

Keyboard Shortcuts for Audacity (Mac)

PROJECT	
New project	Cmd-N
Open project	Cmd-O
Save project	Cmd-S
Close project	Cmd-W
Import audio	Cmd-I
Export audio	Cmd-Shift-E
Export multiple	Cmd-Shift-L

VIEWING	
Zoom in	Cmd-1
Zoom normal	Cmd-2
Zoom out	Cmd-3
Zoom to selection	Cmd-E
Fit all in window	Cmd-F
Fit vertically in window	Cmd-Shift-F

RECORDING	
Record	R
Record, appending to end of current track	Shift-R
Pause	P

NAVIGATION & PLAYBACK	
Start/stop playback	Spacebar
Play up to selection	B
Play selection repeatedly	Shift-Spacebar
Skip to start	Home
Skip to end	End
While stopped	
Skip backward 1 second	Left arrow
Skip forward 1 second	Right arrow
While playing	
Skip backward 1 second	Left arrow
Skip forward 1 second	Right arrow
Skip backward 15 seconds	Shift-Left arrow
Skip forward 15 seconds	Shift-Right arrow

TOOL SELECTION	
Selection tool	F1
Envelope tool	F2
Editing tool	F3
Zoom tool	F4
Timeshift tool	F5
Multi tool	F6
Cycle forward thru tools	D

SELECTION	
Select some audio on single track	Click and drag over blue wave file
Select all audio (1 track)	Click on track label
Select an entire clip	Double-click in the clip
Select all audio (all tracks)	Cmd-A
Select from playback cursor to track start	Shift-J
Select from playback cursor to track end	Shift-K
Select audio during playback	[and then]
Extend selection to the left	Shift-Left arrow
Extend selection to the right	Shift-Right arrow
Contract selection to the left	Cmd-Shift-Right arrow
Contract selection to the right	Cmd-Shift-Left arrow
Deselect all	Cmd-Shift-A

EDITING	
Redo	Cmd-Shift-Z
Undo	Cmd-Z
Copy selection	Cmd-C
Paste selection	Cmd-V
Cut selection (closing gap)	Cmd-X
Split cut (leaving gap)	Cmd-Alt-X
Duplicate selection to new track	Cmd-D
Trim (remove everything to the left and right of selection)	Cmd-T
Delete (closing gap)	Delete
Split delete (leaving gap)	Cmd-Alt-K
Replace selection with silence	Cmd-L
Split at playback cursor	Cmd-I
Split at playback cursor, moving second half to new track	Cmd-Alt-I
Join clips	Cmd-J
Repeat last effect	Cmd-R
Create label	Cmd-B

For Windows users, substitute Alt for Option and Control for Command

A full list of shortcuts is located at <http://tinyurl.com/p99snqe>