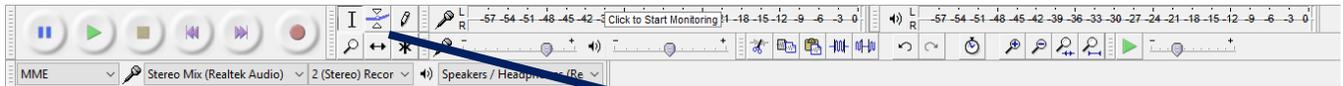
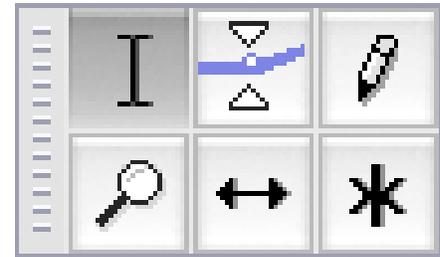


Tools Toolbar



Tools Toolbar allows you to choose various tools for selection, volume adjustment, zooming and time-shifting of audio.



Selection F1

Click to select a start point for audio playback, or click and drag to select a range of audio to play or edit. You can also create a selection area between two points by clicking at one point, then holding down <shift> while clicking at the other point.

Envelope F2

Allows smooth volume changes to be made over the length of a track by means of embedded volume "control points". Click in the track to create a control point, then set the volume of that point by dragging one of its four vertically arranged "handles". When you create other control points at different levels, a smooth curve is interpolated between them. Dragging either the top or bottom handle ensures you can never distort the track by dragging outside its original volume envelope. Dragging an inner handle allows you to amplify a quiet piece of audio beyond the original volume envelope of the track.

Draw F3

When **zoomed in** close to maximum level, lets you adjust the volume level of individual audio **samples**. The closer the sample is to the horizontal line through the center of the track, the quieter the sample will be. Draw Tool can be used to eliminate narrow clicks and pops in audio by smoothing out the contour of the samples, so that one sample is not at a very different vertical position to its neighbors.

- Click above or below a sample to move it to that vertical position. You can keep holding the mouse and drag up or down to move the sample to the exact position required. Dragging left or right moves *adjacent* samples to the current vertical position of the mouse pointer. If you only want to move one sample, hold down <ctrl> before clicking. This ensures that no other samples are affected, even if you drag slightly left or right by accident.
- Smooth a group of samples by holding down <alt>, which changes the pointer symbol to a brush. Then click halfway along the group to progressively smooth out the samples.

Note: Draw Tool only works when using the default *waveform* view (selectable on the [Track Drop-Down Menu](#)). For very short lengths of audio up to 128 samples long, you can smooth out audio automatically with [Repair](#) tool under the [Effect Menu](#)

Zoom F4



- Left-click zooms in one step
- Shift-click or right-click zooms out one step
- Middle button zooms in or out to Audacity's default zoom level of about one inch per second
- Click and drag creates a dotted region in the [waveform](#); release the mouse to zoom in to that region

You can also zoom without using Zoom Tool by using [keyboard shortcuts](#), or the zoom buttons on the [Edit Toolbar](#).

Time Shift F5

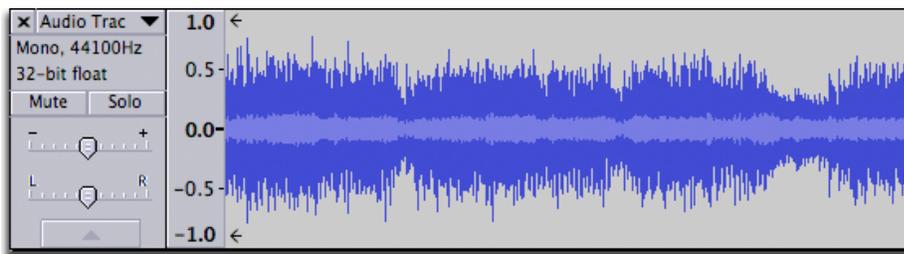
Selecting this tool lets you synchronize audio in a project by dragging individual or multiple tracks or [clips](#) left or right along the [timeline](#). Also use this tool to drag individual tracks or clips up or down into another track. **Note:** dragged audio cannot paste into other audio, so the area being dragged into must have sufficient space to accommodate the drag.

To use Time Shift Tool, click in the audio you want to move, then drag in the required direction. To drag multiple tracks, click in the [Track Control Panel](#) of the first track you want to move, then hold down **SHIFT** and either:

- click in the Track Control Panel to select the other tracks you want to move.
- use up or down arrow to select the other tracks you want to move.
-

You can now click and drag in any track to move all the selected tracks, providing you drag with the pointer inside a [selection region](#). Dragging with the pointer outside a region (or when there is no region at all) gives you a way to drag only that track even when other tracks are selected. Similarly, to move a group of adjacent clips without moving all the clips in that track, use Selection Tool to drag a selection region over them, then switch to Time Shift Tool and drag inside the region.

When [Sync-Locked Tracks](#) is enabled, dragging one of the linked tracks will drag all the tracks in that group and the labels as well. If an audio track is dragged to the left (earlier on the time line) audio data may be *hidden* before the start of the track. This is indicated by the presence of two arrows at the left edge of the track. Note that audio before the start of the track is not [exported](#) unless using [Export Multiple](#).



When dragging audio to align tracks or clips together (for example, to synchronize the tracks in a [mix](#)), it's generally best to [zoom in](#) so you can align the tracks with sufficient accuracy. However, Audacity is able to [snap](#) time-shifted audio to natural boundaries such as the start or end of clips or [labels](#). There are also various "Align" commands available in the [Tracks Menu](#) to automatically align audio.

Multi F6

Combines all five tools in one. One tool is available at a time, according to the mouse position. The shape of the pointer changes to show which tool is active. If you exit Audacity with Multi-Tool Mode selected, it will be also be enabled next time you launch Audacity. More details on Multi-Tool Mode [here](#).