

# Audacity Commands and Hot Keys

## Commands and Keyboard Shortcut Reference

This page lists all commands in the Audacity menus and all pre-defined keyboard shortcuts. The default **Standard** set of shortcuts is a reduced set, compared to earlier versions of Audacity, to simplify the set of shortcuts somewhat and to provide greater flexibility for users who wish to create their own shortcuts. There is also an extended **Full** set of keyboard shortcuts that can be selected from the [Defaults](#) button on the [Shortcuts Preferences](#) dialog. This **Full** set is the set that was available in Audacity 2.1.3 and earlier. You can use [Shortcuts Preferences](#) to change or remove existing shortcuts or to assign a shortcut to commands that lack a default shortcut.

- Standard shortcuts are shown like so: **Ctrl + A**.
- Shortcuts that are only in the **Full** set are shown like so: **Ctrl + #** *Extra*.
- Shortcuts that have not been assigned, that you can assign using [Shortcuts preferences](#), are shown like so (*unassigned*).

Some less commonly used commands are not in the default menus but they can be accessed by menu by enabling **Show extra menus** in [Interface Preferences](#).

These same commands are also listed on the page [Scripting Reference](#), but in a slightly different format that shows information relevant to people using the commands via [Scripting](#).



The default set of shortcut key bindings can be **customized**: added to, changed or removed if desired.

### Other Tips and hints:

- **Mac users:** **Ctrl** = **⌘** and **Alt** = **Option**. So, for example, **Ctrl + Alt + K** = **⌘ + Option + K**.
- See [Audacity Selection](#) for examples of changing track focus and selection.
- **PAGE UP** scrolls the project rightwards and **PAGE DOWN** scrolls the project leftwards, equivalent to a single click in the white area either side of the horizontal scrollbar. These shortcuts cannot be configured in [Shortcuts Preferences](#).
- There are a number of key combinations that can be used in combination with mouse clicks. These cannot be configured. They are listed on [Mouse Preferences](#)

| Action                 | Shortcut      | Description   |
|------------------------|---------------|---|
| <a href="#">Undo</a>   | <b>Ctrl+Z</b> | Undoes the most recent editing action.  |
| <a href="#">Redo</a>   | <b>Ctrl+Y</b> | Redoes the most recently undone editing action.   |
| <a href="#">Cut</a>    | <b>Ctrl+X</b> | Removes the selected audio data and/or labels and places these on the Audacity clipboard. By default, any audio or labels to right of the selection are shifted to the left.      |
| <a href="#">Delete</a> | <b>Ctrl+K</b> | Removes the selected audio data and/or labels without copying these to the Audacity clipboard. By default, any audio or labels to right of the selection are shifted to the left. |
| <a href="#">Copy</a>   | <b>Ctrl+C</b> | Copies the selected audio data to the Audacity clipboard without removing it from the project.  |
| <a href="#">Paste</a>  | <b>Ctrl+V</b> | Inserts whatever is on the Audacity clipboard at the position of the selection cursor in the project, replacing whatever audio data is currently selected, if any.                |

|                                 |                     |  |
|---------------------------------|---------------------|--|
| <a href="#">Duplicate</a>       | <b>Ctrl+D</b>       | Creates a new track containing only the current selection as a new clip.   |
| <a href="#">Remove Special</a>  | <i>(unassigned)</i> | For more "advanced" removal of audio   |
| <a href="#">Audio Clips</a>     | <i>(unassigned)</i> | Create or remove separate clips in the audio track. A clip inside an audio track is a separate section of that track which has been split so that it can be manipulated somewhat independently of the other clips in the track, see <a href="#">Audio Tracks and Clips</a> . |
| <a href="#">Labels</a>          | <i>(unassigned)</i> | These commands are to add and edit labels.   |
| <a href="#">Labeled Audio</a>   | <i>(unassigned)</i> | Labeled Audio commands apply standard Edit Menu commands to the audio of one or more regions that are labeled. The labels themselves are not affected.   |
| <a href="#">Metadata Editor</a> | <i>(unassigned)</i> | The Metadata Editor modifies information about a track, such as the artist and genre. Typically used with MP3 files.   |
| <a href="#">Preferences</a>     | <b>Ctrl+P</b>       | Preferences let you change most of the default behaviors and settings of Audacity. On Mac, Preferences are in the <a href="#">Audacity Menu</a> and the default shortcut is <b>⌘ + ,</b> .   |

| File                       | Edit | Select | View | Transport | Tracks | Generat      |
|----------------------------|------|--------|------|-----------|--------|--------------|
| New                        |      |        |      |           |        | Ctrl+N       |
| Open...                    |      |        |      |           |        | Ctrl+O       |
| Recent Files               |      |        |      |           |        | >            |
| Open From Cloud...         |      |        |      |           |        |              |
| Save Project               |      |        |      |           |        | >            |
| Save To Cloud...           |      |        |      |           |        |              |
| Update Cloud Audio Preview |      |        |      |           |        |              |
| Close                      |      |        |      |           |        | Ctrl+W       |
| Export Audio...            |      |        |      |           |        | Ctrl+Shift+E |
| Export Other               |      |        |      |           |        | >            |
| Import                     |      |        |      |           |        | >            |
| Exit                       |      |        |      |           |        | Ctrl+Q       |

