



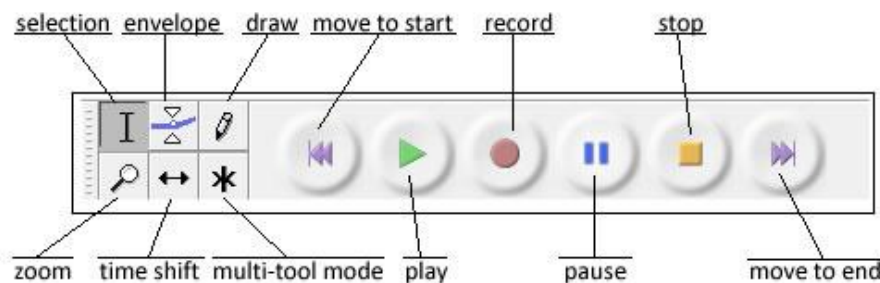
## Audacity Cheat Sheet

Selected **Menu Commands** are used frequently in creating an audio recording. Many of the menu commands can be accessed through the menus described farther down.

File Edit View Project Generate Effect Analyze Help

|                                     |                                                                                                                              |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>File &gt; New</b>                | Create a new project                                                                                                         |
| <b>File &gt; Save Project</b>       | Save a project that requires further editing in Audacity format                                                              |
| <b>File &gt; Export as MP3</b>      | Export an Audacity project file in MP3 format                                                                                |
| <b>View &gt; Float/Dock</b>         | Undock/dock selected Audacity toolbar                                                                                        |
| <b>Project &gt; Import Audio</b>    | Import an audio track into the current project                                                                               |
| <b>Project &gt; New Audio Track</b> | Add a new audio track at the bottom of the stack                                                                             |
| <b>Effect &gt; Amplify</b>          | Change the volume of selected audio                                                                                          |
| <b>Effect &gt; Change Pitch</b>     | Change the pitch/frequency of selected audio without affecting the tempo                                                     |
| <b>Effect &gt; Change Speed</b>     | Change the speed by resampling; also increases the pitch                                                                     |
| <b>Effect &gt; Change Tempo</b>     | Change the speed without affecting the pitch                                                                                 |
| <b>Effect &gt; Compressor</b>       | Compress the dynamic range of selected audio by softening the loud parts while keeping the volume of the soft parts the same |
| <b>Effect &gt; Echo</b>             | Repeat the selection with a decay, effecting a series of echoes                                                              |
| <b>Effect &gt; Equalization</b>     | Boost/reduce arbitrary frequencies                                                                                           |
| <b>Effect &gt; Fade In</b>          | Increase the volume of selected audio linearly                                                                               |
| <b>Effect &gt; Fade Out</b>         | Decrease the volume of selected audio linearly                                                                               |
| <b>Effect &gt; Noise Removal</b>    | Clean up extraneous noise from a recording                                                                                   |
| <b>Effect &gt; Repeat</b>           | Repeat the selection a certain number of times                                                                               |
| <b>Effect &gt; Reverse</b>          | Reverse the selected audio so that the end of the audio is heard first and the beginning last                                |
| <b>Help &gt; Content</b>            | Access the extensive, embedded documentation                                                                                 |

The **Control Toolbar** contains buttons for record/playback control and frequently used editing tools.



Click in a track to position the cursor or click and drag to select a range of audio; can be used to select multiple tracks; shift + click a new point in the track to extend the selection



Provides detailed control over how tracks fade in and out; click and drag a green control

point to a new position; click anywhere in a track to add a new control point; drag a point outside the to remove it



Draws waveforms; alt + click to smooth an area of audio; ctrl + click & hold to edit a single sample



Allows you to zoom in and out of a specific part of the audio; click anywhere in an audio track to zoom and right-click or shift + click to zoom out



Click and drag to change the position of tracks relative to each other in time



Lets you perform multiple editing actions with your mouse



Places the cursor at the start of the project; shift + click expand the current selection to the start of the project



Press to listen to the audio in the current project; playback begins at the current cursor position; if audio is selected, only this audio will play



Records a new track from the input device (e.g., microphone)



Pauses recording and playback; click again to unpause.

