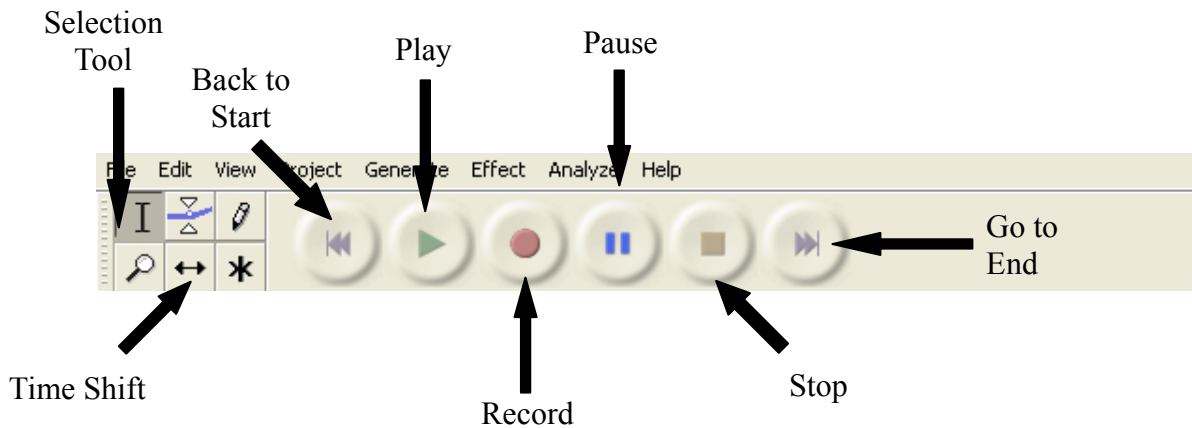


# Audacity Cheat Sheet

## Main Controls:



## Recording Audio:

Click on the **record** icon when you are ready to begin. Record your track.



When you are finished, click the **stop** icon.

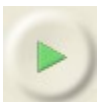


If you clicked on **stop** before you were finished and want to add more to your track, click on the end of your recording and click record again. If you begin to record without selecting the end of your track, you will record a second track that when played will run with the timing of your first track.

If you wish to create an overlay track to play at the same time as your first recording, simply hit record after finishing the first recording. Overlay recordings work nicely for background music playing with dialog.

## Playing a recording:

Click on the **play** icon to play your recording.



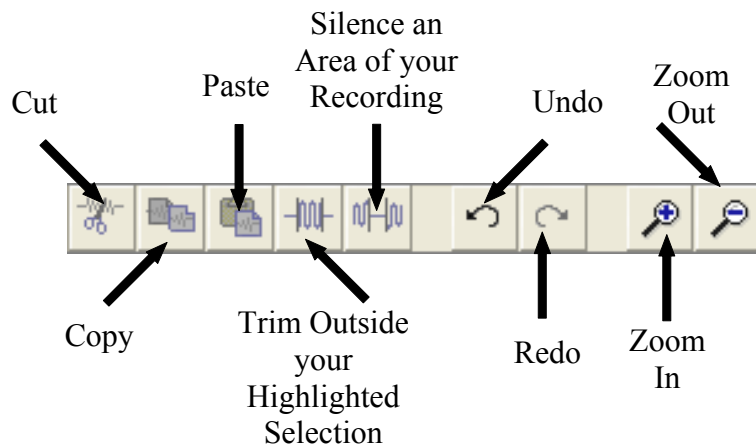
## Playing multiple tracks individually:



Clicking the **solo** icon will play only the track you selected.

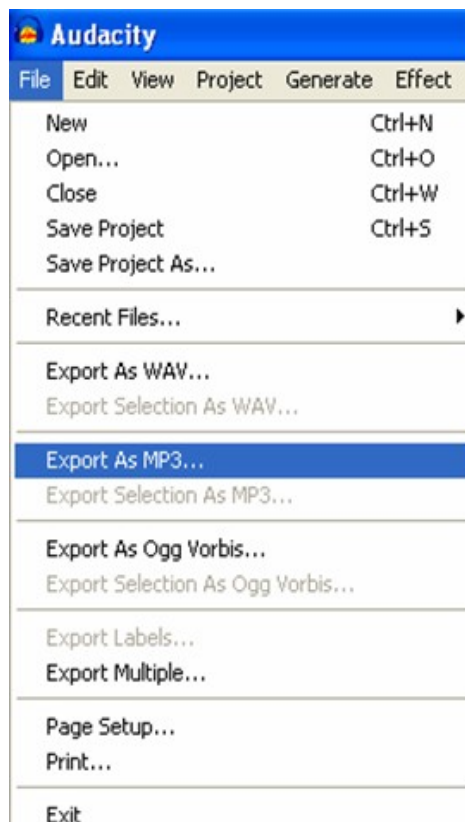
Clicking the **mute** icon will stop the selected track from being played with any other tracks in that recording..

## Editing with Audacity:



Use the editing tools to make changes to your recording. You can cut and paste portions, trim off portions you no longer need and silence areas of the recordings. You can also undo and redo as needed while editing. The zoom feature allows you to work on a smaller section of your recording.

## Saving your Project:



To save your project click **file** on the tool bar and select **save project as** and save as an Audacity file in a location of your choice.

After you complete your project you can export the project as an MP3 or WAV file by using the same pull down menu.