"Solutions" Image Services
Converting Color/Grayscale to Black and White (Mono) in Black Ice

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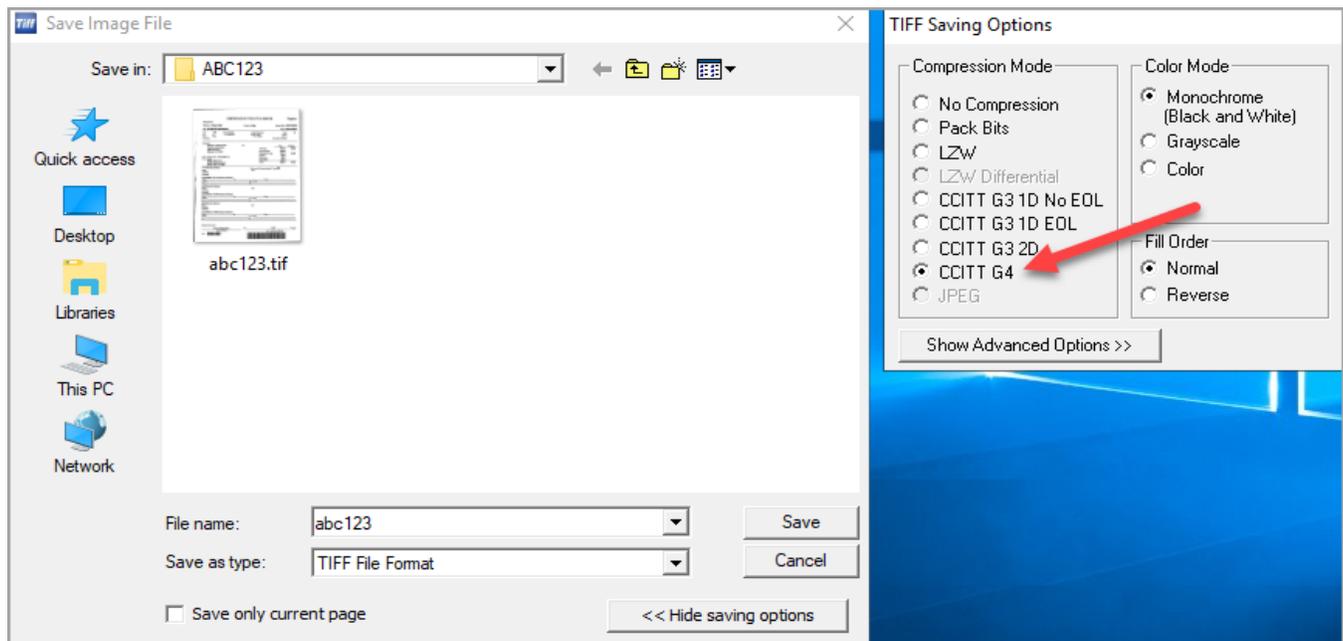
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Select the "Tools" tab at the top of Black Ice Tiff Viewer. Click through the document to find any pages that might be in Grayscale. To convert to Black and White simply click the "Convert to Mono" button.

