# **Ocenaudio Help Sheet**



## **Command Shortcuts:**

$$Ctrl + x = Cut$$

$$Ctrl + c = Copy$$

$$Ctrl + v = Paste$$

$$Ctrl + z = Undo$$

$$Ctrl + 0 = Zoom Out$$

#### To Fade In or Fade Out:

- Effects
  - > Amplitude
  - > Fade in/out

## To Overlap Music:

- ❖ Edit
  - ➤ Paste Special
  - > Overlap

### To Add Silence:

- Generate
  - > Silence