

# 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: Recommended as a backup if switching computers.* 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

Menu > 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 "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>

*Need more time to edit? Audacity is available on all UBC Library Mac computers*



CTRL+N	New Project
CTRL+O	Open Project
CTRL+W	Close Project
CTRL+S	Save Project
CTRL+P	Preferences

## File Commands

F1	Selection Tool
F2	Envelope Tool
F3	Editing Tool
F4	Zoom Tool
F5	Timeshift Tool
F6	Multi Tool
D	cycle tool forward
A	cycle tool backward

## Editing Tools

CTRL+Z	Undo
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

## Edit Commands

SPACE	Play/Stop
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

## Navigation, Playback & Recording