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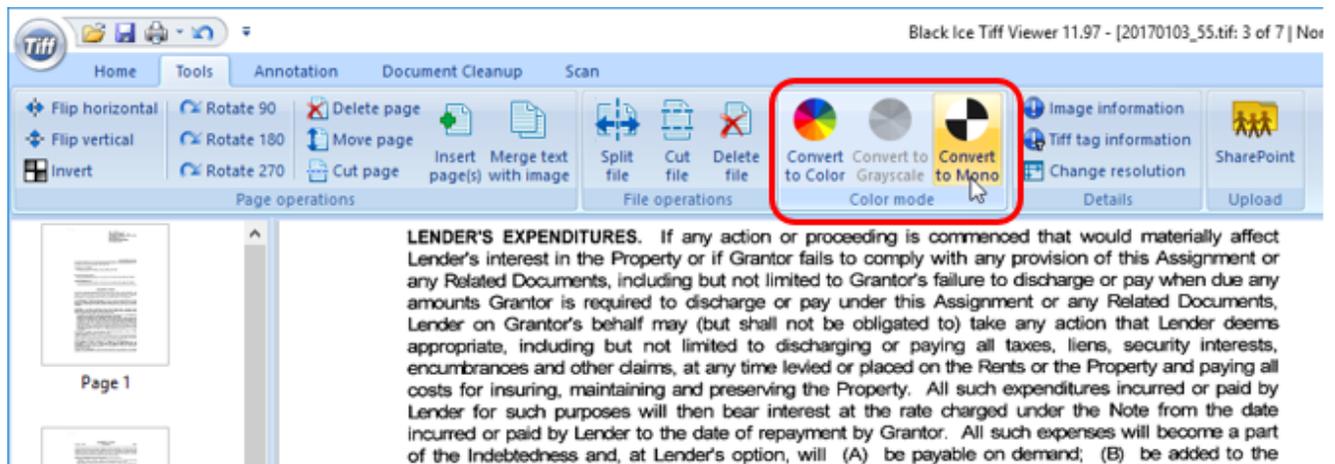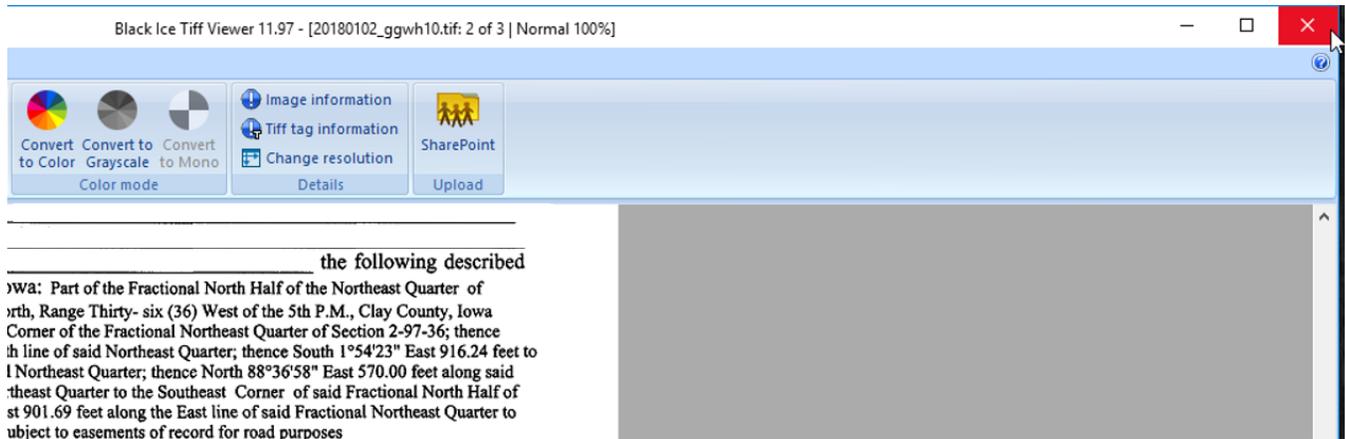

Select Tiff icon and choose 'Save As.' Verify the Compression Mode chosen is CCITT G4.
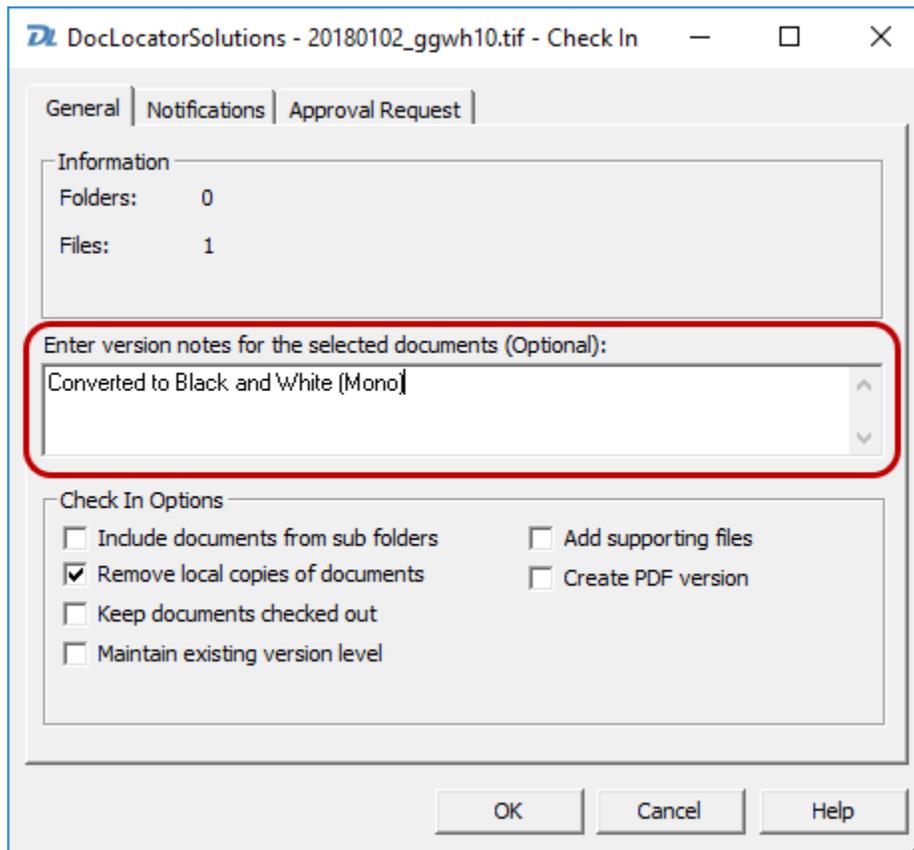
Once this is complete, check the document back in by simply clicking the "X" and closing your document.

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.