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

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

CURSOR AND SELECTION (cont.)

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

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

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

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

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