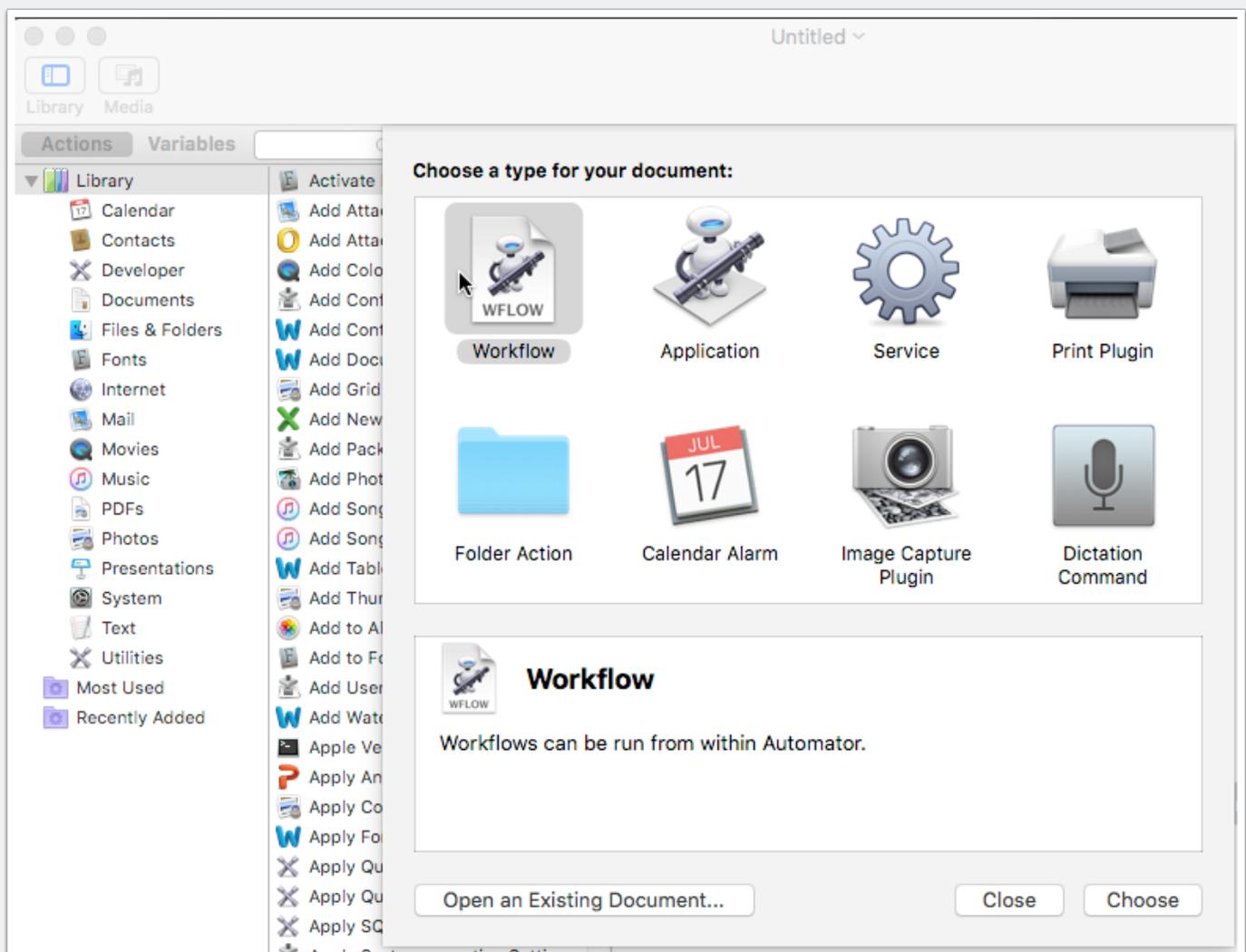# How to convert color PDF to grayscale and reduce resolution
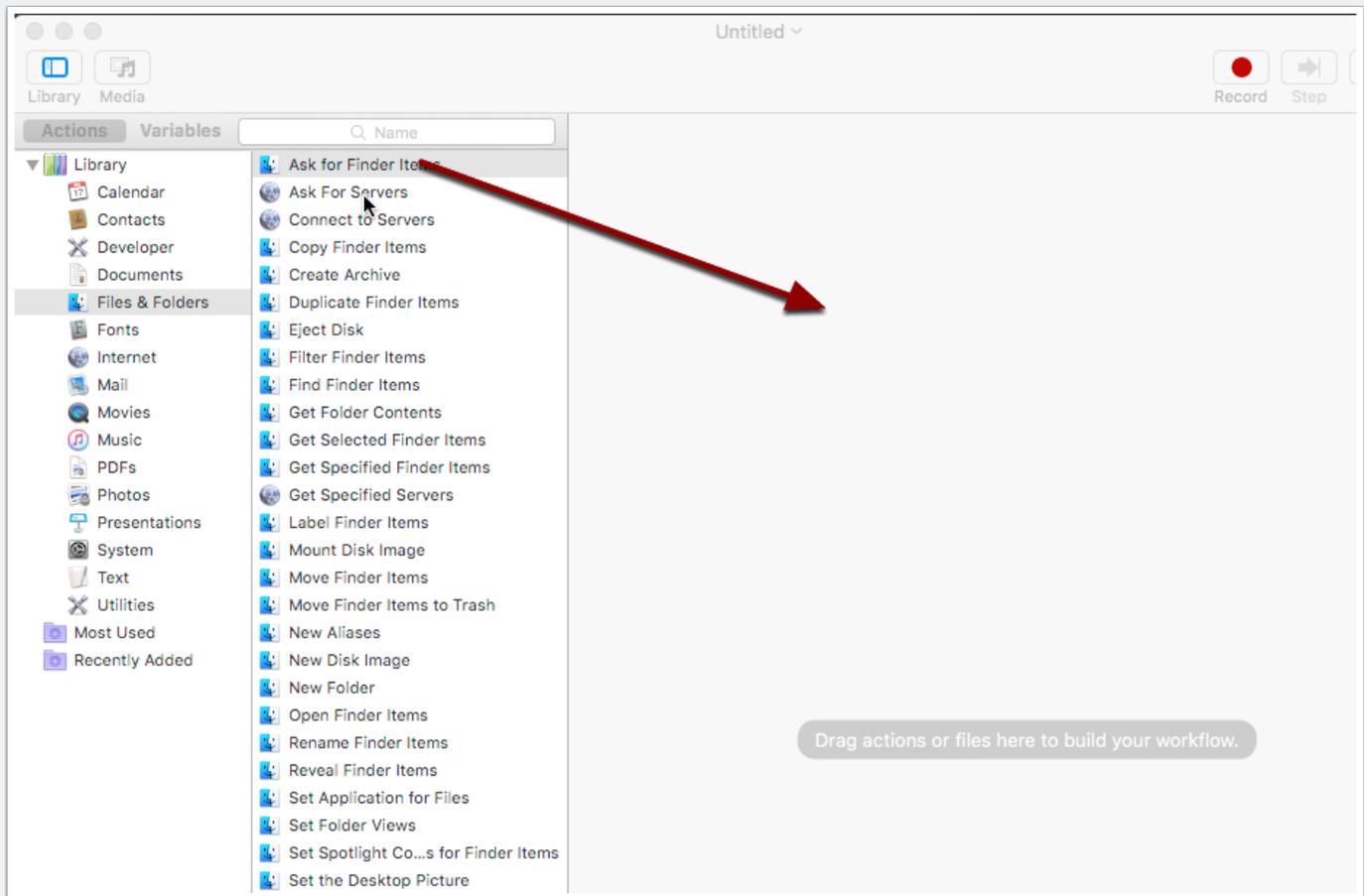
Converting color PDFs to grayscale may improve performance and reduce memory usage when used on the iPad.

