

# AUDACITY KEYBOARD SHORTCUTS

## Project and Files Keyboard Shortcuts

Ctrl + I	Import Audio
Ctrl + N	New Project
Ctrl + O	Open Project
Ctrl + S	Save Project
Ctrl + W	Close Project

## Editing Keys

F1	Selection Tool
F2	Envelope Tool
F3	Draw Tool
F4	Zoom Tool
F5	Time Shift Tool
F6	Multi-Tool Mode
D	Next Tool
A	Previous Tool

## Editing Menu Shortcuts

Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + K / Del	Delete
Ctrl + L	Silence
Ctrl + V	Insert
Ctrl + Y	Redo
Ctrl + Z	Undo
Z	Find Zero Crossings

## Playback and Recording

Spacebar	Play/Stop (toggle)
Shift + Space / L	Loop
B	Play Cursor to Selection
P	Pause
R	Record
1	1 second preview

## Navigation

Ctrl + 1	Zoom In
Ctrl + 2	Zoom Normal
Ctrl + 3	Zoom Out
Ctrl + B	Create Label
Ctrl + E	Zoom To Selection
Ctrl + F	Fit In Window
Ctrl + Shift + F	Fit Vertically
Ctrl + R	Repeat Last Effect