



# Audacity Keyboard Shortcuts

If you are using a Mac instead of a PC, unless otherwise indicated, be aware that you should use the CMD key instead of the CTRL key. These keyboard shortcuts are grouped into the follow categories:

- Project and Files
- Editing Keys
- Editing Shortcuts
- Playback and Recording
- Navigation

## Audacity Project and Files Keyboard Shortcuts

Keyboard Shortcut	Function
<i>CTRL + I</i>	Import Audio
<i>CTRL + N</i>	New Project
<i>CTRL + O</i>	Open Project
<i>CTRL + S</i>	Save Project
<i>CTRL + W</i>	Close Project
<i>CTRL + P (CMD + ,)</i>	Audacity Preferences

## Audacity Editing Keys

Keyboard Shortcut	Function
<i>F1</i>	Selection Tool
<i>F2</i>	Envelope Tool
<i>F3</i>	Draw Tool
<i>F4</i>	Zoom Tool
<i>F5</i>	Time Shift Tool
<i>F6</i>	Multi-Tool Mode
<i>D</i>	Next Tool
<i>A</i>	Previous Tool

## Audacity Editing Menu Shortcuts

Keyboard Shortcut	Function
<i>CTRL + A</i>	Select All
<i>CTRL + C</i>	Copy

<i>CTRL + D</i>	Duplicate
<i>CTRL + K or Delete</i>	Delete
<i>CTRL + L</i>	Silence
<i>CTRL + V</i>	Insert
<i>CTRL + Y</i>	Redo (Windows)
<i>CTRL + Z</i>	Undo
<i>CTRL + Shift + Z</i>	Redo (Mac/Unix)
<i>Z</i>	Find Zero Crossings

### **Audacity Playback and Recording**

Keyboard Shortcut	Function
<i>Spacebar</i>	Play/Stop (toggle)
<i>Shift + Space or L</i>	Loop
<i>B</i>	Play from Cursor to Selection
<i>P</i>	Pause
<i>R</i>	Record
<i>1</i>	1 second preview

### **Audacity Navigation**

Keyboard Shortcut	Function
<i>CTRL + 1</i>	Zoom In
<i>CTRL + 2</i>	Zoom Normal
<i>CTRL + 3</i>	Zoom Out
<i>CTRL + B</i>	Create Label
<i>CTRL + E</i>	Zoom To Selection
<i>CTRL + F</i>	Fit In Window
<i>CTRL + Shift + F</i>	Fit Vertically
<i>CTRL + R</i>	Repeat Last Effect