

“Solutions” Image Services

Converting Color/Grayscale to Black and White (Mono) in Black Ice

Table of Contents

Introduction1
Process1

Introduction

The purpose of this document is to illustrate the process of converting document pages from Color or Grayscale to Black and White (Mono) in Black Ice.

Process

Locate the document and Check Out.

Name	Recording Year	Recording Mo...	Recording Prefix	Document Nu...	Recording I
20170103_13	2017	0103		13	
20170103_13	2017	0103		456	
20170103_13				55	
20170301				20170400	2017
20170301				20170400	2017
20170301				20170402	
20170301				20170402	
20170301				GWH0402	2017
20170309				1916	2017
20170411				0663	
20170518				123456	
20170518				222	
20170518				444	
20170518				66666	
20170518				999	
20170707				7	
20170711				964	
20170717				0717	
20170729				729	
20170729				729	

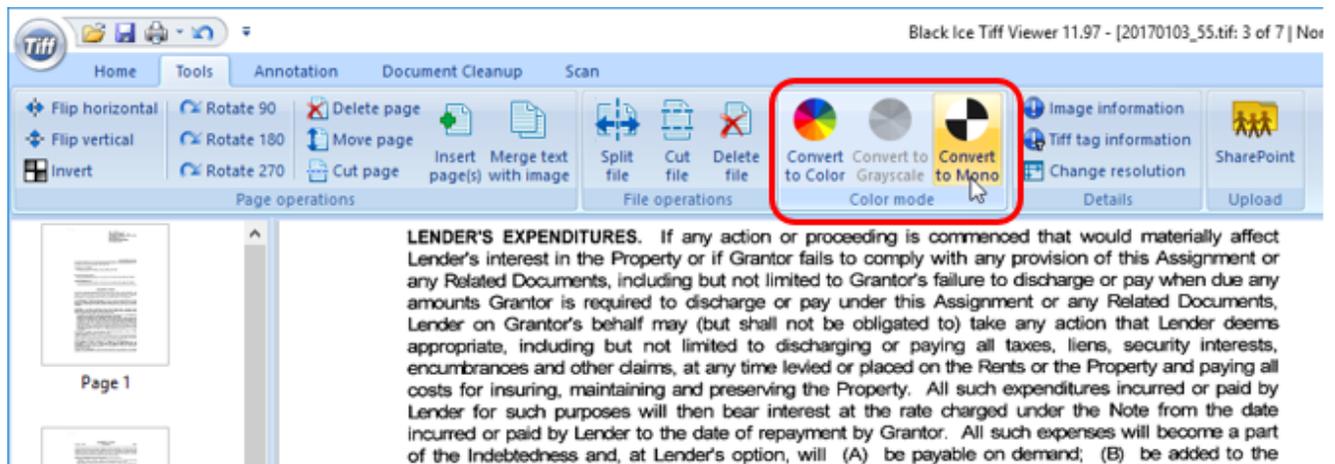
The screenshot shows a document management interface with a list of documents. A context menu is open over the document '20170103_13'. The menu items are: Open, Open With..., Send..., Export, Print..., Print with Black Ice..., View..., Check Out... (highlighted), Get Latest Version..., Create PDF Version..., Create PDF Version Adobe..., Workflow, Create Shared Link, Create WebTools Link, Show Differences, Cut, Copy, History, Delete, and Rename.

“Solutions” Image Services

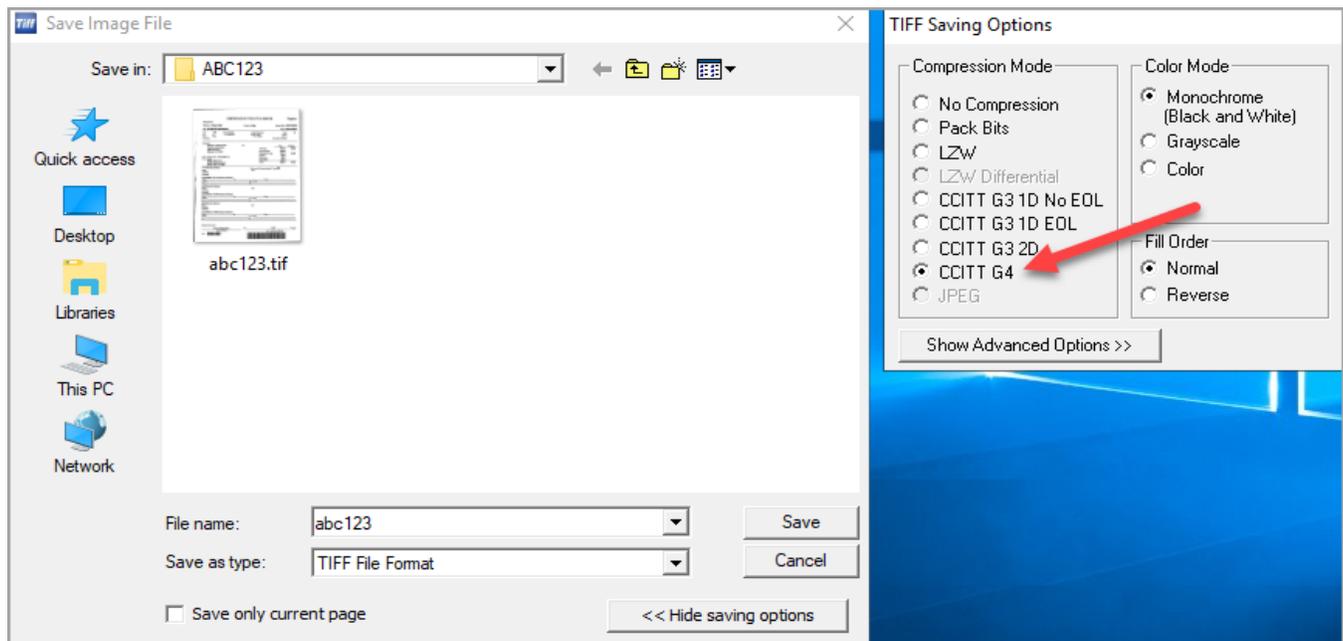
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Select the “Tools” tab at the top of Black Ice Tiff Viewer. Click through the document to find any pages that might be in Grayscale. To convert to Black and White simply click the “Convert to Mono” button.

