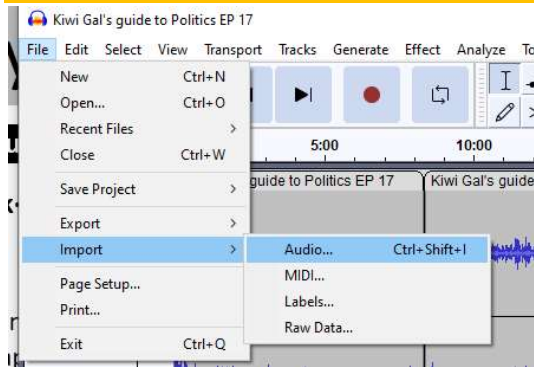


Audacity Cheat Sheet

Key processes for audio editing. For full details use the [Audacity Manual](#).

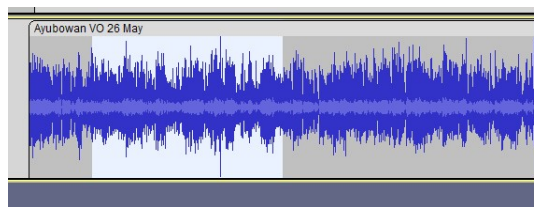
Import tracks into your workspace:



File > Import > Audio > Choose the file you want

Or use the shortcut **Ctrl + Shift + I**

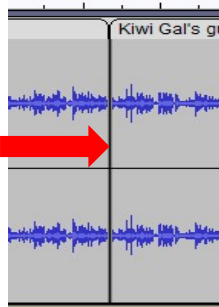
Select and Edit:



Select audio by dragging, then use processes like cut, copy and paste to rearrange the audio (see hot keys below). You can also apply an audio effect to the selected audio.


Example of a track with some audio selected - the selection is highlighted light blue

Cutting Tracks Into two parts:

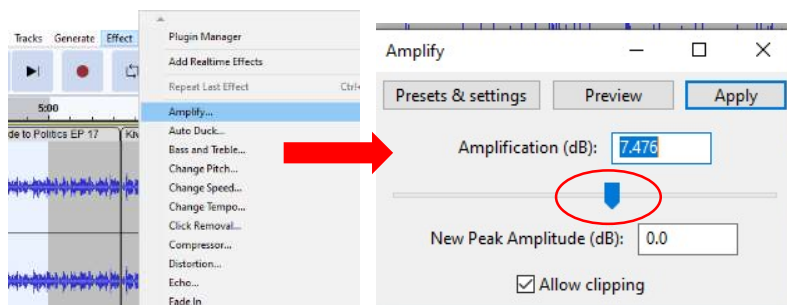


Put the cursor where you want to cut and use the shortcut **Ctrl + I**

OR select **Edit > Clip Boundaries > Split**

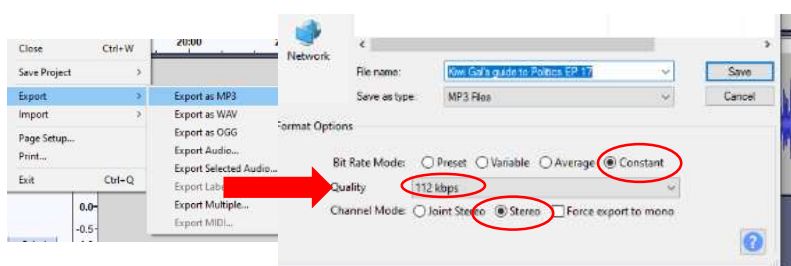
If you hover over the cut you can trim the clip when your mouse cursor becomes this shape: 

Amplify the volume of your Audio



Use Selection Tool to highlight the audio you want to make louder then select: **Effect > Amplify**. This will trigger the Amplify pop up box. You can adjust the amplification by moving the slider right (louder) or left (quieter).

Exporting your file to an MP3



Save all your editing and export your show to an MP3 ready to be uploaded.

File > Export as MP3

Bitrate: Constant

Quality: 112Kps

Chanel Mode: Stereo

Editing hints:

1. Download all your extra audio files (music and SFX) before you begin editing. Keep everything in one folder.
2. Always start at the beginning of your show and build out towards the end to avoid having to readjust your files (this can get really confusing and messy).
3. Make sure your files are overlapping so that you don't hear transitions or gaps.
4. Fade between music and VO files. Have the start of the song fade up under the end of your speaking for a professional sound. **Effects > Fade In or Fade out**

Before you export your project

1. Quickly scroll through the multitrack and see if everything looks ok. Check for gaps or obvious differences in volume levels.
2. Listen for a couple of seconds before every cut/transition to hear how they flow.

After you export your project

Is all the audio about the same volume? Are there any gaps where files weren't overlapping?

➔ Yes – All done!

➔ No – there were some gaps, and the volume was high in some places and low in other parts. That's ok ! Adjust your project and export again

File Menu Shortcuts:

Ctrl + N	New project
Ctrl + Shift + I	Import audio into current project
Ctrl + O	Open project or open audio file in a new project
Ctrl + S	Save project
Ctrl + Shift + E	Export audio

Editing Shortcuts:

CTRL + Z	Undo
CTRL + Y	Redo (Windows)
CTRL + Shift + Z	Redo (Mac/Unix)
CTRL + A	Select All
CTRL + C	Copy
CTRL + V	Insert
CTRL + D	Duplicate
CTRL + K or Delete	Delete
CTRL + L	Silence

Play
Pause
Stop

Skip to the start/end

Record

Loop:
If you press play with looping enabled, it will play the current loop region over and over until you press stop.

Speaker Volume:
This only controls the volume of your computer NOT your audio file

Delete Track

Track name:
This is one audio file ; you can have several audio files in one project

Mute Track

Solo:
Mute all other tracks

Gain:
Make all of the track louder or quieter

Pan:
How much of the sound comes out of the left or right speaker

Time:
How long your audio clip is

Selection Tool:
Highlight audio to edit, delete or move

Cut audio tracks
Put the cursor where you want to cut & press: Ctrl + I

Slider:
Drag this to move through your project tracks