## Open Automator from the applications->utilities folder then choose Workflow

## Choose Files & Folders and drag Ask for Finder Items to the right pane of the window

## Check Allow Multiple Selection and drag Copy Finder Items to the right hand pane below Ask for Finder Items
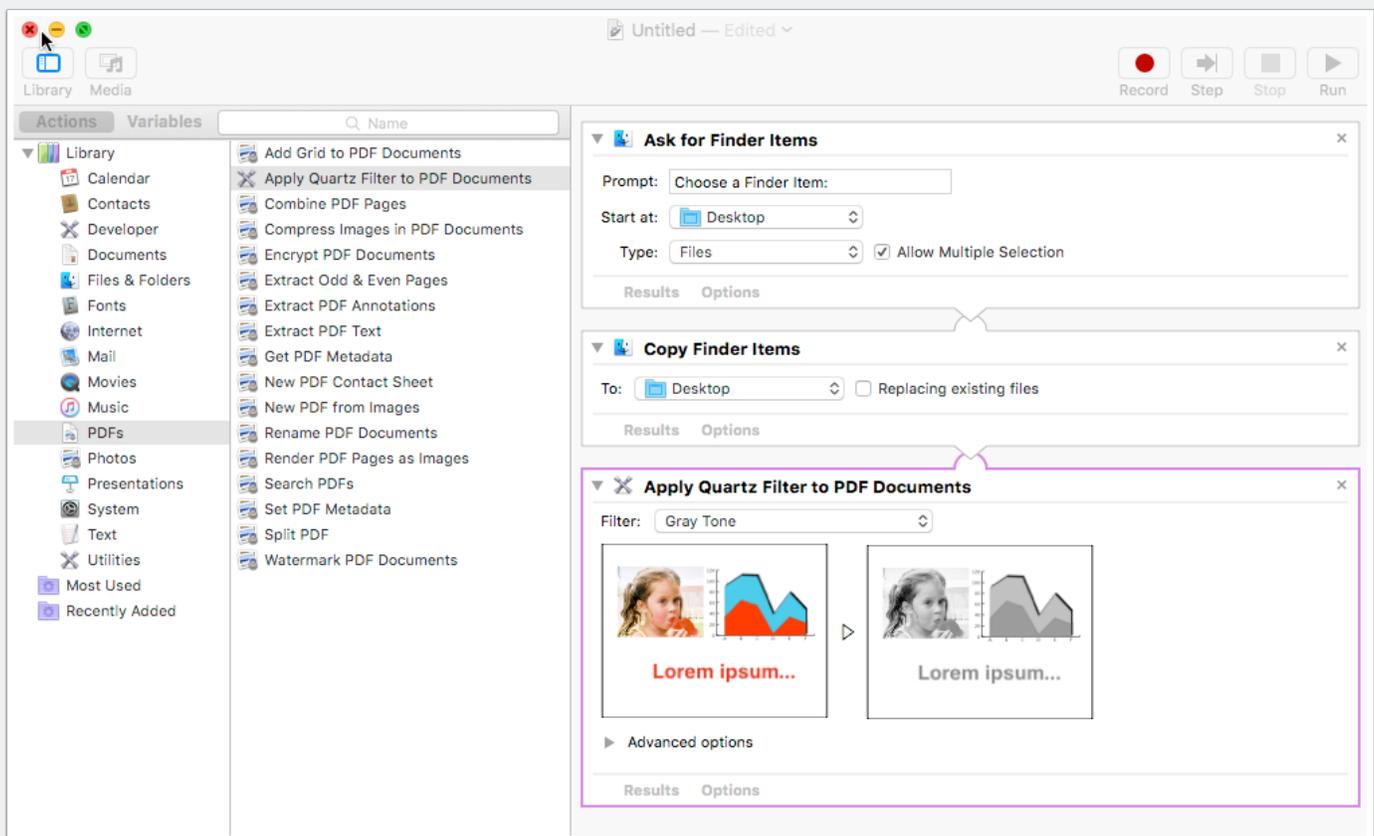
