

# Audacity cheat sheet

## Importing audio

Menu > Project > Import Audio...

*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 a WMA file, visit <http://media.io/> and convert 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 Selection As MP3. If you are doing this at home, you'll need to ensure the MP3 encoder is installed. Information can be found here:

<http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3>

## Saving your project

Menu > File > Save Project

*Note:* Saving your project will generate an .aup file and a \_data folder. Make sure to keep these together. If you intend to do any more work on your project, you'll need both of these.

## 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 (including both the .aup file and the \_data folder)
- 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 wiki: <http://wiki.audacityteam.org>

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

F1	Selection Tool	<b>Editing Tools</b>
F2	Envelope Tool	
F3	Editing Tool	
F4	Zoom Tool	
F5	Timeshift Tool	
F6	Multi Tool	
D	cycle tool forward	
A	cycle tool backward	

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

SPACE	Play/Stop	<b>Navigation, Playback &amp; Recording</b>
SHFT+SPACE or L	Loop	
P	Pause	
R	Record	
1	Preview 1 second	
B	Play From Cursor To Selection	
CTRL+1	Zoom In	
CTRL+2	Zoom Normal	
CTRL+3	Zoom Out	
CTRL+F	Fit In Window	
CTRL+SHFT+F	Fit Vertically	
CTRL+E	Zoom to Selection	
CTRL+I	Import Audio	
CTRL+B	Create Label	
CTRL+R	Repeat Last Effect	