



favourite
Audacity
shortcuts

by Katie Wardrobe

www.midnightmusic.com.au

Music technology workshops and
online courses for teachers

Welcome!

I've always enjoyed the simplicity of the free audio recording and editing program Audacity. It's my go-to tool for many tasks, especially things like recording voice-overs for tutorial videos, removing a verse and chorus from a song, taking lyrics out of a recording and adding fade-ins and fade-outs with a click or two.

Audacity is ideal for recording student compositions and performances, digital storytelling with funny voices and sound effects and editing existing audio recordings.



Following is the list of my favourite, most commonly-used shortcuts for Audacity 2.0.

Katie Wardrobe
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Downloading Audacity

You can download the latest version of Audacity for free from <http://audacity.sourceforge.net>

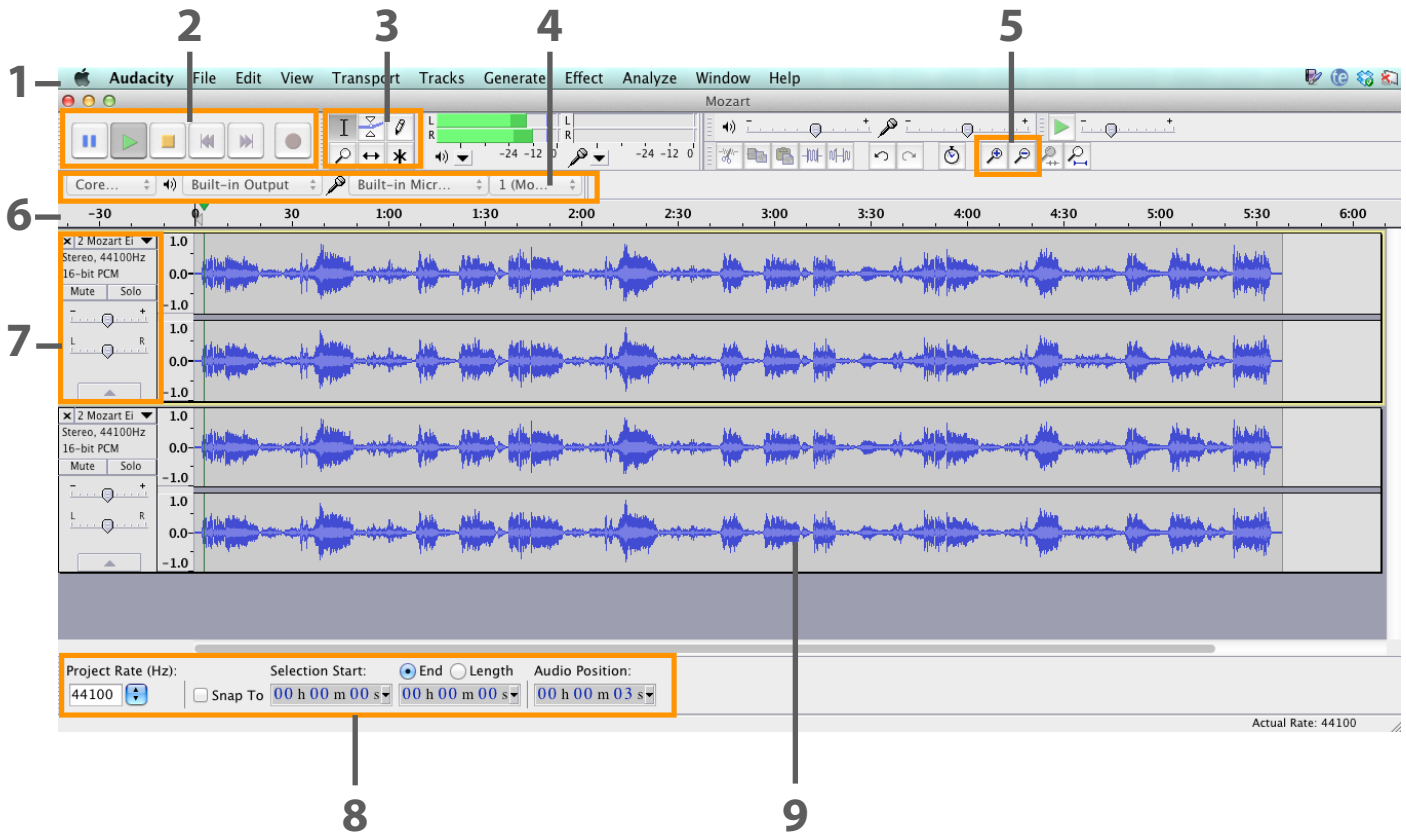
About Midnight Music

Katie Wardrobe offers **hands-on training** and **online courses** through her business Midnight Music. She is an expert trainer and offers a range of courses including:

- Amazing Audacity: Simple Recording and Audio Editing
- iPads in Music Education
- Interactive Whiteboards in Your Music Classroom
- Sibelius Basics
- Sibelius Advanced
- Sibelius: Scanning and Importing MIDI files
- Sibelius Projects for Students: Using Sibelius in Your Classroom
- Acid Music Studio
- GarageBand
- Mixcraft
- Free music technology resources
- Make Your Own Website - for Music Teachers and Performers
- Much more!

