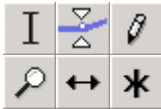


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Main Toolbar



Selection Tool

This is the main tool you use to select audio. Click in a track to position the cursor, or click and drag to select a range of audio. If you drag from one track to another, you can select multiple tracks. Extend a selection by shift-clicking a new point in the track.

Playback will always begin at the position of the selection cursor. If a range of audio is selected, only the selected range will play.

Envelope Tool

The envelope tool gives you detailed control over how tracks fade in and out, right in the main track window. When the envelope tool is selected, the amplitude envelope of each track is highlighted in a green line, with control points at the beginning and end of each track. To change a control point, click it and drag it to a new position. To add a new point, click



Cursor to Start

Places the cursor at the start of the project. SHIFT + click expands the selection to the **start** of the project.



Play Button

Press the play button to listen to the audio in your project. You can also hit the spacebar to start or stop playback. Playback begins at the current cursor position. If a region of audio is selected, only the selected region will play. To quickly play the entire project, execute [Select All](#) before playing. If there are multiple tracks going to the same channel in your project, they will be mixed automatically for playback.

anywhere in the track where there is not already a control point. To remove a point, click on it and drag it outside of the track until it disappears, then release.

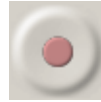
Time Shift Tool

This tool allows you to change the relative positioning of tracks relative to one another in time. To use this tool, simply click in a track and drag it to the left or right. To align two tracks together or reset their time shift back to zero, use the [Align Tracks Together](#) or [Align with Zero](#) commands.

Zoom Tool

This tool allows you to zoom in or out of a specific part of the audio. To zoom in, click anywhere in the audio. To zoom out, right-click or shift-click. If you have a middle button, you can middle-click to do the same thing as [Zoom Normal](#).

In addition, you can zoom into a region by clicking and dragging the mouse to highlight the region you want to see, then releasing the mouse button.



Record Button

Press the record button to record a new track from your computer's sound input device. Use the [Preferences](#) to configure the recording options. In particular, there is an option to record stereo or mono, and there is an option to play the other tracks while recording.

Recording always happens at the project's sample rate.



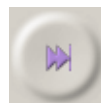
Pause Button

Will pause during playback, or during recording. Press again to unpause.



Stop Button

Press the stop button or hit the spacebar to stop playback immediately.



Cursor to End



Draw Tool

Enables the user to draw in to the actual waveforms. This is especially useful to eliminate small pops and clicks from material.
ALT + click smoothes a area of audio
CTRL + click & hold edits only one sample, no matter whether you move the mouse left or right.

Places the cursor at the end of the project.
SHIFT + click expands the selection to the **end** of the project.

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Edit Toolbar

All these tools perform the exact same function, as those accessible through the [Edit menu](#), [View menu](#) and [keyboard shortcuts](#).



Cut

Removes the selected audio data and places it on the clipboard. Only one "thing" can be on the clipboard at a time, but it may contain multiple tracks.



Copy

Copies the selected audio data to the clipboard without removing it from the project.



Paste

Inserts whatever is on the clipboard at the position of the selection cursor in the project, replacing whatever audio data is currently selected, if any.



Trim



Undo

This will undo the last editing operation you performed to your project. Audacity currently supports full unlimited undo – meaning you can undo every editing operation back to the last time the document was saved.



Redo

This will redo any editing operations that were just undone. After you perform a new editing operation, including simply resizing a track, you can no longer redo the operations that were undone.



Zoom In



Zoom Out



Zoom to Selection

Deletes everything but the selection.



Zoom to entire Project



Silence

Erases the audio data currently selected,
replacing it with silence instead of removing it
completely.

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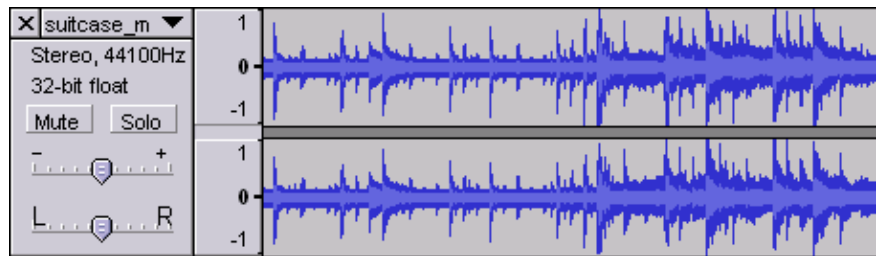
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Audio Tracks

Audio tracks contain digitally sampled sounds. In Audacity, a channels of sound is represented by one mono audio track, a two channel sound by one stereo audio track. Each audio track has a *sample rate*: common values include 8000 (telephone), 16000 (speech), 22050 (many games of recent years), 44100 (CD Audio), and 48000 (DAT).



From Audacity 1.2 on, you can specify a different sample rate for each track. You can import audio of any sample rate or bit depth and Audacity will resample and convert it to the project rate and bit depth on the fly, as well as upon Export. You can choose different sample rate conversion qualities for playback and Exporting.

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Pop-Down Menu

Name...
Move Track Up
Move Track Down
Waveform
Waveform (dB)
Spectrum
Pitch (EAC)
Mono
Left Channel
Right Channel
Make Stereo Track
Split Stereo Track
Set Sample Format ▶
Set Rate ▶

Name Edit the name of the track

Move Track Up/Down Move Track Up or Down in the display

Waveform Traditional display of audio material. It displays the amplitude of the audio over time. This is the default display mode.

Waveform (dB) Like Waveform, but logarithmic instead of linear vertical units . It displays the amplitude in dB of the audio over time.

Spectrum Displays the frequency spectrum of the audio over time.

Pitch (EAC) Tries to detect the pitch of the current audio and displays that information over time.

Mono Set playback of this single channel track on the left and right channels.

Left Channel Set playback of this single channel track on the left channel.

Right Channel Set playback of single channel track on the right channel.

Make Stereo Track The selected track and that beneath it is turned in to one stereo track.

Split Stereo Track Turn one stereo track in to two single channel

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Gain and Panning Controls



Gain (Volume)

This slider controls the track volume, or rather the overall gain of that particular track.

It's default position is in the middle, as shown in the picture to the left. This setting represents **0 dB**.

Tip: Normally the control moves in increments of 3 dB.
Hold down Shift to adjust by 1 dB at a time.



Pan

This slider set the panning position of the track in the stereo field.

It's default position is in the middle, as shown in the picture to the left.

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