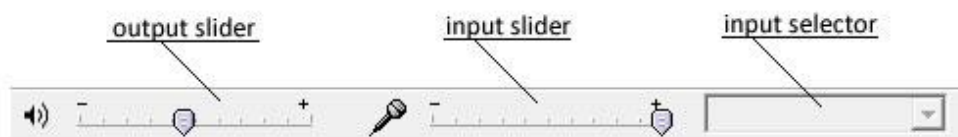


Stops playback immediately (as does pressing the spacebar)



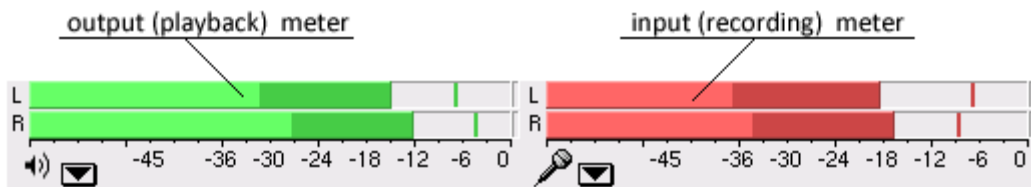
Places the cursor to the end of the project; shift + click expand the current selection to the start of the project

The **Mixer Toolbar** controls sliders that control the mixer settings of the system soundcard.

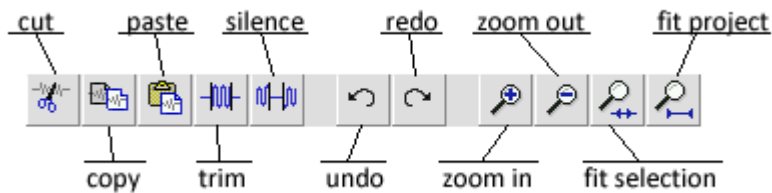













|                |                                                                     |
|----------------|---------------------------------------------------------------------|
| Output Slider  | Control the output volume                                           |
| Input Slider   | Control the input volume                                            |
| Input Selector | Choose the input device (e.g., microphone, line in, audio CD, etc.) |

The **Meter Toolbar** is used to monitor audio input and output levels. It is used to make sure that the loudest volume is as loud as possible (for maximum fidelity) without clipping or distorting it (clipping occurs when the audio is too loud. Each meter shows two bars. For stereo, the top bar shows the left channel and the bottom bar the right channel. The left end of the meter is silence; the right end is the point at which the audio is clipped. The brightest part of the bar shows the average audio level; the darker part shows the peak audio level.

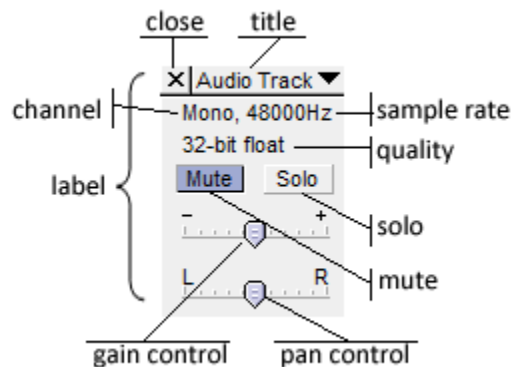


The **Edit Toolbar** provides one click access to menu commands.