Set the To: popup to the destination folder where you want the copied/altered files to go. Check Replacing existing files.
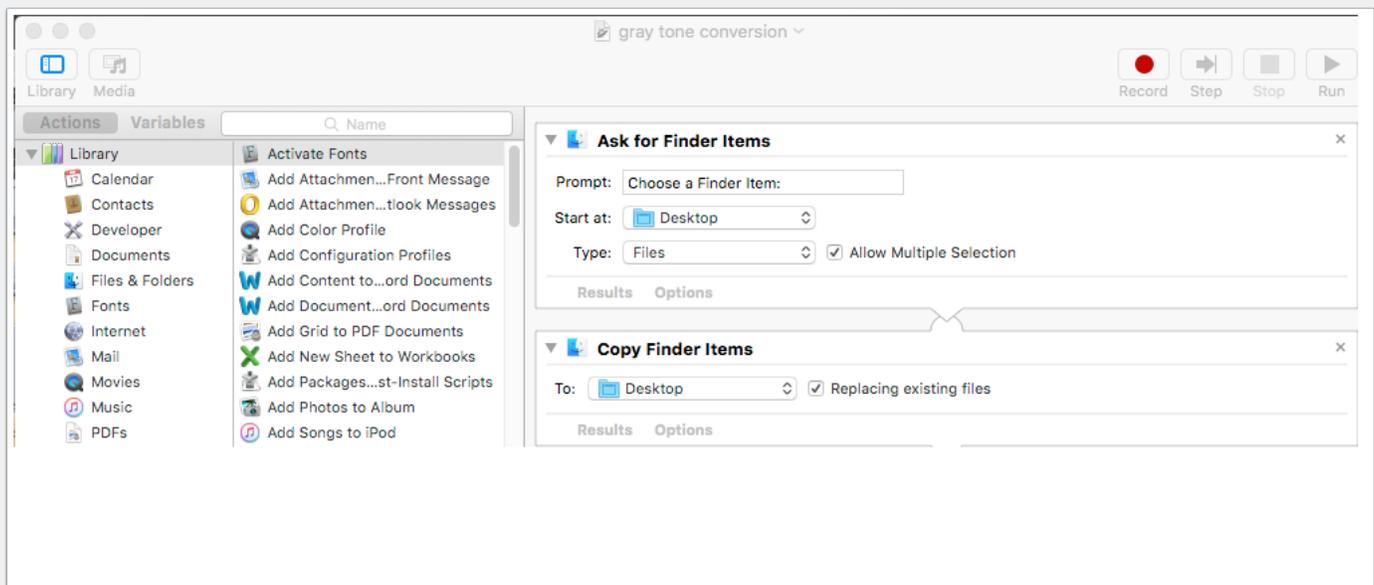
# How to convert color PDF to grayscale and reduce resolution

## Choose PDFs and drag Apply Quartz Filder to