# Audacity Tools & Toolbars

## EDIT  TOOLBAR

The tools on this toolbar allow you to select and work with all or parts of the tracks.

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|---|---|
| I | **The Cursor** – This is a very useful tool that can be used to select a certain position in a recording or selecting a sample of the recording to be edited.  We'll look at, this in more detail, shortly. |
| ↔ | **Time shift tool** – this allows you to pick up recordings and move or slide them along their time track |
| ▽△ | **Envelope tool –** this allows you to change the overall shape of the track over time, reducing its volume. Click to add extra points to the envelope, drag points down/up to change volume. |
| 🔍 | **Zoom tool -**  for zooming in/out on the track. |
| ✳ | **Multi tool –** lets you access all the other tools at once depending on where you point and what keys you hold down at the same time. |

## CONTROL TOOLBAR

The icons on this toolbar work exactly like a video or audio cassette recorder.

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|---|---|
| ● | **Record** – initiates the recording of an audio file |
| ❚❚ | **Pause** – temporarily stops the recording or playback.  This is useful if you record one part of your Podcast and then want to prepare yourself for the next section.  To restart the recording press the 'pause' button again. |
| ■ | **Stop** – ends the recording or playback.  This must be done before any further editing is carried out. |
| ▶ | **Play** – plays back a recording. (Holding Shift will play in a continuous loop) |
| ▸▸ | **Forward skip** – skips to the end of the recording or to a position where the cursor is placed. |
| ◂◂ | **Backskip** – skips to the beginning of the recording |
| I | **The Cursor** – This is a very useful tool that can be used to select a certain position in a recording or selecting a sample of the recording to be edited.  We'll look at, this in more detail, shortly. |
| ↔ | **Time shift tool** – this allows you to pick up recordings and move or slide them along their time track |
| ▽△ | **Envelope tool –** this allows you to change the overall shape of the track over time, reducing its volume. Click to add extra points to the envelope, drag points down/up to change volume. |
| 🔍 | **Zoom tool -**  for zooming in/out on the track. |
| ✳ | **Multi tool –** lets you access all the other tools at once depending on where you point and what keys you hold down at the same time. |

# Control Toolbar



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# Editing Tools

**I**   Selection tool - for selecting the range of audio you want to edit or listen to.

**⟁**   Envelope tool - for changing the volume over time.

**𝄽**   Draw tool - for modifying individual samples.

**🔍**   Zoom tool - for zooming in and out.

**↔**   Timeshift tool - for sliding tracks left or right.

**✳**   Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

# Audio Control Buttons

**⏮**   Skip to Start - moves the cursor to time 0. If you press Play at this point,

**▶**   Play - starts playing audio at the cursor position. If some audio is selected, only the selection is played.

**⟳**   Loop - if you hold down the Shift key, the Play button changes to a Loop button, which lets you keep playing the selection over and over again.

**⏺**   Record - starts recording audio at the project sample rate (the sample rate in the lower-left corner of the window). The new track will begin at the current cursor position, so click the "Skip to Start" button first if you want the track to begin at time 0.

**⏸**   Pause - temporarily stops playback or recording until you press pause again.

**⏹**   Stop - stops recording or playing.

**⏭**   Skip to End - moves the cursor to the end of the last track.

# Edit Toolbar

All of the buttons on this toolbar perform actions - and with a couple of exceptions, they're all just shortcuts of existing menu items to save you time.

Holding the mouse over a tool will show a "tooltip" in case you forget which one is which.

Cut

Copy

Paste

Trim Outside Selection

Silence

Undo

Redo

Zoom In

Zoom Out

Fit selection in window - zooms until the selection just fits inside the window.

Fit project in window - zooms until all of the audio just fits inside the window.
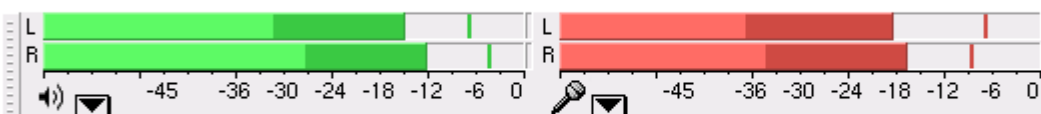
# Mixer Toolbar

Mic

The Mixer Toolbar has three controls, used to set the volume levels of your audio device and choose the input source. The leftmost slider controls the output volume, the other slider controls the recording volume, and the control on the right lets you choose the input source (such as "Microphone", "Line In", "Audio CD", etc.).

Changing these controls has no effect on the audio data in your project - in other words it doesn't matter what the output volume level is when you Export or Save a project - the end result is the same.

# Meter Toolbar

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-45  -36 -30 -24 -18 -12  -6   0

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-45  -36 -30 -24 -18 -12  -6   0

The Meter Toolbar is used for monitoring the input and output audio levels. Typically it is used to make sure that the average volume is as loud as possible (for maximum fidelity) without clipping. The output (playback) meter is the green one, on the left pictured above, and the input (recording) meter is in red, on the right.