

# Audacity Sound Recorder - An Overview of the Toolbars

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## Play

Click to play audio.  
Shift+Click loop play selected audio.

## Record

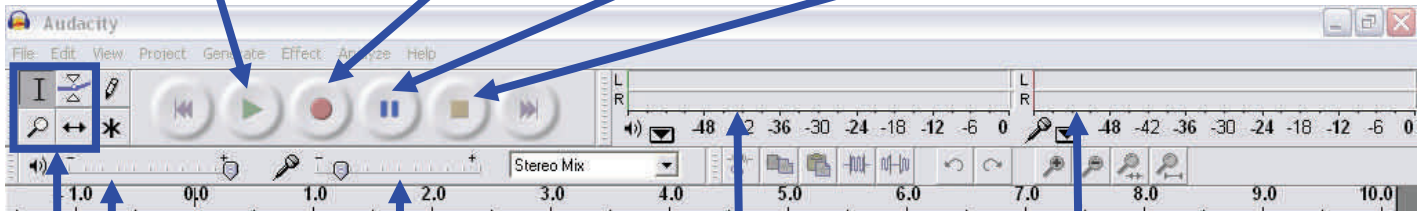
Click to record audio on a new track

## Pause

Click while recording to take a break. Then click again to continue recording on the same track.

## Stop

Click when you have finished recording a new track. Each new recording will appear as a new track.



Headphone Volume

Microphone Volume

Playback Level Meter

Record Level Meter



## Selection Tool

Use to select, cut, paste and delete wave forms.



## Magnification Tool

Use to zoom in and out on wave forms.



## Envelope Tool

Use to select part of a wave form and change the volume.



## Time Shift Tool

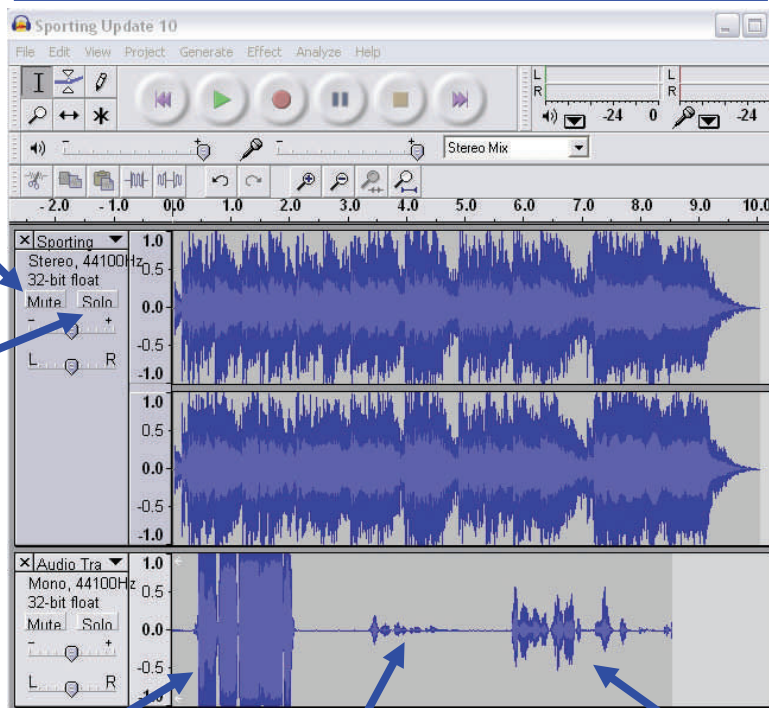
Use to move wave forms so they play at the time you want them to.

## Mute

Click "Mute" to mute this track.

## Solo

Click "Solo" to mute all other tracks and hear this one.



Stereo Track

MonoTrack

Too Loud

Too Quiet

Good