How to convert PDF files to grayscale using Acrobat XI Pro

1. Open the color document you want to convert to grayscale and save a copy.

2. In the Tools pane, click the Print Production panel and select Convert Colors.

3. For the Matching Criteria, pick an option from the Object Type drop-down or leave the default Any Object to convert the entire page to grayscale.

4. In the Conversion Attributes, choose Gray Gamma 2.2 for grayscale conversion.

5. Click OK and review the warning message. Click Yes to process the file.

6. The modified page displays all content such as text, graphics, and images in grayscale.