



AUDACITY

UMBC QUICK GUIDE



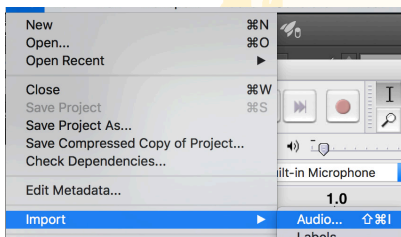
IMPORTING AUDIO

There are two methods to import audio:

Drag the audio file from its original location on the computer into the open Audacity window.

or...

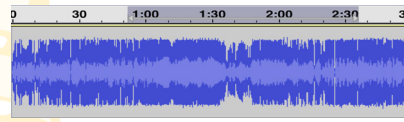
Go to the File dropdown menu, go to import, and click on audio.



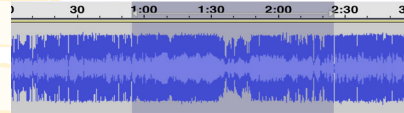
MAKING SELECTIONS

To create a selection, click and drag over the desired area of a track.

Before selection:



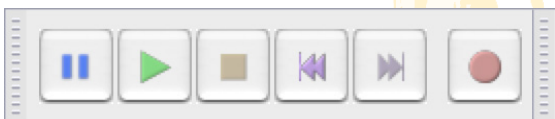
After selection:



To delete a portion of an audio track, simply select it and press the delete key. That selected area will be deleted, and the space left between will be replaced with whatever remains from the original track.

PLAYBACK

To play and/or scrub through audio in the project, use the buttons on the transport bar (below).



From right to left, the buttons are as follows:

- Pause
- Play
- Stop
- Skip to Start
- Skip to End
- Record

You can also start and stop audio by pressing the spacebar.

SHORTCUTS

- Undo - Command+Z
- Redo - Shift+Command+Z
- Cut - Command+X
- Copy - Command+C
- Paste - Command+V
- Delete - Command+K
- Duplicate - Command+D
- Select All - Command+A
- Deselect All - Shift+Command+A
- Move Cursor to Selection Start - Left Arrow
- Move Cursor to Selection End - Right Arrow
- Move Cursor to Track Start - J
- Move Cursor to Track End - K
- Mute All Tracks - Command+U
- Unmute All Tracks - Shift+Command+U

