Audacity Audio editor shortcuts

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

TRANSPORT (cont.)

Shift + **R**
Record on a new track

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

Shift + **J**
Select track start to cursor

Shift + **K**
Select cursor to track end

CURSOR AND SELECTION (cont.)

Shift + **Home**
Extend selection to start

Shift + **End**
Extend selection to end

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 + **I** Split clip at cursor

Ctrl + **J** Join clips

EDITING (cont.)

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

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

TRACKS AND FOCUS (cont.)

Shift + **M**
Open menu of focused track

Shift + **U**
Mute / unmute focused track

Shift + **S**
Solo / unsolo focused 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