Audacity Audio editor shortcuts

START HERE

Space
Play / stop

Ctrl + T
Trim to selection

R
Record

Ctrl + Z
Undo

Ctrl + I
Split clip

Ctrl + S
Save project

Ctrl + K
Delete selection

Ctrl + Shift + E
Export audio

Project one .aup3 file
Track mono or stereo lane
Clip movable piece of audio

CONCEPTS

> Shortcuts are the Windows and Linux defaults. On macOS read Ctrl as Cmd and Alt as Option; Preferences is Cmd+, and Add Label at Playback Position is Cmd+.

> Any shortcut can be rebound in Preferences > Keyboard; a Full shortcut set binds more commands than the Standard one.

> Saving a project (.aup3) keeps all tracks and edits; Export Audio renders a final file such as WAV or MP3 and does not.

TRANSPORT

Space Play / stop

R Record

P Pause

Shift + Space
Play once / stop

X Play / stop and set cursor

Shift + R
Record on a new track

Shift + D
Punch and roll record

Shift + T Timer record

L Loop play on / off

Shift + L Set loop to selection

Shift + Alt + L Clear loop

B Play to selection

C Play cut preview
Plays around a cut without making it.

Left / Right
Seek short during playback

Shift + Left / Shift + Right
Seek long during playback

CURSOR AND SELECTION

Ctrl + A Select all

Ctrl + Shift + A Select none

Home Cursor to project start

End Cursor to project end

CURSOR AND SELECTION (cont.)

J Cursor to track start

K Cursor to track end

Shift + J
Select track start to cursor

Shift + K
Select cursor to track end

Shift + Home
Extend selection to start

Shift + End
Extend selection to end

Shift + Arrows
Extend selection with arrows

Ctrl + Shift + Left / Ctrl + Shift + Right
Contract selection

[
Select left at playback position

]
Select right at playback position

, / .
Cursor short jump left / right

Z
Snap selection to zero crossings
Avoids clicks at cut points.

Ctrl + Shift + K
Select in all tracks

Alt + , / Alt + .
Select previous / next clip

EDITING

Ctrl + Z Undo

Ctrl + Y Redo

Ctrl + X Cut

Ctrl + C Copy

Ctrl + V Paste

Ctrl + K Delete selection

Ctrl + T
Trim audio outside selection

Ctrl + L Silence selection

Ctrl + D Duplicate

Ctrl + Alt + X
Cut and leave gap

Ctrl + Alt + K
Delete and leave gap

EDITING (cont.)

Ctrl + I Split clip at cursor

Ctrl + Alt + I
Split into new track

Ctrl + J Join clips

Ctrl + R Repeat last effect

Backspace / Delete
Delete selection (key)

VIEW AND ZOOM

Ctrl + 1 Zoom in

Ctrl + 3 Zoom out

Ctrl + 2 Zoom to normal

Ctrl + E Zoom to selection

Shift + Z
Toggle zoom presets

Ctrl + F
Fit project to window width

Ctrl + Shift + F
Fit tracks to window height

Ctrl + Shift + C
Collapse all tracks

Ctrl + Shift + X
Expand collapsed tracks

Ctrl + [/ Ctrl +]
Skip to selection start / end

TOOLS

F1 Selection tool

F2 Envelope tool

F3 Draw tool

F6 Multi tool

TRACKS AND FOCUS

Up / Down
Move focus to previous / next track

Shift + M
Open menu of focused track

Shift + U
Mute / unmute focused track

Shift + S
Solo / unsolo focused track

Shift + G
Change gain of focused track

Ctrl + U Mute all tracks

TRACKS AND FOCUS (cont.)

Ctrl + Shift + U
Unmute all tracks

Ctrl + Shift + N
Add new mono track

Ctrl + Shift + M
Mix and render to new track

LABELS

Ctrl + B Add label at selection

Ctrl + M
Add label at playback position
Handy for marking spots while listening.

PROJECT AND FILES

Ctrl + N New project window

Ctrl + O Open

Ctrl + S Save project

Ctrl + Shift + E Export audio

Ctrl + Shift + I Import audio

Ctrl + W Close project

Ctrl + Q Quit

Ctrl + P Preferences

RECIPES

Cut a section out

```
# select with F1 drag, or
Shift+J / Shift+K
Z        # snap to zero
crossings
Ctrl+K   # delete, later audio
shifts left
Ctrl+Z   # undo if it clicks
```

Trim a recording to the good part

```
# drag over the keeper
Z
Ctrl+T   # trim away the rest
Ctrl+Shift+E   # export
```

Mark and edit later

```
Space    # play
Ctrl+M   # drop a label at each
spot
Alt+Right   # jump to next label
Ctrl+I   # split there
```

Loop-check an edit

```
# select the area
Shift+L   # set loop to
selection
L        # loop play
Ctrl+R   # repeat last effect,
listen again
```