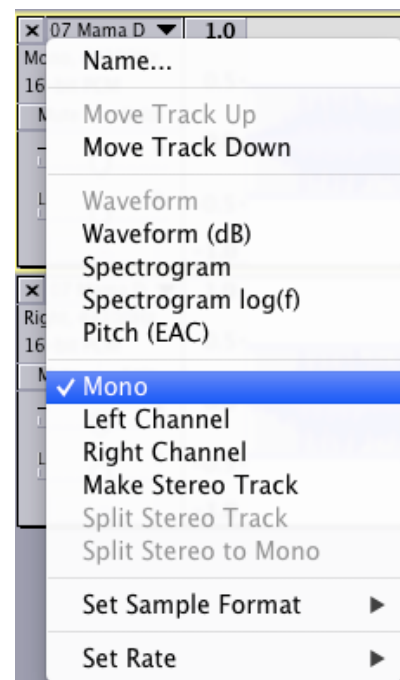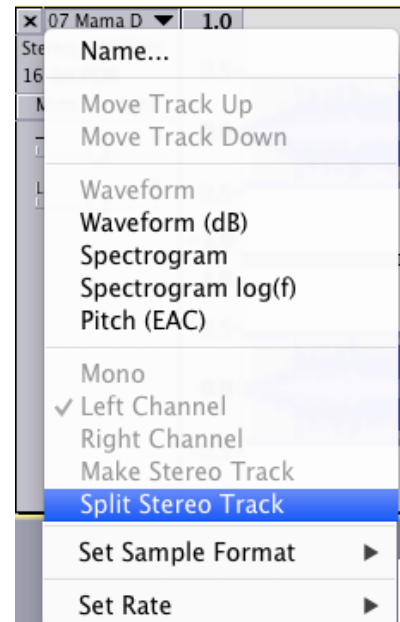# Audacity – reducing file size

Sometimes you need to get your file as small as possible. One way to do this is reduce stereo tracks to mono – it'll save you 50% of the file size.

Here's an easy way to do this.

1. **Click the track name** (mine's called "07 Mama D") and choose **Split Stereo Track**
2. **Repeat** this for as many stereo tracks as you have

3. **Click the first track name** again and choose **Mono**
4. **Repeat** this for all the tracks
5. Select all the tracks at once (hold **Shift** down and click each in turn – it's easiest to click where it says Mono under the track name)
6. Click **Project > Quick Mix**
7. Now **export** the track as an **MP3**

Alternative:

In the newer version of Audacity you can choose Split Stereo to Mono at the first instruction and then go **Tracks > Mix and Render**

> **If you only have one track or your tracks are all mono anyway then there's no need to do this!**