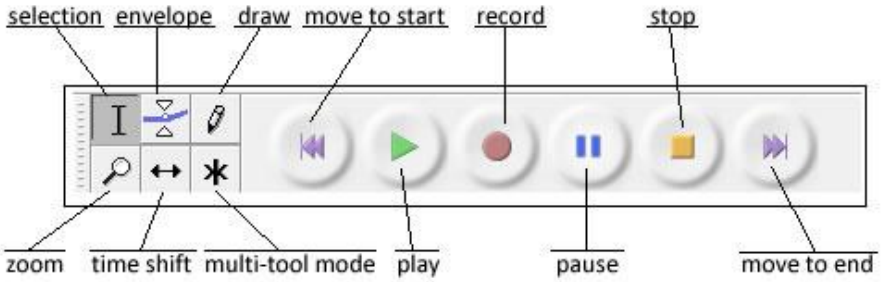
Audacity Cheat Sheet

Selected ***Menu Commands*** are used frequently in creating an audio recording. Many of the menu commands can be accessed through the menus described farther down.

File Edit View Project Generate Effect Analyze Help

File > **New**	Create a new project
File > **Save Project**	Save a project that requires further editing in Audacity format
File > **Export as MP3**	Export an Audacity project file in MP3 format
View > **Float/Dock**	Undock/dock selected Audacity toolbar
Project > **Import Audio**	Import an audio track into the current project
Project > **New Audio Track**	Add a new audio track at the bottom of the stack
Effect > **Amplify**	Change the volume of selected audio
Effect > **Change Pitch**	Change the pitch/frequency of selected audio without affecting the tempo
Effect > **Change Speed**	Change the speed by resampling; also increases the pitch
Effect > **Change Tempo**	Change the speed without affecting the pitch
Effect > **Compressor**	Compress the dynamic range of selected audio by softening the loud parts while keeping the volume of the soft parts the same
Effect > **Echo**	Repeat the selection with a decay, effecting a series of echoes
Effect > **Equalization**	Boost/reduce arbitrary frequencies
Effect > **Fade In**	Increase the volume of selected audio linearly
Effect > **Fade Out**	Decrease the volume of selected audio linearly
Effect > **Noise Removal**	Clean up extraneous noise from a recording
Effect > **Repeat**	Repeat the selection a certain number of times
Effect > **Reverse**	Reverse the selected audio so that the end of the audio is heard first and the beginning last
Help > **Content**	Access the extensive, embedded documentation

The ***Control Toolbar*** contains buttons for record/playback control and frequently used editing tools.




Click in a track to position the cursor or click and drag to select a range of audio; can be used to select multiple tracks; shift + click a new point in the track to extend the selection


Provides detailed control over how tracks fade in and out; click and drag a green control

point to a new position; click anywhere in a track to add a new control point; drag a point outside the to remove it


Draws waveforms; alt + click to smooth an area of audio; ctrl + click & hold to edit a single sample


Allows you to zoom in and out of a specific part of the audio; click anywhere in an audio track to zoom and right-click or shift + click to zoom out


Click and drag to change the position of tracks relative to each other in time


Lets you perform multiple editing actions with your mouse


Places the cursor at the start of the project; shift + click expand the current selection to the start of the project


Press to listen to the audio in the current project; playback begins at the current cursor position; if audio is selected, only this audio will play

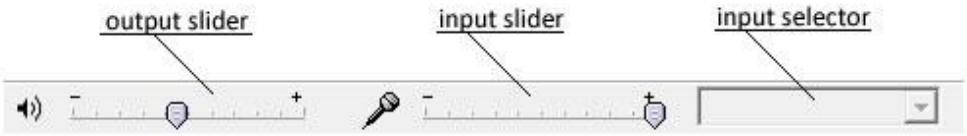

Records a new track from the input device (e.g., microphone)


Pauses recording and playback; click again to unpause.


Stops playback immediately (as does pressing the spacebar)

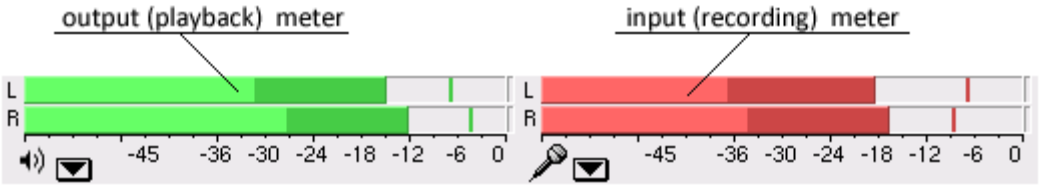

Places the cursor to the end of the project; shift + click expand the current selection to the start of the project

The ***Mixer Toolbar*** controls sliders that control the mixer settings of the system soundcard.

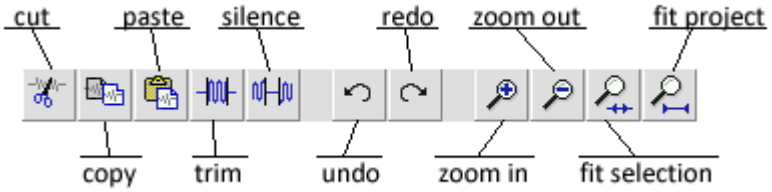


Output Slider	Control the output volume
Input Slider	Control the input volume
Input Selector	Choose the input device (e.g., microphone, line in, audio CD, etc.)

