

# Audacity cheat sheet

## File menu

Ctrl + O	Open
Ctrl + W	Close

## Edit menu

Ctrl + Z	Undo
Ctrl + K	Delete
Ctrl + Alt + X	Remove Special > Split Cut
Ctrl + I	Clip Boundaries > Split
Ctrl + Alt + I	Clip Boundaries > Split New
Ctrl + J	Clip Boundaries > Join
Shift + Alt + C	Labeled Audio > Copy
Ctrl + A	Select > All
]	Select > Right at Playback Position
Left arrow	Move Cursor to Selection Start
Cmd + ,	(Mac) Preferences
Right arrow	Cursor Right

## View menu

Ctrl + 3	Zoom Out
Ctrl + Shift + F	Fit Vertically
F11	Full screen on/off

## Tracks menu

Ctrl + Shift + N	Add New > Mono Track
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## Tools toolbar

F2	Chooses Envelope tool
F5	Chooses Time Shift tool

## Keyboard focus

For more information about these shortcuts, refer to Audacity Wiki.

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More information: [defkey.com/audacity-shortcuts?filter=basic](https://defkey.com/audacity-shortcuts?filter=basic)

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