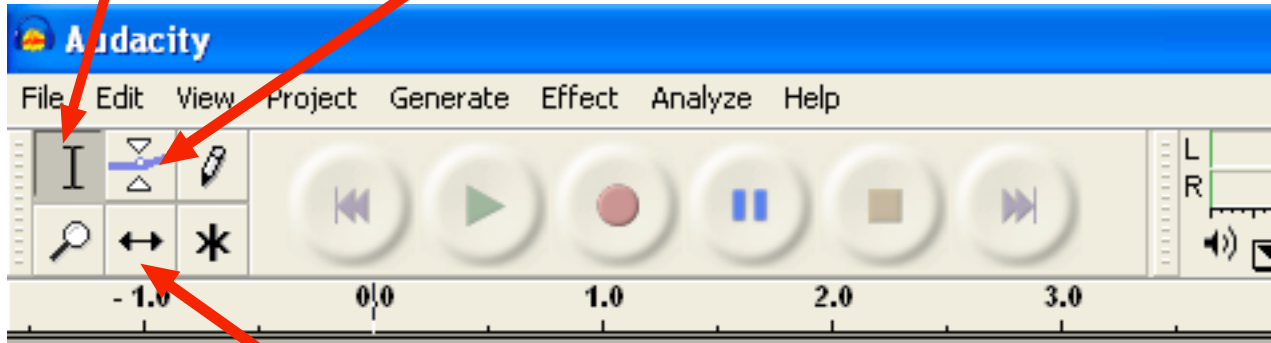


# QuickStart Guide to Audacity

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

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

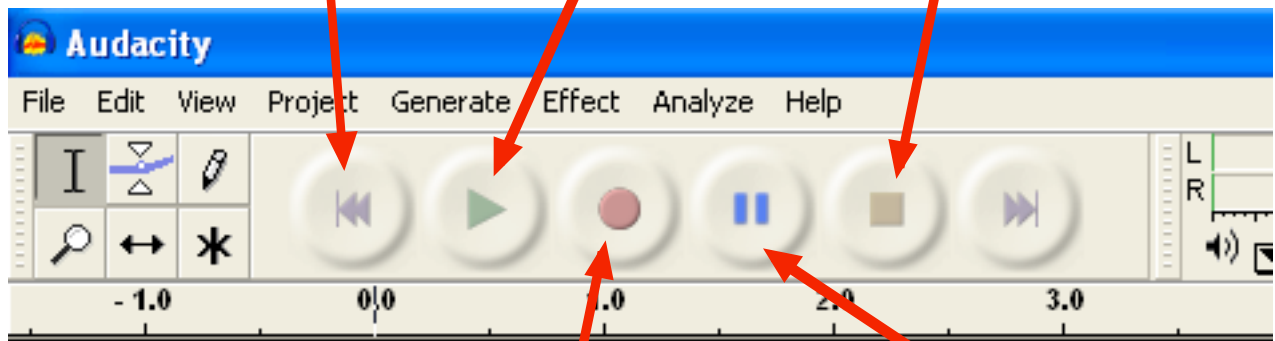


Move tool  
(move audio clips)

Position playhead  
at start

Play from  
current  
playhead  
position

Stop  
playback



Record a new track

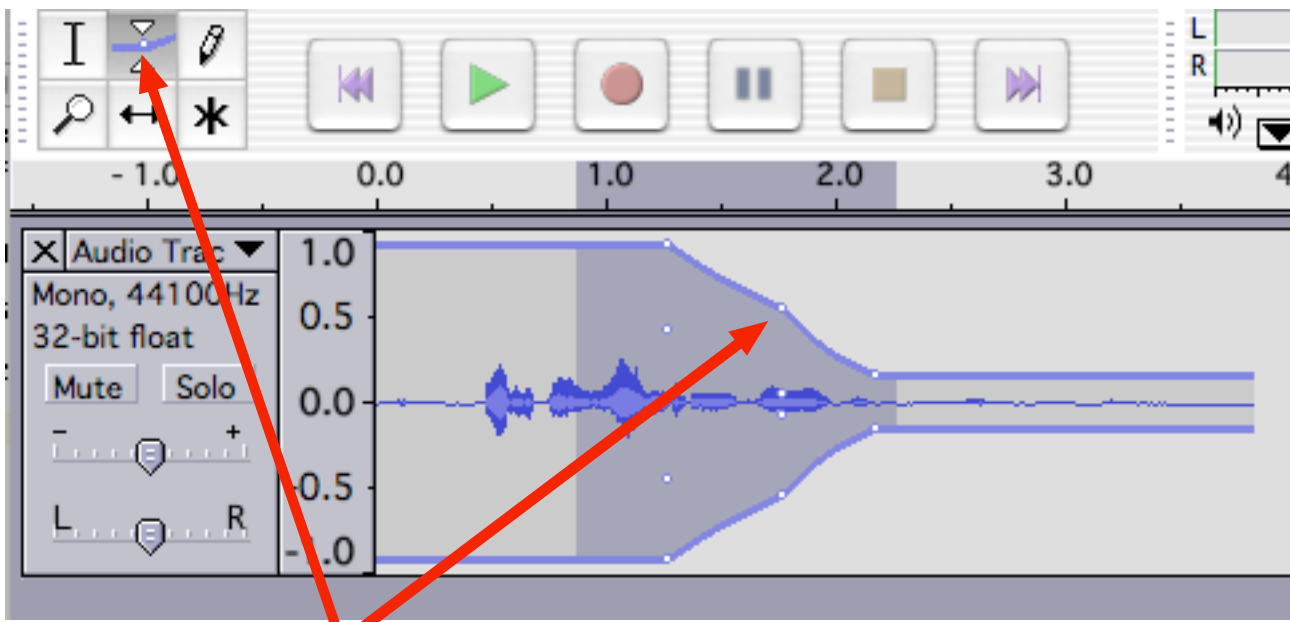
Pause  
playback



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