The ***Meter Toolbar*** is used to monitor audio input and output levels. It is used to make sure that the loudest volume is as loud as possible (for maximum fidelity) without clipping or distorting it (clipping occurs when the audio is too loud. Each meter shows two bars. For stereo, the top bar shows the left channel and the bottom bar the right channel. The left end of the meter is silence; the right end is the point at which the audio is clipped. The brightest part of the bar shows the average audio level; the darker part shows the peak audio level.



The ***Edit Toolbar*** provides one click access to menu commands.



 Cut

 Copy

 Paste

 Trim audio <u>outside</u> the selection

 Silence <u>selected</u> audio

 Undo

 Redo

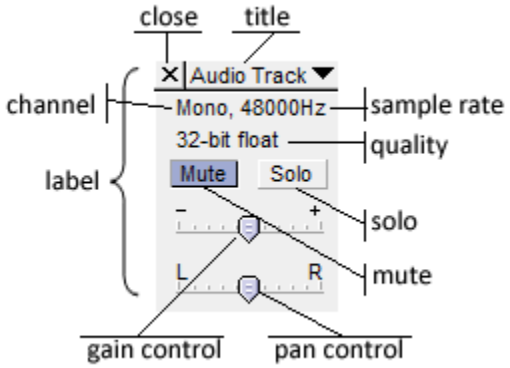
 Zoom in

 Zoom out

 Fit selection in window

 Fit project in window

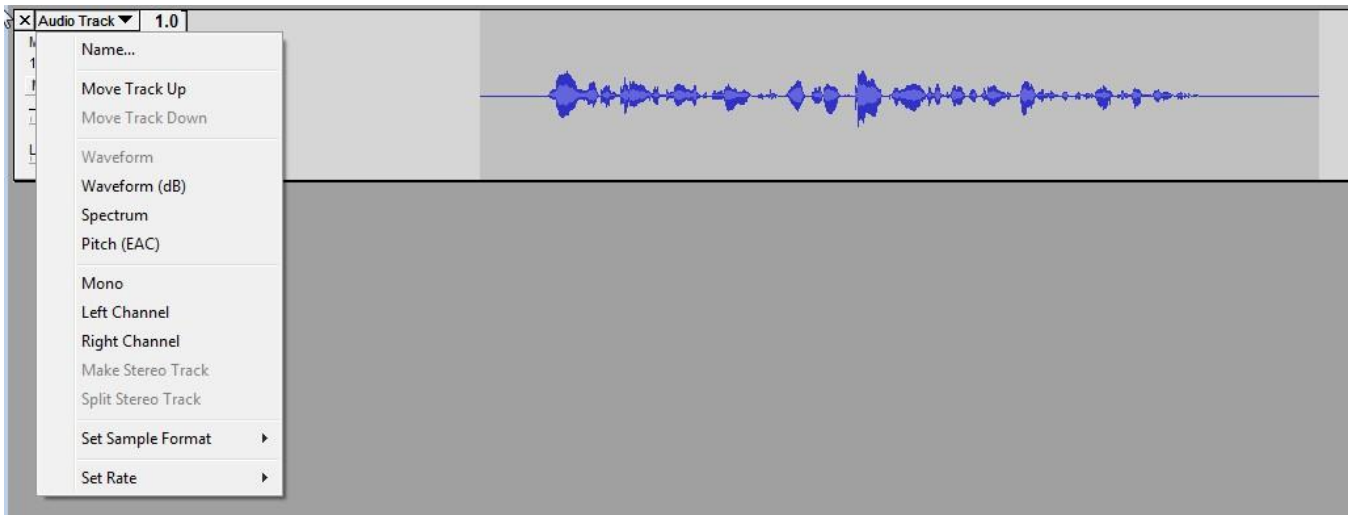
A ***Track Control Panel*** appears to the left of each audio track.



Label	Refers to the entire panel. Click anywhere outside the buttons and

	controls to select the entire track; shift+Click to add/remove the track from the selection; click and drag to reposition the track in the stack
Close	Delete the track
Title	Click the title to open the Track Menu (see below);
Channel	Left, right, mono, stereo
Sample Rate	44100 Hz recommended
Quality	32-bit float recommended
Mute	Stop the track from audibly playing
Solo	Play only this track
Gain Control	Control the relative volume of the track
Pan Control	Control the balance between left and right speakers

The ***Track Menu*** appears when you click in a track's title and provides access to commands specific to individual tracks.



Name	Change the name of the track
Move Track Up/Down	Move the track up or down in the track stack
Waveform	Display the track as a waveform (default audio visualization)
Waveform (dB)	Similar to waveform, but on a logarithmic scale
Spectrum	Display the track as a spectrogram
Pitch	Highlight the contour of the fundamental frequency (musical pitch)
Mono	Create a mono track played out of one speaker or out of the left and right speakers equally
Left Channel/Right Channel	Play this track out of the specified channel
Make Stereo Track	Join this track to the one below to create a single stereo track
Split Stereo Track	Break a stereo track into two separate, editable tracks
Set Sample Format	Set the quality of the audio (16-bit minimum, 32-bit float recommended)
Set Rate	Set the number of samples per second (44100 Hz recommended)