

Menu steps or keyboard shortcuts for some of the most common actions in Audacity v. 3.6.x

For most actions, there are multiple ways to implement them. I listed the ones I thought simplest or most convenient. For full info, you can check out the Audacity documentation/help.

Audio setup

Click the button near the top middle of the main window to set recording (input) and playback devices.

Basic navigation

A clip is a continuous “chunk” of track audio. Each clip has its own “box” in the visual interface.

Click-drag to select a region of audio within a clip

Click the clip name bar (just above a clip’s waveform) to select the clip

—It is a good idea to give each clip a useful, intuitive name: double-click in the name bar to do this.

Selecting and deleting a region or clip will remove that audio and automatically shift all the following audio in that track to the left.

To play, use transport controls at top left, or hit spacebar

Positioning and clicking the cursor anywhere **within a track** sets the point where playback will begin

Cursor position defines where clipboard contents will be pasted

Clicking the cursor in the project **timeline** (just above the top track) will begin playback at that point

Click-dragging in the project ruler will create an endless playback loop.

You might do this unintentionally! To delete the loop, control-click in the timeline and select **Clear Loop**. To disable looping while preserving the loop points, click the looping button (just to the right of the transport controls).



Split audio into clips

Position the cursor and type **command-I** to slice the audio at cursor point

Click-drag over an area of audio and type **command-I** to create a clip of that region

Click-drag over an area of audio and type **option-command-I** to create a clip and move it to a new track

Move audio clips

Click top area of clip (just above the waveform) and drag left or right, or to a new track

Create new mono audio track

command-shift-N (for some reason, this shortcut is not working in our tech lab)

Track actions. In the track header (the area just to the left of the waveform) you can:

Rename the track (click on the “...” in the top right corner)

Mute or Solo a track (note: you cannot mute individual clips independently)

Increase or decrease the gain (track volume)

Adjust panning (L/R) in the stereo field

Add track effects (more on this below under **Effects**)

Copy-Paste

Command-C to copy a selected region, clip, or track

Command-V to paste at the cursor point

Loop

To set and audition a loop:

Method 1: Click-drag over a region of audio, or click an entire clip, then click the looping button:



Then hit the spacebar to play.

Method 2: Set the loop region by clicking and dragging in the timeline, then, with the looping button enabled, click in the defined loop area of the timeline.

To clear a timeline loop: right-click (control-click) in the timeline and select **Clear Loop**

Note: you must clear any existing playback loop in order to define a new one.

To create a loop for playback:

Select the desired audio region or clip, then choose **Effect > Repeat**

To cross-fade between clips

The two clips must be adjacent in the same track. Drag-select over an (approximately) equal amount of each clip, then choose **Effect > Crossfade Clips** (you may have to scroll down; the menu is alphabetically ordered but divided into two lists). Note that this overlaps the clips, shortening their total duration.

Trim audio clip

Click-drag the right or left endpoint of the clip **near the top** (name area) of the clip. Note that the audio information is still present: it is just invisible and muted—i.e. you can restore the clip to its former length.

Time-shift audio clip (change duration without changing pitch)

Option-click-drag the right or left endpoint of the clip

Pitch-shift audio clip or region (change pitch without changing duration)

Select the clip or region, then choose **Effect > Change pitch...** OR select and type command-shift-P

Effects: Real-time (track effects, non-destructive)

Click the **Effects** button in the track header, then the **Add effect** button, and select an effect from the list.

The effect button changes to the effect you chose; click it to adjust parameters and preview the result.

You can apply multiple effects to the same track.

Effects can be activated or muted by clicking the  icon.

Applying too many effects to many tracks may tax your computer and interfere with performance.

Effects: Rendered (destructive)

Select a clip or region, then choose from the **Effect** menu.

You can preview before applying, and (as with any action) you can always undo via **command-Z**.

However, applying rendered effects is called **destructive** editing because once performed, the original audio is overwritten—unlike with real-time effects, which can be switched on or off, or deleted.

Labeling tracks

Apply labels to regions, clips by selecting and clicking command-B. A label will be created in a separate label track. Type to create your label text.

IMPORTANT NOTE: By default, all labels are written to a **single** label track at the bottom of the track window. In order to assign separate label tracks to specific audio tracks, you need to select **Tracks > Add New > Label Track**, then move the newly created label track (by clicking and dragging its track header) just beneath the audio track you want to pair it with. (This is not clearly explained in the documentation.)