AUDACITY TIPS AND TRICKS
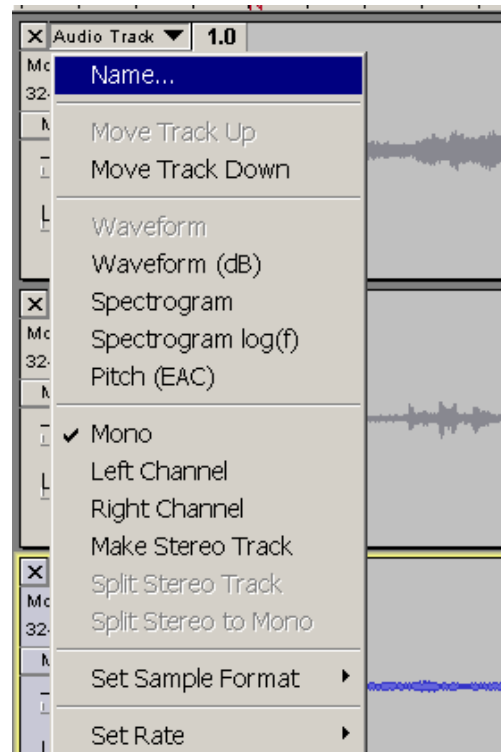
If you have to hold Shift for a shortcut, the key will be uppercase. Otherwise, the key will be lowercase ('f' means F by itself; 'F' means Shift-F)

TRICKS WITH TRACKS

- To name your tracks, click the down arrow next to "Audio Track" and choose "Name…"

- If you want only one track to play (the inverse of muting a track), click the Solo button (highlighted in the picture) next to Mute. To hide the track controls, click the up arrow (circled in red)

FILTERS

If the audio you recorded has too much background noise, you can use the High Pass and Low Pass filters to remove it. Notice how the second track looks quieter. These are the values I used:

Rolloff [dB per octave]:	6 dB
Filter quality [q] for 12 dB rolloff:	0.9
Cutoff frequency [Hz]:	1000.0

The first audio track is unchanged

Low Pass Filter was applied to the 2nd audio track

MORE RECORDING TOOLS
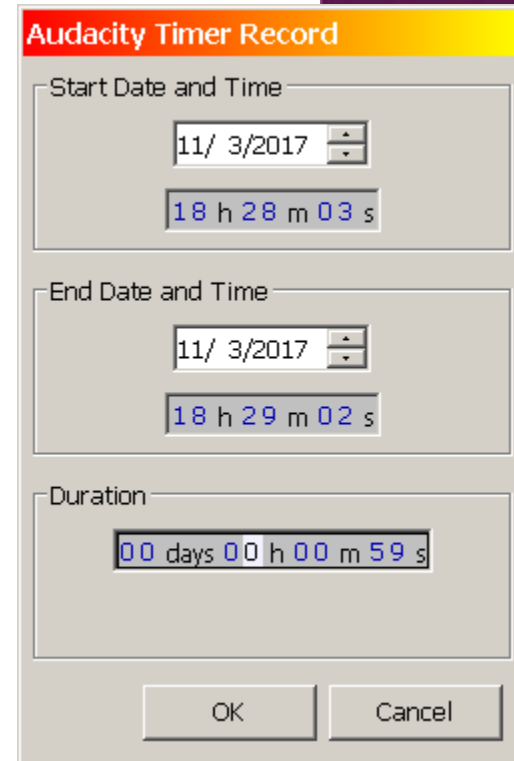
- **Timer Record (T)**
  - Specify when you want to start and end recording, and Audacity does the rest.
- **Append Record (R)**
  - Record on the end of the track, instead of making a new one.
- **Sound-activated recording (in the Transport menu [Alt-r])**
  - Start recording without having to press the button.

Audacity Timer Record

Start Date and Time

11/ 3/2017

18 h 28 m 03 s

End Date and Time

11/ 3/2017

18 h 29 m 02 s

Duration

00 days 00 h 00 m 59 s

OK   Cancel

MORE PLAYBACK TOOLS

- Use the Play at-Speed slider on the right of the toolbar to adjust the playback speed.
  - Move the slider to where you want it, then click the play button next to it.

- Loop Play (SPACE)
  - Play the selection or project in an infinite loop until you press Space.
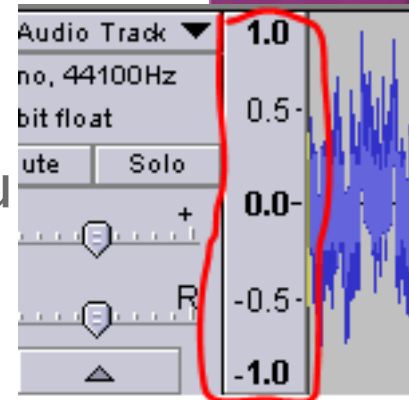
MORE TOOLS

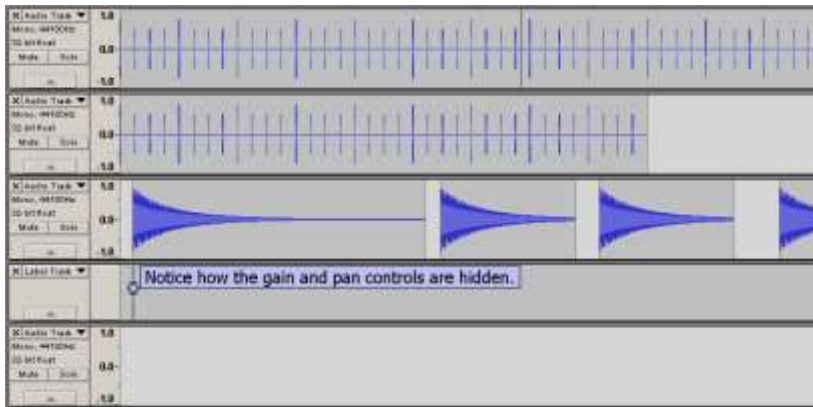- If you want to move to the start or end of a project, use the "Skip to Start/End" buttons.

- To zoom in/out on a track, you can do these. Use Shift to change zoom direction.
  - Use Ctrl-scroll wheel
  - If you want to zoom vertically, click where you want to zoom on the scale to the right of the track controls.
  - Use the Zoom Tool (f4) to zoom in any direction.

MORE TOOLS

- Fit vertically (Ctrl-F): show all of your tracks at once.

Notice how the gain and pan controls are hidden.

- Fit in window (Ctrl-f): view the start and end of tracks at the same time.