

# Audacity cheat sheet

## Importing audio

Menu > File > Import > Audio...

You can also drag-and-drop clips

*Note:* Ensure that you have copied your audio on to your computer. Linking Audacity to the files that are still on your recorder can cause problems. Audacity will only accept certain file types: MP3, WAV, AIF. If you have an M4A or WMA file, you can use the Apple Music app to convert to mp3, or visit and <https://www.veed.io/convert/m4a-to-mp3> and convert to MP3

## Saving your project

Menu > File > Save Project

*Note:* Saving your project will generate an .aup3 file. You'll need this to continue working on your project. To share or post your audio, you should export to mp3.

## Saving an mp3

Menu > File > Export as MP3

*Note:* If you do not wish to export an entire project, you may select an excerpt and then use Export Selected Audio.

You'll be prompted to add metadata. This isn't necessary, but it can be helpful for the listener to see information about the sound file they're listening to.

## Recommended archiving

For all of your audio projects you should end up with three archived files:

- 1 The original, unmodified audio
- 2 The edited Audacity project (.aup3 file)
- 3 The final version of your work in mp3

## Effects

The most commonly used effects are fade in/out and amplify.

*Note:* The number of dBs generated for amplification is the maximum your clip can be amplified without clipping. If you wish to go above this, check the All clipping box. However, beware of clipping-related distortion that may happen as a result.

## One last thing

You will not be able to edit if your project is paused. Hit the stop button and you'll be able to modify it.

## Additional help

Audacity Support: <https://support.audacityteam.org>

Command+N	New Project	<b>File Commands</b>
Command+O	Open Project	
Command+W	Close Project	
Command+S	Save Project	

F1	Selection Tool	<b>Editing Tools</b>
F2	Envelope Tool	
F3	Draw Tool	
F6	Multi Tool	

Command+Z	Undo	<b>Edit Commands</b>
Command+Y	Redo (Windows)	
Command+Shft+Z	Redo (Mac/Unix)	
Command+X	Cut	
Command+I	Split	
Command+C	Copy	
Command+V	Paste	
Command+K (or Delete)	Delete	
Command+L	Silence	
Command+D	Duplicate	
Command+A	Select All	

Space	Play/Stop	<b>Navigation, Playback &amp; Recording</b>
P	Pause	
R	Record	
B	Play From Cursor To Selection	
Command+1	Zoom In	
Command+2	Zoom Normal	
Command+3	Zoom Out	
Command+F	Fit In Window	
Command+Shft+F	Fit Vertically	
Command+E	Zoom To Selection	
Command+I	Cut Selection	
Command+B	Create Label	