved changes to your project, Audacity will ask if you want to save them.

Menu items assignable in **Keyboard Preferences**: Save Project As; Save Compressed Copy of Project...; Check Dependencies...; Edit Metadata...; Import > Labels, MIDI, Raw Data; Export Selected Audio; Export Labels; Export MIDI; Apply Chain; Edit Chains; Page Setup; Print.

Edit Menu

Action	Shortcut	Description
Undo	CTRL + Z	Undoes the most recent editing action.
Redo	CTRL + Y (Mac/Linux: CTRL + SHIFT + Z)	Redoes the most recently undone editing action.
Cut	CTRL + X	Removes the selected audio data and/or labels and places these on the clipboard. By default, any audio or labels to right of the selection are shifted to the left.
Delete	CTRL + K	Removes the selected audio data and/or labels without copying these to the clipboard. By default, any audio or labels to right of the selection are shifted to the left.
Remove Special > Split Cut	CTRL + ALT + X	Same as Cut, but none of the audio data or labels to right of the selection are shifted.
Remove Special > Split Delete	CTRL + ALT + K	Same as Delete, but none of the audio data or labels to right of the selection are shifted.
Remove Special > Silence Audio	CTRL + L	Replaces the currently selected audio with absolute silence. Does not affect label tracks.

Remove Special > Trim Audio	<i>CTRL + T</i>	Deletes all audio but the selection. If there are other separate clips in the same track these are not removed or shifted unless trimming the entire length of a clip or clips. Does not affect label tracks.
Clip Boundaries > Split	<i>CTRL + I</i>	Splits the current clip into two clips at the cursor point, or into three clips at the selection boundaries.
Clip Boundaries > Split New	<i>CTRL + ALT + I</i>	Does a Split Cut on the current selection in the current track, then creates a new track and pastes the selection into the new track.
Clip Boundaries > Join	<i>CTRL + J</i>	If you select an area that overlaps one or more clips, they are all joined into one large clip. Regions in-between clips become silence.
Clip Boundaries > Detach at Silences	<i>CTRL + ALT + J</i>	In a selection area that includes absolute silences, creates individual non-silent clips between the regions of silence. The silence becomes blank space between the clips.
Copy	<i>CTRL + C</i>	Copies the selected audio data to the clipboard without removing it from the project.
Paste	<i>CTRL + V</i>	Inserts whatever is on the clipboard at the position of the selection cursor in the project, replacing whatever audio data is currently selected, if any.
Paste Text to New Label	<i>CTRL + ALT + V</i>	Pastes the text on the clipboard at the cursor position in the currently selected label track. If there is no selection in the label track a point label is created. If a range is selected in the label track a range label is created. If no label track is selected one is created, and a new label is created.
Duplicate	<i>CTRL + D</i>	Creates a new track containing only the current selection as a new clip.
Labeled Audio > Cut	<i>ALT + X</i>	Same as the Cut command, but operates on labeled audio regions.
Labeled Audio > Delete	<i>ALT + K</i>	Same as the Delete command, but operates on labeled audio regions.
Labeled Audio > Split Cut	<i>SHIFT + ALT + X</i>	Same as the Split Cut command, but operates on labeled audio regions.
Labeled Audio > Split Delete	<i>SHIFT + ALT + K</i>	Same as the Split Delete command, but operates on labeled audio regions.
Labeled Audio > Silence Audio	<i>ALT + L</i>	Same as the Silence Audio command, but operates on labeled audio regions.
Labeled Audio > Copy	<i>SHIFT + ALT + C</i>	Same as the Copy command, but operates on labeled audio regions.
Labeled Audio > Split	<i>ALT + I</i>	Same as the Split command, but operates on labeled audio regions or points.
Labeled Audio > Join	<i>ALT + J</i>	Same as the Join command, but operates on labeled audio regions or points. You may need to select the audio and use Edit > Clip Boundaries > Join to join all regions or points.
Labeled Audio > Detach at Silences	<i>SHIFT + ALT + J</i>	Same as the Detach at Silences command, but operates on labeled audio regions.
Select > All	<i>CTRL + A</i>	Selects all of the audio in all of the tracks.
Select > None	<i>CTRL + SHIFT + A</i>	Deselects all of the audio in all of the tracks.
Select > Left at Playback Position	[When Audacity is playing, recording or paused, sets the left boundary of a potential selection by moving the cursor to the current position of the green playback cursor (or red recording cursor). Otherwise, opens the "Set Left Selection Boundary" dialog for adjusting the time position of the left-hand selection boundary. If there is no selection, moving the time digits backwards creates a selection ending at the former cursor position, and moving the time digits forwards provides a way to move the cursor forwards to an exact point.

