

Audacity with JAWS - Recording and Saving Audio Files  
Basic Audacity Shortcuts

Open Audacity	Windows key → begin typing Audacity → Enter
Record	R
Stop	Space
Play / Stop	Space
Pause / Play	P
Save project	Ctrl + S
Export as .mp3	Alt → F → E [name the file] TAB to Save as type → arrow down or up to .mp3 → tab to OK → space → tab to edit metadata → tab to OK → space
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	Space
Delete selection	Delete
Copy / Paste	Ctrl + C / Ctrl + V
Close project	Ctrl + W
Close Audacity	Alt + F4

Prepared by Lea Nagel and Helen Caldow, 2015