| File            | Edit | Select | View | Transport | Trac   |
|-----------------|------|--------|------|-----------|--------|
| Undo Import     |      |        |      |           | Ctrl+Z |
| Redo            |      |        |      |           | Ctrl+Y |
| Cut             |      |        |      |           | Ctrl+X |
| Delete          |      |        |      |           | Ctrl+K |
| Copy            |      |        |      |           | Ctrl+C |
| Paste           |      |        |      |           | Ctrl+V |
| Duplicate       |      |        |      |           | Ctrl+D |
| Remove Special  |      |        |      |           | >      |
| Audio Clips     |      |        |      |           | >      |
| Labels          |      |        |      |           | >      |
| Labeled Audio   |      |        |      |           | >      |
| Metadata Editor |      |        |      |           |        |
| Preferences     |      |        |      |           | Ctrl+P |

Mac users: **Ctrl** = **⌘** and **Alt** = **Option**. So, for example, **Ctrl + Alt + K** = **⌘ + Option + K**

| Edit | Select                           | View | Transport | Tracks | Generate | Effect | Ana          |
|------|----------------------------------|------|-----------|--------|----------|--------|--------------|
|      | All                              |      |           |        |          |        | Ctrl+A       |
|      | None                             |      |           |        |          |        | Ctrl+Shift+A |
|      | Tracks                           |      |           |        |          |        | >            |
|      | Region                           |      |           |        |          |        | >            |
|      | Spectral                         |      |           |        |          |        | >            |
|      | Audio Clips                      |      |           |        |          |        | >            |
|      | Cursor to Stored Cursor Position |      |           |        |          |        |              |
|      | Store Cursor Position            |      |           |        |          |        |              |
|      | At Zero Crossings                |      |           |        |          |        | Z            |

Mac users: **Ctrl** = **⌘**. So, for example, **Ctrl + A** = **⌘ + A**

## Open Ctrl + O

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Launches a file selection window where you can **Open** one or more Audacity AUP3 Project files.

If an empty project window exists, that window will be used for the first project or imported file. Any subsequent opened projects or audio files will create new project windows.

The **Open** command can be used to [Import](#) a set of audio files with with [lists of files \(.LOF\)](#).



Note carefully that this does not actually "**open**" your audio files for editing, rather it copies them into Audacity in Audacity's internal project format where they can be worked on.



Old AUP files from earlier versions of Audacity can be opened with **File > Open**.

Audacity will convert these into modern AUP3 format, you will need to Save them for them to be stored in AUP3 format. Once an AUP project has been converted like this it can no longer be opened in Audacity 2.4.2 or earlier.

- Note that this will leave behind the old **AUP** file and its associated **\_data folder** which you will probably want to delete to recover disk space.

## Recent Files ("*Open Recent*" on Mac)

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Lists the full path to the twelve most recently saved or opened projects or most recently imported audio files. The oldest item at the bottom is removed when a new item is added to the top. When you delete an Audacity project or audio file it will remain in the list, but will be removed from the list if you select it.

- To clear the entire list, choose "**Clear**" underneath the last item in the list.

## Save Project Ctrl + S

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The [Save Project](#) submenu enables you to **Save** your project in full uncompressed mode. You can also store projects as backup safety copies at stages throughout your project. Note that Audacity projects only work in Audacity, they cannot be read and played by other applications.

The current zoom level is saved in the project when you save the project. When a saved project is opened, it should automatically be zoomed to the same place and zoom level as when you saved it.



It is **not** advisable to save your project to be on an external USB stick/disk as it is unlikely to be fast enough for satisfactory recording.

## Close Ctrl + W

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Closes the current project window, prompting you to save your work if you have not already saved.

- Backups are fine saved to an external USB stick or disk.

## Export Audio

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**Exports** audio from Audacity into audio file formats that can be read and played by other applications.

## Import

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The [Import](#) submenu enables you to import audio files or label files into your project. Files in various audio formats can be imported into Audacity.

For details of the available imports see [this page](#).

## **Exit**

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Closes all project windows and exits Audacity. If there are any unsaved changes to your project, Audacity will ask if you want to save them. Note that it is not necessary for you to save changes if you have already exported your mix as a WAV or MP3 and you are now happy with it. But if you are working on a mix and plan to continue later where you left off, saving an Audacity Project will let you restore everything, exactly as you left it.

On a Mac, the Exit command is not in the File Menu. Instead, use **Audacity > Quit**.