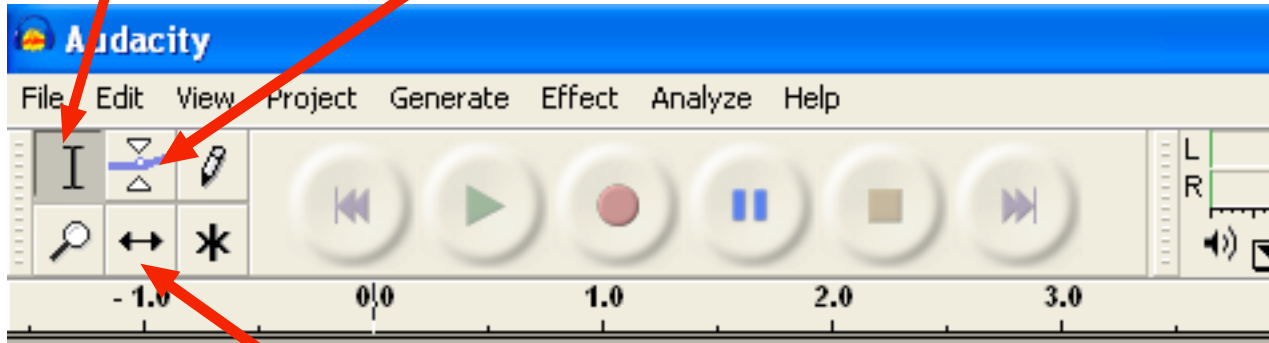# QuickStart Guide to Audacity

by
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I-bar or insertion bar
(select audio to edit)

Envelope tool
(change audio levels,
fade in or out)

Move tool
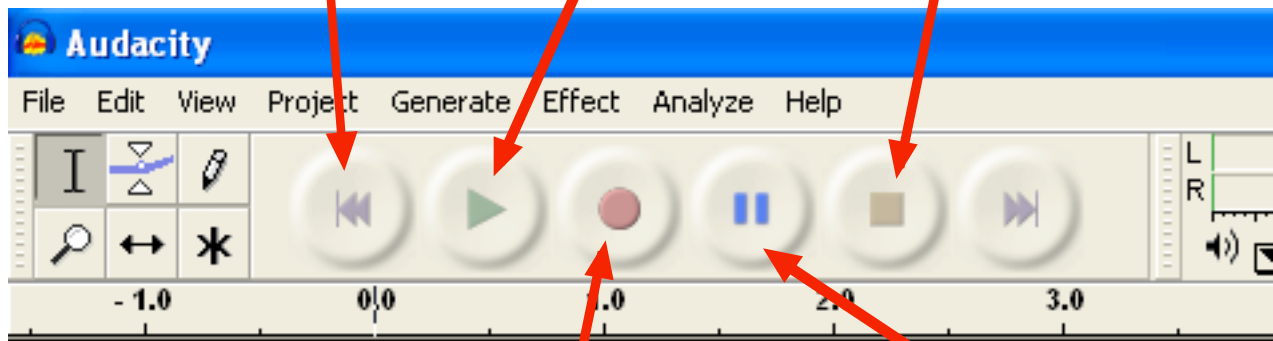(move audio clips)

Position playhead
at start

Play from
current
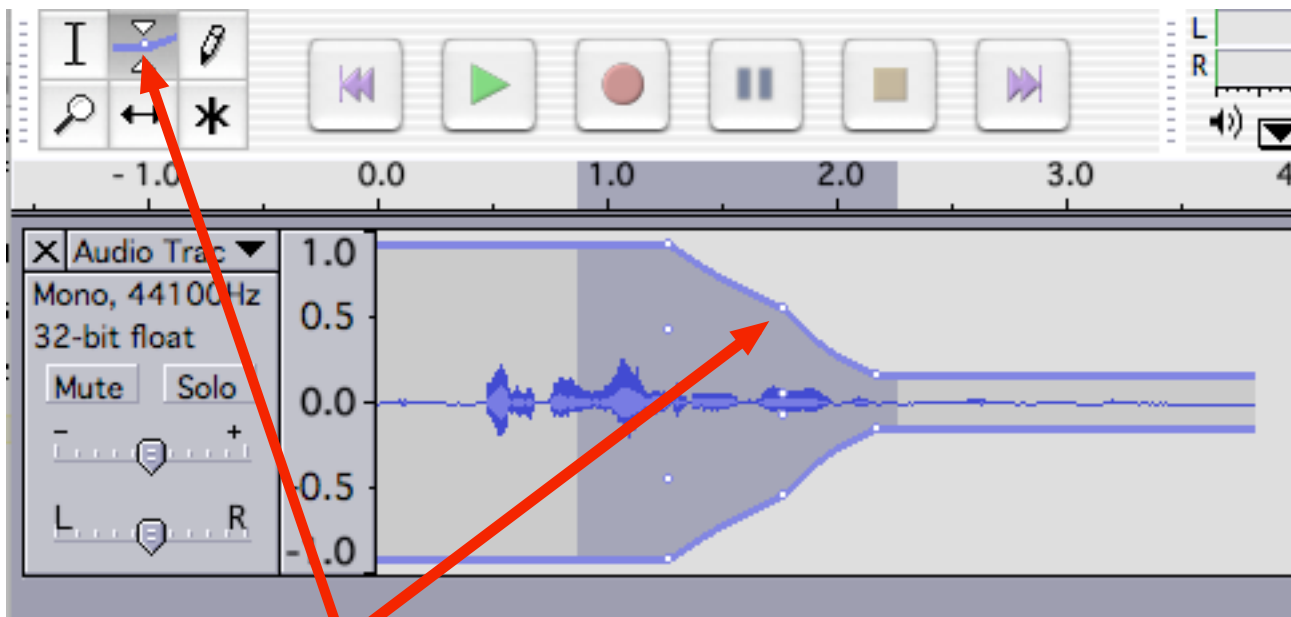playhead
position

Stop
playback

Pause
playback

Record a new track

Delete the recorded track

Mute just this track

Use the I-bar to click and drag: make a selection and press DELETE to remove unwanted parts

Use the envelope tool to make editing points and fade audio out or in