

# Audacity Interface Tutorial

- Start by opening an existing audio file.
- Select the **File Menu**.
- Select **Open**.
- Select the sound clip you want to view.
- Click **Open**.

## Control Toolbar



- These are the **Editing Tools**.



- The **Selection Tool** is used for selecting the range of audio you wish to edit or listen to.



- The **Envelope Tool** is used for changing volume over time.



- The **Draw Tool** is used for modifying individual samples.



- The **Zoom Tool** is used for zooming in and out on the audio track.

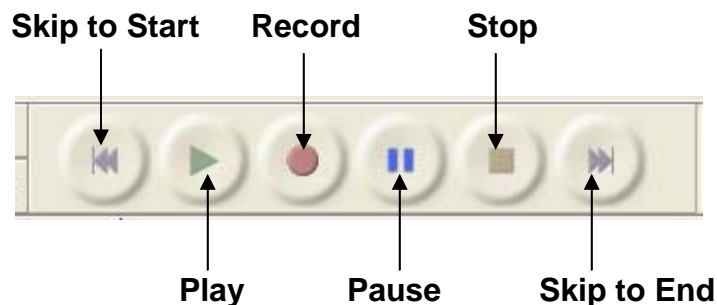


- The **Time Shift Tool** is used for shifting a track left or right.

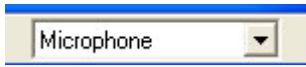


- The **Multi Tool** lets you access all of these tools at one depending on the location of the mouse and the keys you are holding down.

## Audio Control Buttons



## Mixer Toolbar

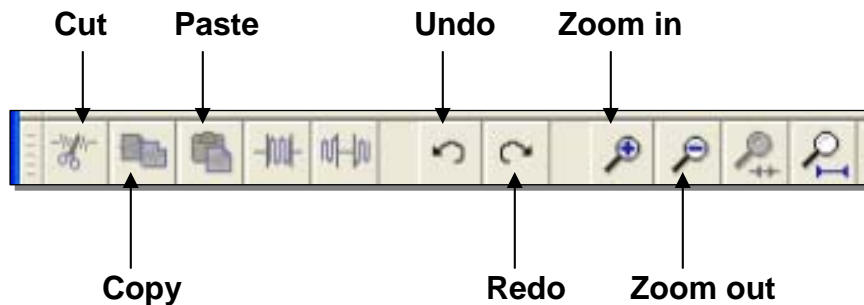


- When recording a sound, make sure that you choose the proper input from the **Input Select** drop down menu.



- Click the **Input Select** Menu to view the drop down menu and see the different input sources.

## Edit Toolbar



- **Trim away the audio outside of the selection.** Highlight a part of the audio track that you wish to keep, and push this button to delete everything else on the track.



- **Silence the selected audio.** Highlight a part of the track and then push this button to silence the highlighted part.



- **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.