Note: If this option is not accessible it means **this page** is already in Mono (Black and White) format. Check all pages individually.



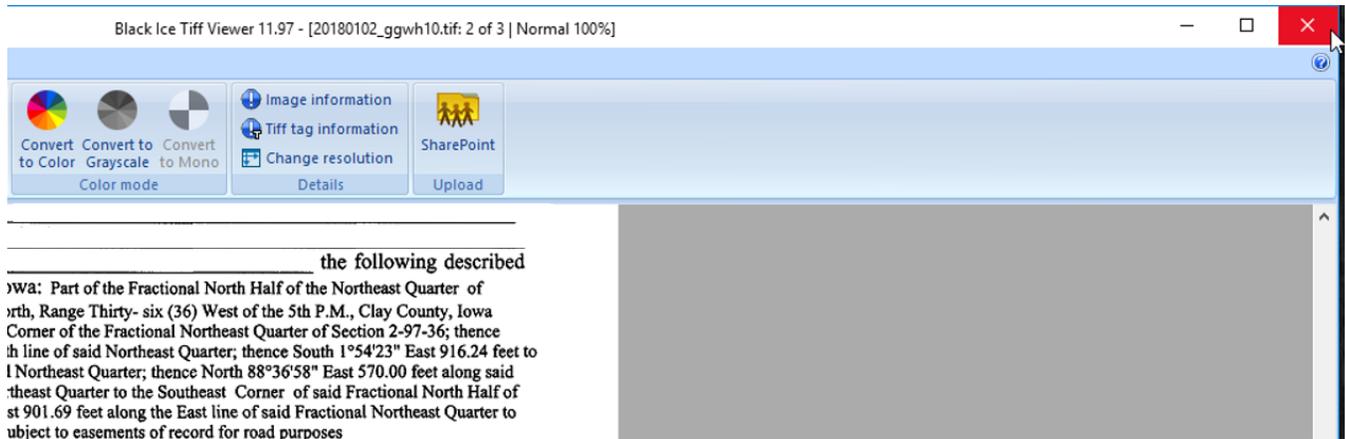
Select Tiff icon and choose ‘Save As.’ Verify the Compression Mode chosen is CCITT G4.



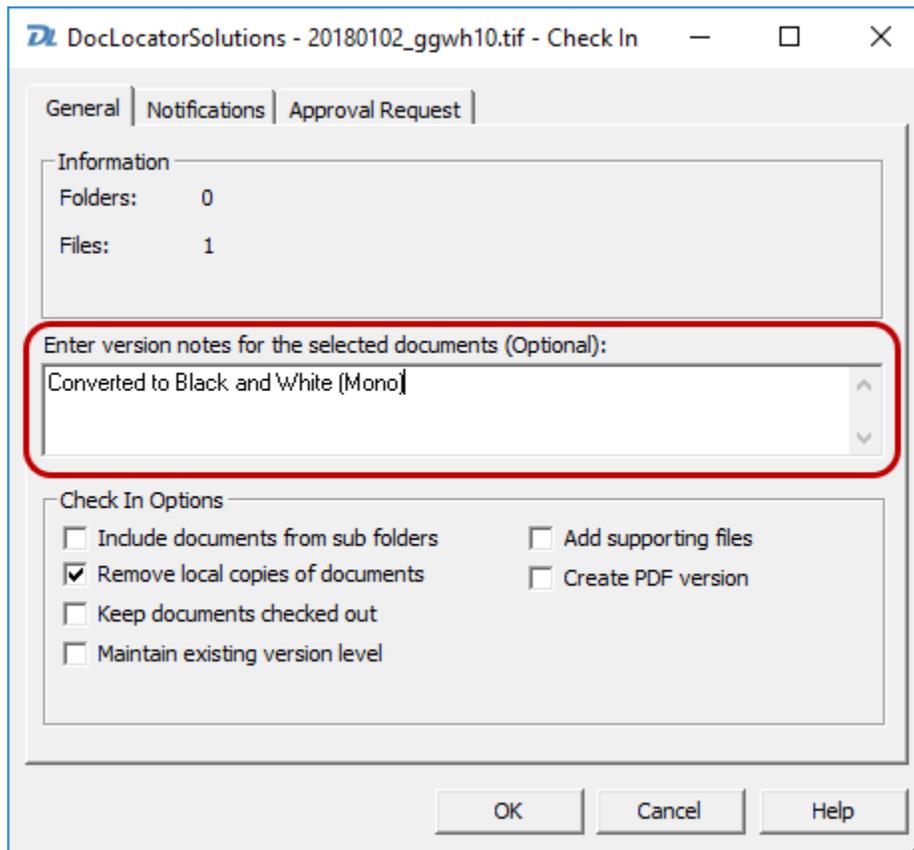
“Solutions” Image Services

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Once this is complete, check the document back in by simply clicking the “X” and closing your document.



This will bring up the Check In dialog box. We recommend entering a version note explaining what changed about the document.



Select “Ok” to complete the Check In process.