Audacity Audio editor shortcuts

START HERE

- **Space** Play / stop
- **R** Record
- **Ctrl** + **I** Split clip
- **Ctrl** + **K** Delete selection
- **Ctrl** + **T** Trim to selection
- **Ctrl** + **Z** Undo
- **Ctrl** + **S** Save project
- **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
```