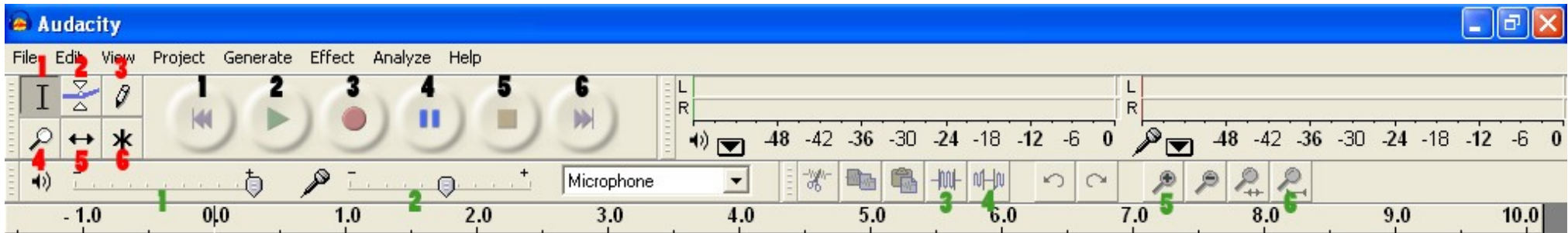


Audacity Tip Sheet



Toggle Buttons

- 1 – Rewind to the start of the project
- 2 – Plays the project from current location
- 3 – Begins recording of a new audio track
- 4 – Pauses playback/recording at current location
- 5 – Stops playback/recording
- 6 – Advances to the end of the project

Other Important Buttons

- 1 – Volume control for playback
- 2 – Microphone control for recording
- 3 – Trims around a highlighted section of audio
- 4 – Silences the highlighted section of audio
- 5 – Zooms in on the project
- 6 – Zooms out so entire project is displayed

Editing Tools

- 1 – Cursor used for highlighting sections of audio
- 2 – Envelope tool used to control volume of a specific section
- 3 – Drawing tool (this is pretty useless, ignore it!)
- 4 – Zooms in on an audio track
- 5 – Repositions an audio track
- 6 – Multi-tool mode allows for 2 tools to be used at once (advanced users only)