View Menu

Action	Shortcut	Description
Zoom In	CTRL + 1	Zooms in on the horizontal axis of the audio displaying more detail over a shorter length of time.
Zoom Normal	CTRL + 2	Zooms to the default view which displays about one inch per second.
Zoom Out	CTRL + 3	Zooms out displaying less detail over a greater length of time.
Zoom to Selection	CTRL + E	Zooms in or out so that the selected audio fills the width of the window.
Fit In Window	CTRL + F	Zooms out until the entire project just fits in the window.
Fit Vertically	CTRL + SHIFT + F	Adjusts the height of all the tracks until they fit in the project window.
Go to Selection Start	CTRL + [Moves the left edge of the current selection to the center of the screen, without changing the zoom level.
Go to Selection End	CTRL +]	Moves the right edge of the current selection to the center of the screen, without changing the zoom level.
Collapse All Tracks	CTRL + SHIFT + C	Collapses all tracks to take up the minimum amount of space.
Expand All Tracks	CTRL + SHIFT + X	Expands all tracks to their original size before the last collapse.
Full screen on/off	F11 (Mac: COMMAND + /)	Toggles between normal and full-screen mode.

Tracks Menu

Action	Shortcut	Description
Add New > Audio Track	CTRL + SHIFT + N	Creates a new empty audio track.
Mix and Render to New Track	CTRL + SHIFT + M	Same as Tracks > Mix and Render , except that the original tracks are preserved rather than being replaced by the resulting "Mix" track.
Mute All Tracks	CTRL + U	Mutes all the audio tracks in the project as if you had used the mute buttons from the Track Control Panel on each track.
Unmute All Tracks	CTRL + SHIFT + U	Unmutes all the audio tracks in the project as if you had released the mute buttons from the Track Control Panel on each track.
Add Label at Selection	CTRL + B	Creates a new, empty label at the cursor or at the selection region.
Add Label at Playback Position	CTRL + M (Mac: COMMAND + .)	Creates a new, empty label at the current playback or recording position.
Move Focus to Previous Track⁽¹⁾	UP	Changes the track that responds to keyboard input to the previous (upper) track. If the top track currently has focus no action is taken.
Move Focus to Previous and Select⁽¹⁾	SHIFT + UP	As above, but if there is a selection in the current track that selection is extended into the track above.

Tools Toolbar

Action	Shortcut	Description
Selection Tool	F1	Chooses Selection tool.
Envelope Tool	F2	Chooses Envelope tool.
Draw Tool	F3	Chooses Draw tool.
Zoom Tool	F4	Chooses Zoom tool.
Time Shift Tool	F5	Chooses Time Shift tool.
Multi-Tool	F6	Chooses Multi-tool.
Next Tool	D	Cycles forwards through the tools, starting from the currently selected tool: starting from Selection, it would navigate to Envelope to Draw to Zoom to Time Shift to Multi-tool to Selection.
Previous Tool	A	Cycles backwards through the tools, starting from the currently selected tool: starting from Selection, it would navigate to Multi-tool to Time Shift to Zoom to Draw to Envelope to Selection.

~10 Minute Tutorial

[Editing and Mixing Audio with Audacity](#)