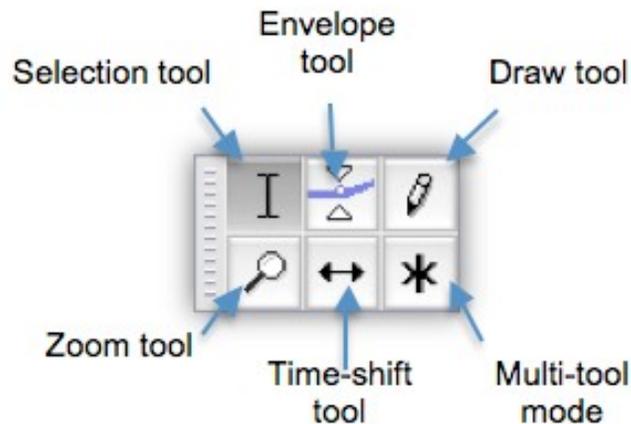


1 Tools Toolbar

Audacity includes six basic editing buttons. They are: Selection, Envelope, Draw, Zoom, Time-shift, and Multi-tool.



Selection tool



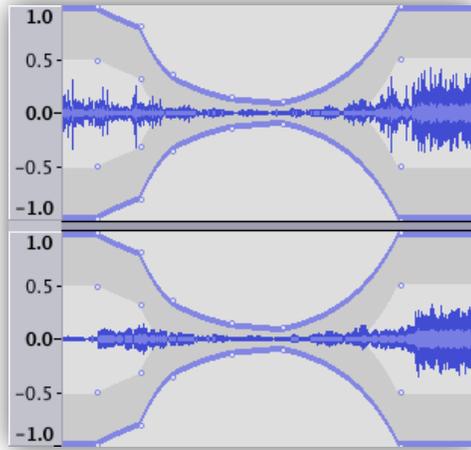
You can use this tool to highlight audio by clicking and dragging across the audio waveform. The highlighted area will change into blue and ready to receive editing and effects applied. After selecting a portion of the waveform, you can click the **Play** button or **SpaceBar** to play just the selected portion. Click **Stop** button and **SpaceBar** to stop playing. You can deselect by clicking once inside of the audio track. If you want to play the whole track, press the **Home** key and then press **Play button/SpaceBar**

Envelope Tool



The envelope tool is used to increase and decrease volume levels at various locations in you waveform, but it is will not affect the original audio file. Envelope tool is useful for fading music into background and for editing interview or recording with two voices where one might be louder than the other.

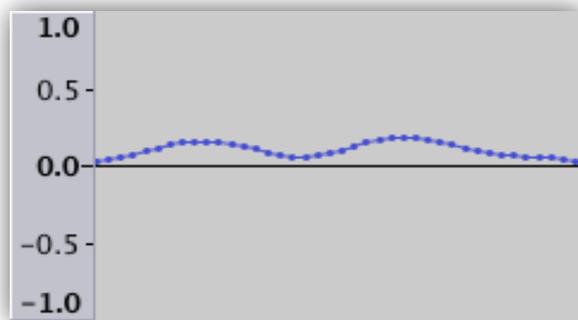
Click the Envelope tool and then click the portion you want to edit on the waveform. You will create “handle” around the editing portion in which you can raise or lower the volume level.



Draw Tool



The Draw tool allows you to draw in to the actual waveforms. This is useful to eliminate unwanted sudden small pops and clicks in audio clips. **ALT + Click** allows you to smooth an area of audio while **click & hold + CTRL** allows you to edit only one sample at a time.



Zoom Tool



You can use it to zoom in and out on specific parts of your waveform. Left click once to zoom in on a selection and Shift+Click (Macs) to zoom out. To zoom in on a specific portion of your waveform, click and drag across a portion of your audio file. The section you've selected will completely fill the window

Timeshift Tool



The Timeshift tool is a good way to move the entire track. After click the selection tool and select portion of the track. Click the Timeshift tool, you can drag it and move left or right to range the part in the timeline.

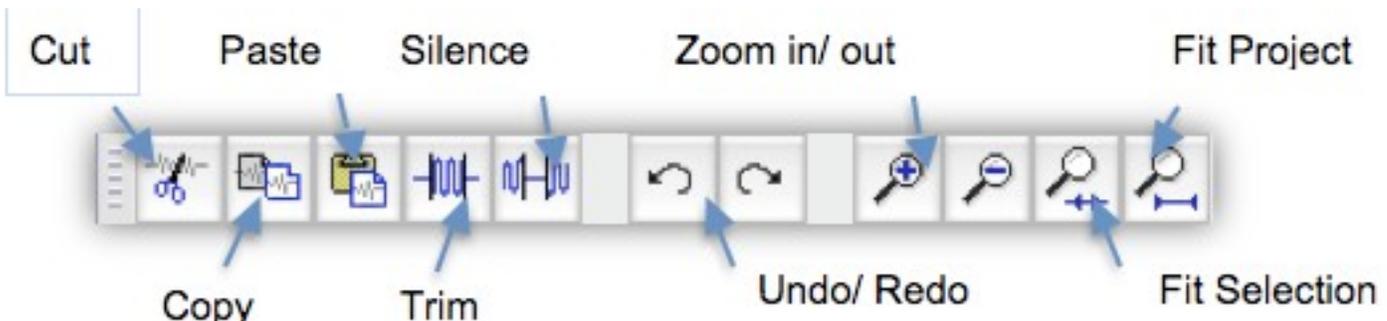
Using Timeshift is the first step of editing audio with arranging and trimming your audio clips in the order that you want.

