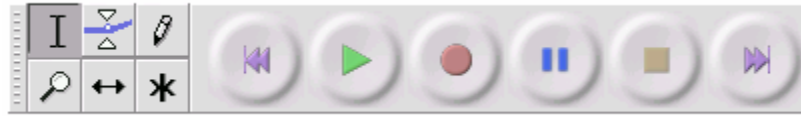








# Audacity








## Control Toolbar



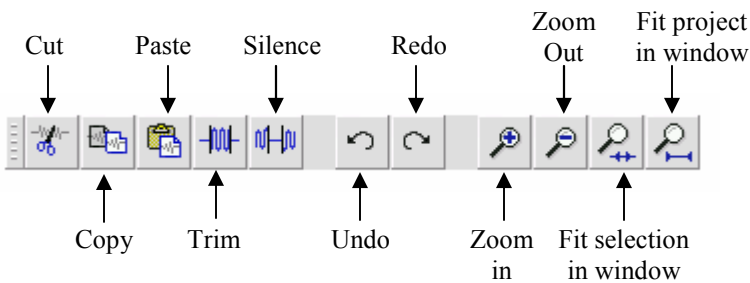
## Editing Tools


-  Selection tool – for selecting the range of audio you want to edit or listen to.
-  Envelope tool – for changing the volume.
-  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, your project will play from the beginning.
-  Play – starts playing audio at the cursor position.
-  Loop – if you hold down the Shift key, the Play button changes to a Loop button.
-  Record – starts recording audio at the current cursor position.
-  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



-  **Trim** – to trim a file use the Selection Tool to select the portion of the file you wish to keep. Click on the Trim button to delete the unselected portion.

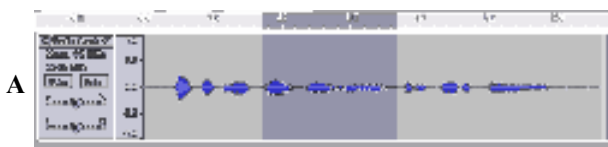


Image B shows the audio file after it has been trimmed.


-  **Silence** – to silence part of a file use the Selection Tool to select the portion of the file you wish to remove the sound from. Click on the Silence button to remove the sound.



Image B shows the audio file after it has been silenced.