

## Converting a PDF to Grayscale

Need Grayscale PDFs, but every time you send, they still turn out in color?

### If needed:

1. Pagnation Program: Set up file in the correct layout.  
Print a Postscript with the grayscale Color Preference set.
2. Distiller: Distill file to create PDF.

### Acrobat:

1. Open PDF in Acrobat.
2. "Save As" a Postscript: In settings, select Grayscale. Make sure all colors are converted to CMYK in the Ink Manager.
3. Save.

### Distiller:

1. Distill file to create a grayscale PDF.