Muti-Tool



The **Multi-Tool** allows you perform multiple editing actions with your mouse. It is likely having all of the editing tools turned on at once. With the multi-tool selected you can adjust volumes up and down by adding envelope handles. You can select portion of the audio with the I-beam selection cursor. You can also zoom in on your selection by right clicking and dragging to select the sample you wish to see.

2. Editing Toolbar



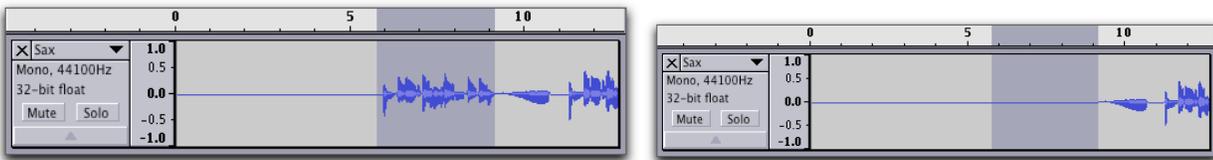
- Cut: removes the selected audio and puts it on the clipboard, and shifts the following audio to the left.



- **Trim:** Highlight the audio you want to save, click **Trim** button, you will delete everything except the selected portion.



- **Silence:** Erases the audio currently selected, replacing it with silence instead of removing it.

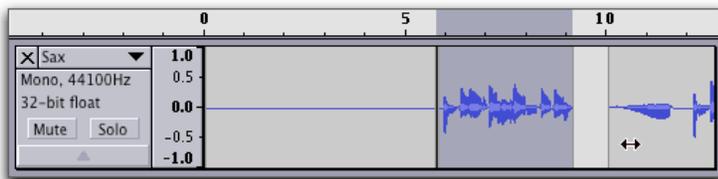
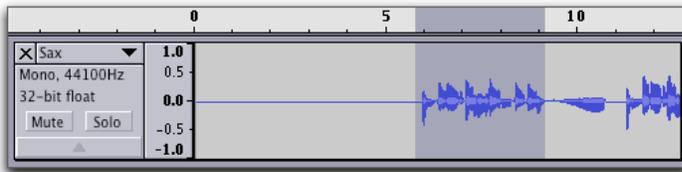


On the **Edit toolbar**, there is the alternative **Zoom in** and **Zoom out** buttons and also a **Fit Project** button to fit your full project in the single frame as well as **Fit selection** which fits your selected audio in a single frame.

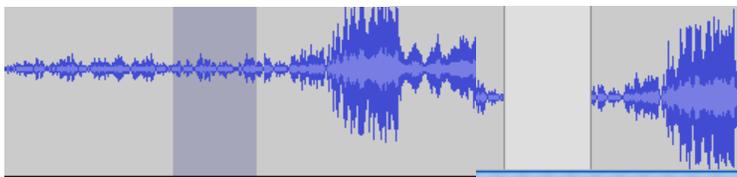


3. Edit on the menu

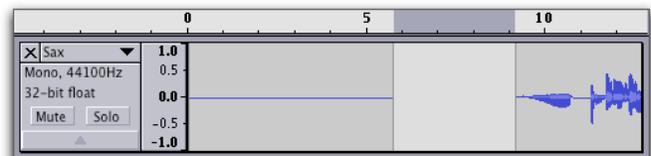
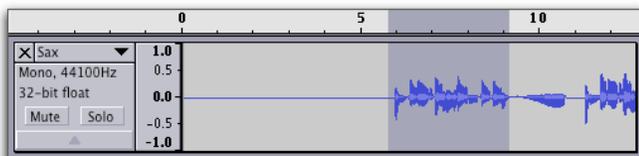
- **Split:** Move the cursor to where you want to split the audio. Click **Edit>Clip Boundaries>Split**. The action will split the audio into separate segments within a single track. These segments can be moved independently.



- **Edit>Clip Boundaries>Split New:** Split the audio track into 2 tracks, using the start and end points of the selected audio as the split points.



