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

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

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

Ctrl + **I** Split clip at cursor

Ctrl + **Alt** + **I**
Split into new track

Ctrl + **J** Join clips

Ctrl + **R** Repeat last effect

EDITING (cont.)

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

F11 Full screen

Page › **Up** / **Page** › **Down**
Scroll horizontally

TOOLS

F1 Selection tool

F2 Envelope tool

F3 Draw tool

F4 Zoom tool

F6 Multi tool

TRACKS AND FOCUS

Up / **Down**
Move focus to previous / next track

Shift + **Up** / **Shift** + **Down**
Move focus and select track

Return
Toggle selection of focused 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.

Alt + **Left** / **Alt** + **Right**
Move to previous / next label

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
```