For more information about face-to-face training and online courses, visit www.midnightmusic.com.au

The Audacity Screen



- | | | | |
|---|-------------------|---|---------------------|
| 1 | Menu bar | 6 | Timeline |
| 2 | Transport toolbar | 7 | Track control panel |
| 3 | Tools | 8 | Selection toolbar |
| 4 | Device toolbar | 9 | Wave form |
| 5 | Zoom in and out | | |

Favourite Audacity Shortcuts

Mac & Windows Conventions

Mac Symbol	Mac Name	Windows Equivalent
⌘	Command	Ctrl (Control)
⇧	Shift	Shift
⌥	Option	Alt
↵	Return	Return (on main keyboard)
	Enter	Enter (on numeric keypad)

Action	Shortcut
Playback (Transport)	
Start playback	Space bar
Stop playback	Space bar
Listen to a selection	Space bar
Play up to selection	B
Record	R
Append record (add recording to the end of the current track)	Shift+R
Pause	P
Skip to start - move playback cursor to beginning	Home
Skip to end - move playback cursor to end	End
Move playback cursor a little right/left (while stopped)	Right/left arrow
Loop play - play selection over and over	Shift+space
Preview a cut - play 1 second before and after a selection	C
Skip playback cursor back one second during playback	Left arrow
Skip playback cursor forward one second during playback	Right arrow
Skip playback cursor back 15 seconds during playback	Shift+Left arrow
Skip playback cursor forward 15 seconds during playback	Shift+Right arrow

Viewing your project

Zoom in to see more detail	Ctrl+1 (⌘1)
Zoom out to see less detail	Ctrl+3 (⌘3)
Zoom normal	Ctrl+2 (⌘2)
Fit vertically - fit all tracks into the project window	Ctrl+Shift+F (⇧ ⌘F)
Zoom to selection - show selection in more detail	Ctrl+E (⌘E)

Selecting

Select some of the audio on a single track #1	Click and drag mouse over blue wave file
Select some of the audio on a single track #2	Click on audio, then press Shift+Right/Left arrow
Select all audio on a track	Click on track label (but not on a button or slider)
Select an entire clip	Double-click in the clip
Select all audio in all tracks	Ctrl+A (⌘A)
Select audio from the track start up to the playback cursor	Shift+J
Select audio from the playback cursor to the track end	Shift+K
Extend your current selection into all tracks in the project	Ctrl+Shift+K (⇧ ⌘K)
Select audio during playback	[and then]
Extend or contract a selected area	Hover mouse at inside edge of selection, then click and drag the hand left/right
Extend a selected area at the left end	Shift+Left arrow
Extend a selected area at the right end	Shift+Right arrow
Contract a selected area at the left end	Ctrl+Shift+Right arrow (⇧ ⌘Right arrow)
Contract a selected area at the right end	Ctrl+Shift+Left arrow (⇧ ⌘Left arrow)
De-select everything	Ctrl+Shift+A (⇧ ⌘A)

Editing

Undo last action	Ctrl+Z (⌘Z)
Copy selected audio	Ctrl+C (⌘C)
Paste audio	Ctrl+V (⌘V)
Cut (copy the selection, remove it and close the gap)	Ctrl+X (⌘X)
Split cut (copy the selection, remove it and leave the gap)	Ctrl+Alt+X (⌘ ⌘X)
Trim (remove everything either side of the selection)	Ctrl+T (⌘T)
Delete (remove the selection, close the gap – without copying)	Delete
Split Delete (remove the selection, leave the gap – without copying)	Ctrl+Alt+K (⌘ ⌘K)
Silence audio (replaces the selection with silence)	Ctrl+L (⌘L)
Split (splits a track at the playback cursor)	Ctrl+I (⌘I)
Split new (splits a track at the playback cursor and moves the second half to a new track)	Ctrl+Alt+I (⌘ ⌘I)
Join clips	Ctrl+J (⌘J)
Repeat last Effect (repeats the last used Effect)	Ctrl+R (⌘R)