

























Audacity Quick Reference Guide

The Toolbars

Each of the four Toolbars contains a series of icons or buttons that perform a specific action when selected.

Editing Tools:	
	Selection Tool lets users highlight a section of the waveform which can then be manipulated.
	Envelope Tool adjusts the sound intensity (e.g. increase or decrease the volume).
	Draw Tool allows the user to manipulate individual points on the waveform (note: selection must be fully magnified, or zoomed in).
	Zoom Tool magnifies the selected region of the waveform.
	Timeshift Tool allows the user to move the waveform along a timeline thereby adjusting its starting point.
	Multi-Tool activates each of these tools based on the location of the cursor and which keys are depressed. This saves the user from having to leave the waveform to select each tool every time an edit is desired.

Audio Control Buttons	
	Skip to Start icon resets the cursor to the beginning of the timeline.
	Play button starts the playback of audio beginning where the cursor is located on the timeline.
	Loop icon is activated by depressing the Shift key on your keyboard. This will allow the selection to continuously repeat until otherwise stopped.
	Record button inserts a new track at the current cursor position and commences recording the audio.
	Pause icon ceases the playback or recording process when depressed.
	Stop button terminates the playback or recording process.
	Skip to End icon positions the cursor at the end of the final track.

Edit Toolbar		
		Cut removes the selection and places it in the clipboard.
		Copy duplicates the selection storing it in the clipboard.
		Paste appends or inserts the Cut or Copied selection to either a new track or just after the cursor.
		Trim Outside Selection removes any component of the waveform that is not selected.
		Silence Selection discards any content within a selection and replaces it with silence.
		Undo discards the previous action.
		Redo repeats the previous action.
		Zoom In magnifies the selected area of the waveform.
		Zoom Out reduces the selected area of the waveform.
		Fit Selection in Window adjusts the highlighted area of the waveform so that it is within the viewable area of the workspace.
		Fit Project in Window adjusts the waveform so that it is within the viewable area of the workspace.