

Audacity with JAWS - Recording and Saving Audio Files

Basic Audacity Shortcuts

Action	Shortcut
Open Audacity	WINDOWS key, begin typing Audacity, ENTER
Record	R
Stop	SPACEBAR
Play / Stop	SPACEBAR
Pause / Play	P
Save project	CTRL+S
Export as .mp3	ALT, F, E, [name the file], TAB to Save As... ARROW DOWN or UP to .mp3, TAB to OK, SPACEBAR, TAB to Edit Metadata... TAB to OK, SPACEBAR
Record at the end of the track	SHIFT+R
Record another track	R
New project	CTRL+N
Open project	CTRL+O
Cursor to start	HOME
Cursor to end	END
Undo / Redo	CTRL+Z / CTRL+Y
Select All	CTRL+A
Select from cursor onwards	SHIFT+RIGHT ARROW
Select from cursor to end	SHIFT+END
Listen to selection	SPACEBAR
Delete selection	DELETE
Copy / Paste	CTRL+C / CTRL+V
Close project	CTRL+W
Close Audacity	ALT+F4

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