## 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.

-	^ 🔓	Preflight
Preview Output Preview		Prepress, Color and Transparency 🕶
Reflight		Profiles Kesults Standards Options •
Edit Object	-	Show all - 😼 🔎 📶 Find 💿
		▼ Convert colors ^
Convert Colors		Analyze pages for effectively used plates
Flattener Preview	<b>N</b>	Converts all colors (including spot colors) in the current PDF document to grayscale.
		Digital printing and online publishing
Save as PDF/X		PDF analysis
-0	0	PDF fivune V
	-	Further Options     P Analyze     Analyze and fix
	~ ^	

## 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.

Tools			
$\downarrow$			
Preflight 🛛			
Profiles Results Options •			
Show all  Find			
Convert colors			
Ø 🖉 Convert to grayscale (Edit) <sup>™</sup> •			
Converts all colors (including spot colors) in the current PDF document to grayscale.			
Further Options     Analyze     Analyze     Analyze and fix			