-  Cut
-  Copy
-  Paste
-  Trim audio outside the selection
-  Silence selected audio
-  Undo
-  Redo
-  Zoom in
-  Zoom out
-  Fit selection in window
-  Fit project in window

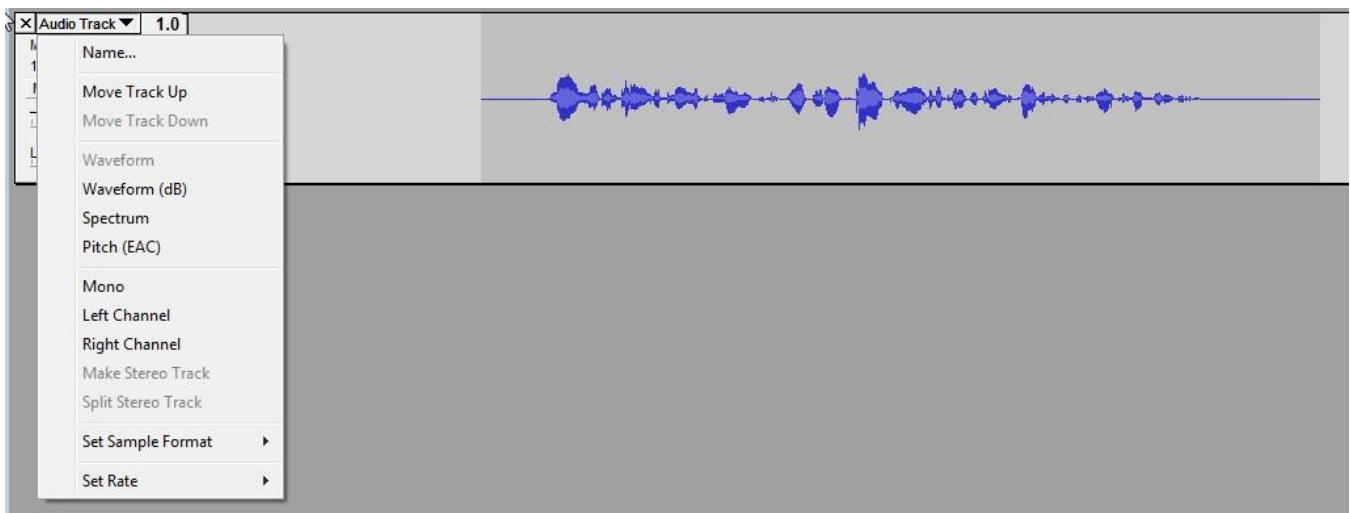
A **Track Control Panel** appears to the left of each audio track.



|       |                                                                    |
|-------|--------------------------------------------------------------------|
| Label | Refers to the entire panel. Click anywhere outside the buttons and |
|-------|--------------------------------------------------------------------|

|              |                                                                                                                                                  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|              | controls to select the entire track; shift+Click to add/remove the track from the selection; click and drag to reposition the track in the stack |
| Close        | Delete the track                                                                                                                                 |
| Title        | Click the title to open the Track Menu (see below);                                                                                              |
| Channel      | Left, right, mono, stereo                                                                                                                        |
| Sample Rate  | 44100 Hz recommended                                                                                                                             |
| Quality      | 32-bit float recommended                                                                                                                         |
| Mute         | Stop the track from audibly playing                                                                                                              |
| Solo         | Play only this track                                                                                                                             |
| Gain Control | Control the relative volume of the track                                                                                                         |
| Pan Control  | Control the balance between left and right speakers                                                                                              |

The **Track Menu** appears when you click in a track's title and provides access to commands specific to individual tracks.



|                            |                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------|
| Name                       | Change the name of the track                                                                |
| Move Track Up/Down         | Move the track up or down in the track stack                                                |
| Waveform                   | Display the track as a waveform (default audio visualization)                               |
| Waveform (dB)              | Similar to waveform, but on a logarithmic scale                                             |
| Spectrum                   | Display the track as a spectrogram                                                          |
| Pitch                      | Highlight the contour of the fundamental frequency (musical pitch)                          |
| Mono                       | Create a mono track played out of one speaker or out of the left and right speakers equally |
| Left Channel/Right Channel | Play this track out of the specified channel                                                |
| Make Stereo Track          | Join this track to the one below to create a single stereo track                            |
| Split Stereo Track         | Break a stereo track into two separate, editable tracks                                     |
| Set Sample Format          | Set the quality of the audio (16-bit minimum, 32-bit float recommended)                     |
| Set Rate                   | Set the number of samples per second (44100 Hz recommended)                                 |