Acrobat Pro DC – Converting Color PDF to BW

In the 2020 version of Acrobat Pro DC the conversion to grey can be done using the Print Production tools. You can access these via the *View > Tools > Print Production* menu.

1. Select the *Preflight* option
2. Select *Prepress, Color and Transparency* from the drop-down menu at the top
3. Select Convert to grayscale from the available options.
4. Click the *Analyze and fix* button.
5. Save the converted file.
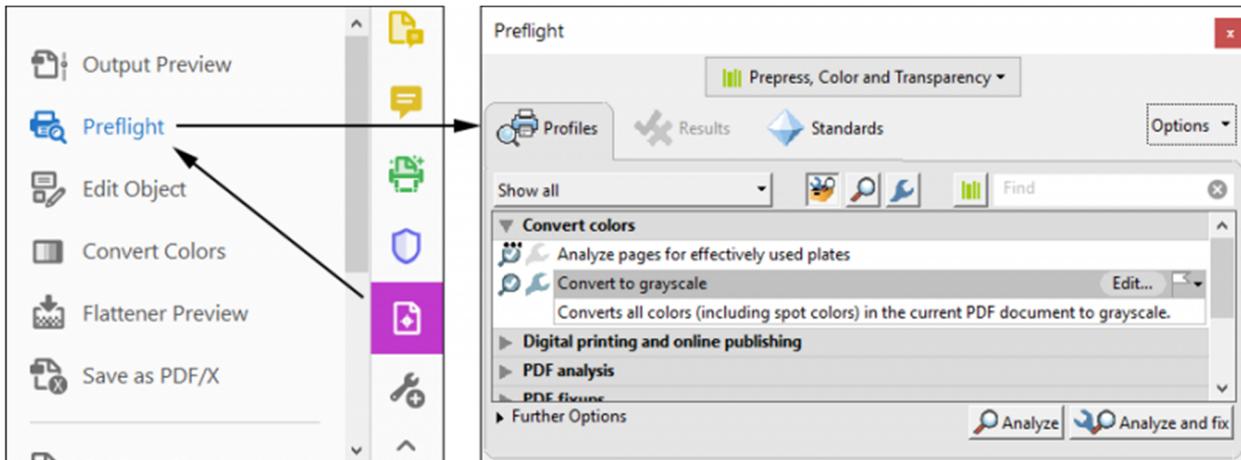
Go to grayscale in Acrobat Pro

The procedure is only slightly different in older versions like the 2015 release.

1. Choose *Print Production* in the *Tools* menu. If Print Production is not visible in the Tools panel, you may have to click that little list/triangle button to add it to the list of visible tools.
2. Select *Convert to grayscale* in the *Convert colors* list in the Preflight panel.
3. Click the *Analyze and fix* button.
4. Save the converted file.