Audacity Audio editor shortcuts

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.

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

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 + T Timer record

L Loop play on / off

Shift + L Set loop to selection

C Play cut preview

Left / Right
Seek short during playback

CURSOR AND SELECTION

Ctrl + A Select all

Ctrl + Shift + A Select none

Home Cursor to project start

End Cursor to project end

J Cursor to track start

K Cursor to track end

CURSOR AND SELECTION (cont.)

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

Z
Snap selection to zero crossings

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

Ctrl + I Split clip at cursor

Ctrl + J Join clips

Ctrl + R Repeat last effect

VIEW AND ZOOM

Ctrl + 1 Zoom in

Ctrl + 3 Zoom out

Ctrl + 2 Zoom to normal

Ctrl + E Zoom to selection

Ctrl + F
Fit project to window width

VIEW AND ZOOM (cont.)

Ctrl + Shift + F
Fit tracks to window height

TOOLS

F1 Selection tool

F2 Envelope tool

F3 Draw 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

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

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 + P Preferences