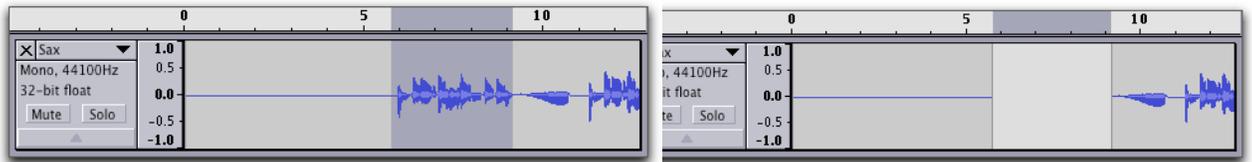
- **Edit>Remove Audio>Split Cut:** This is inverse of trimming. Select a segment from an audio track, then **Edit>Split Cut**, it will remove the selection segment, but does not shift the following audio. The preceding and following audio are now separated clips that can be moved independently.



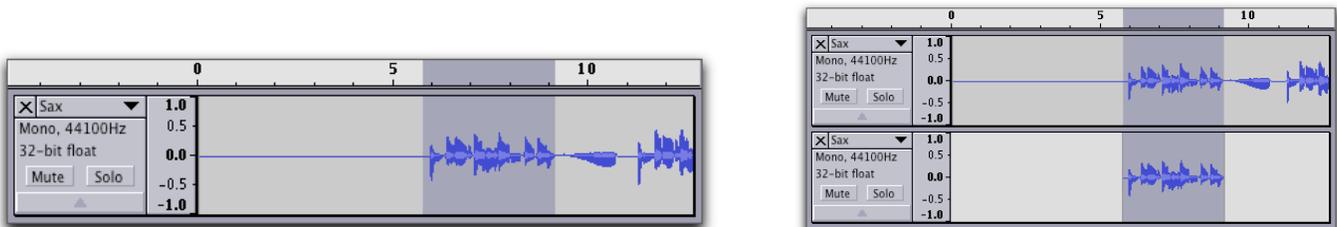
- **Delete:** Remove the audio portion that is currently selected without copying it to the clipboard, and shift the following audio to the left.



- **Split Delete:** Removes the selected audio without placing it on the clipboard, but doesn't shift the following audio. The preceding and following audio are now separated clips that can be moved independently.



- **Duplicating Audio:** You select a segment and **Edit-Duplicate** to make a duplication of the selection or you can duplicate the entire track from **Edit>Duplicate**.



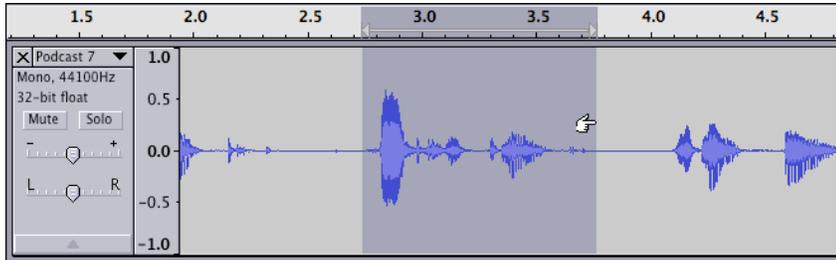
- **Join:** If you select a region overlaps one or more clips, they are all jointed into one large clip. Regions in-between clips are treated as silence.



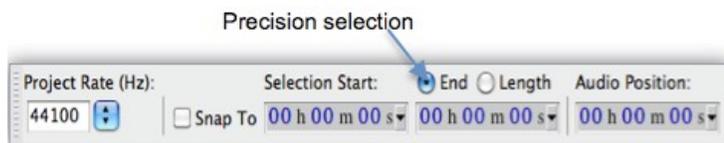
4. Selecting Audio

- Make sure you are using the Selection Tool.
- Select all of the audio in the project, **Ctrl+A**
OR **Edit>Select>All**
- Press Spacebar to play or stop playing the selection part
- If you select both the tracks and the time range simultaneously, by clicking and dragging.
- Change the selected time range, you have several options: a

- a. Move the mouse cursor to one of the edges of the selection until it changes to a different pointer.
- b. Click and drag to change that edge of the selection.
- c. Shift and click near one of the edges of the selection to extend or contract the selection to the time point you click.



To keep track of what you have selected and to make precise modifications, you can use the Selection Toolbar by changing the radio button from “End” or “Length”. You can display and control the length of selection. by changing the radio button from “End” or “Length”. You can display and control the length of the selection by using keyboard to the select track.



In the images below, you use up and down arrow keys to change the selected track .

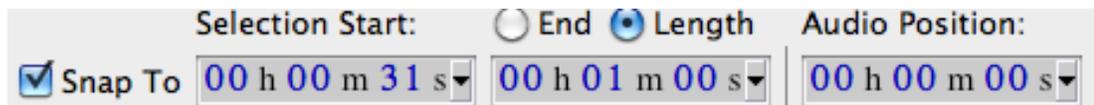


Once a track is selected, press Enter or RETURN to change it from being selected to not selected.

- Select playing audio

The easiest way to select an exact portion of audio during playing is to make the selection boundaries while you are playing audio. Press the “[“ to mark the left edge of the audio and the “]” to mark the right edge.

- Check the **Snap** to checkbox in **Selection Toolbar** and set up the start and end time.



-----Audacity tutorial by Qiuli Wang, Spring, 2015-----