PDF Documents under the Copy Finder Items in the right hand pane
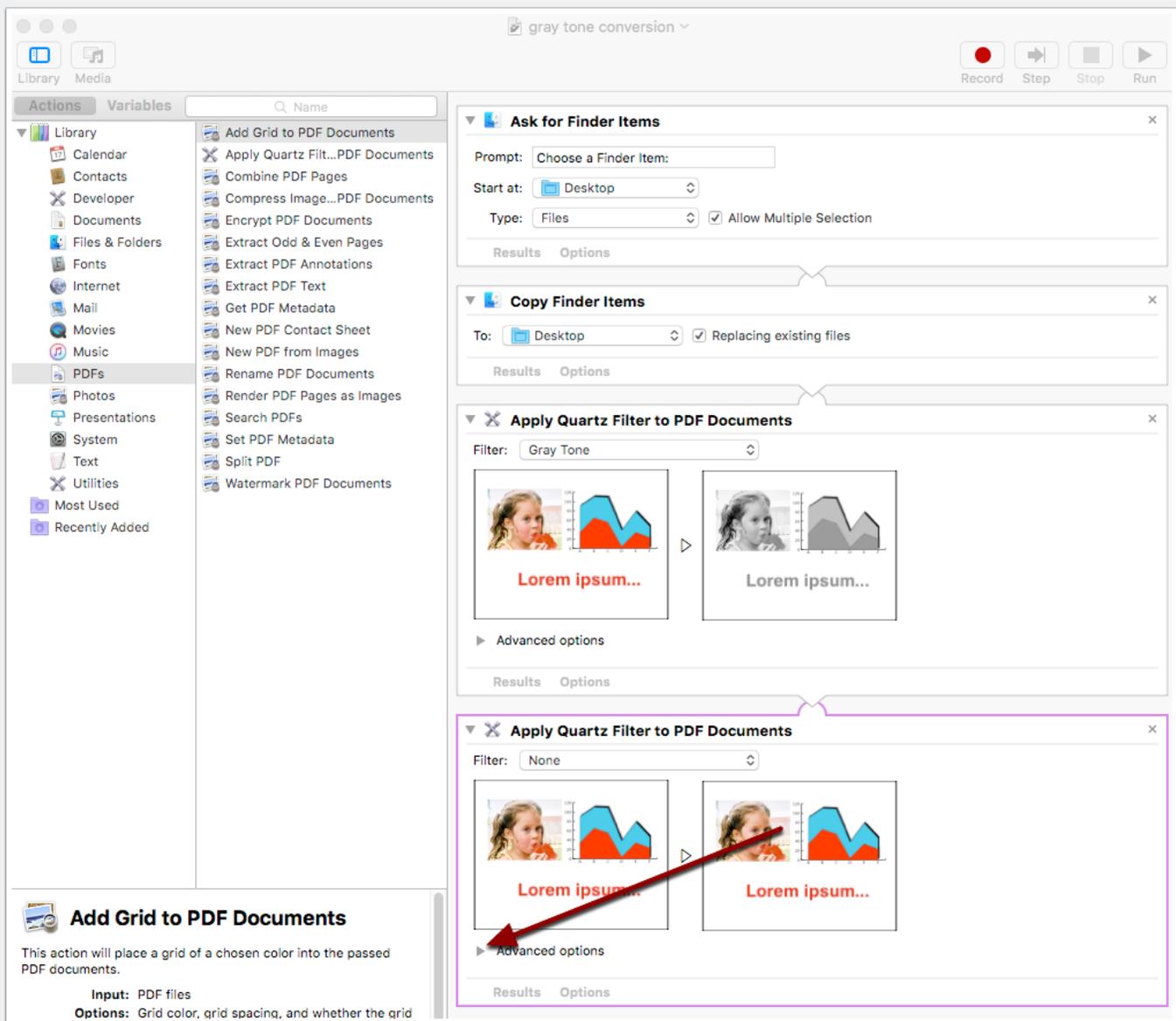
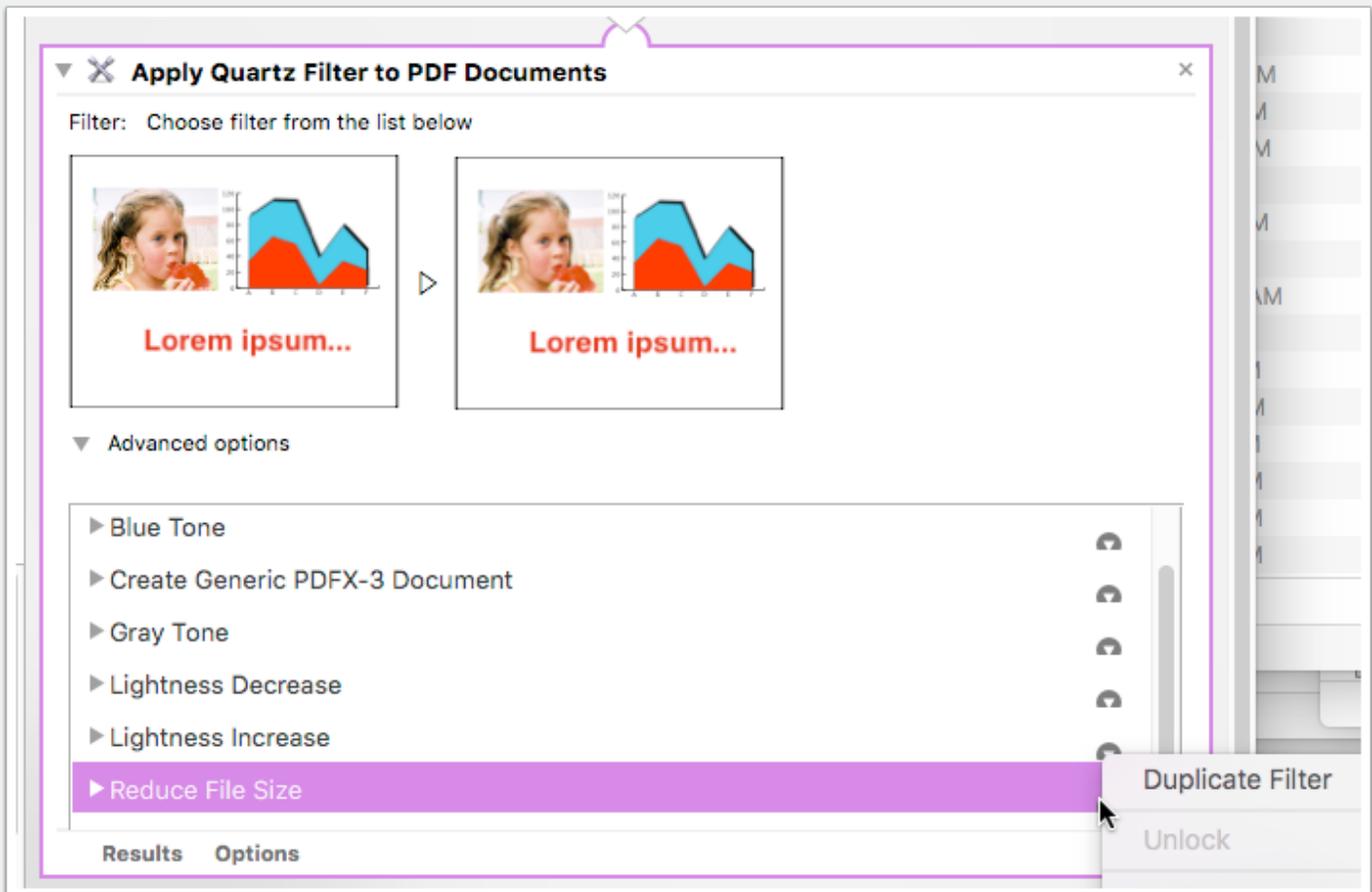Choose Gray Tone as the Filter. This will make the files grayscale

## Choose PDFs and add another Apply Quartz Filter to PDF documents to the right pane
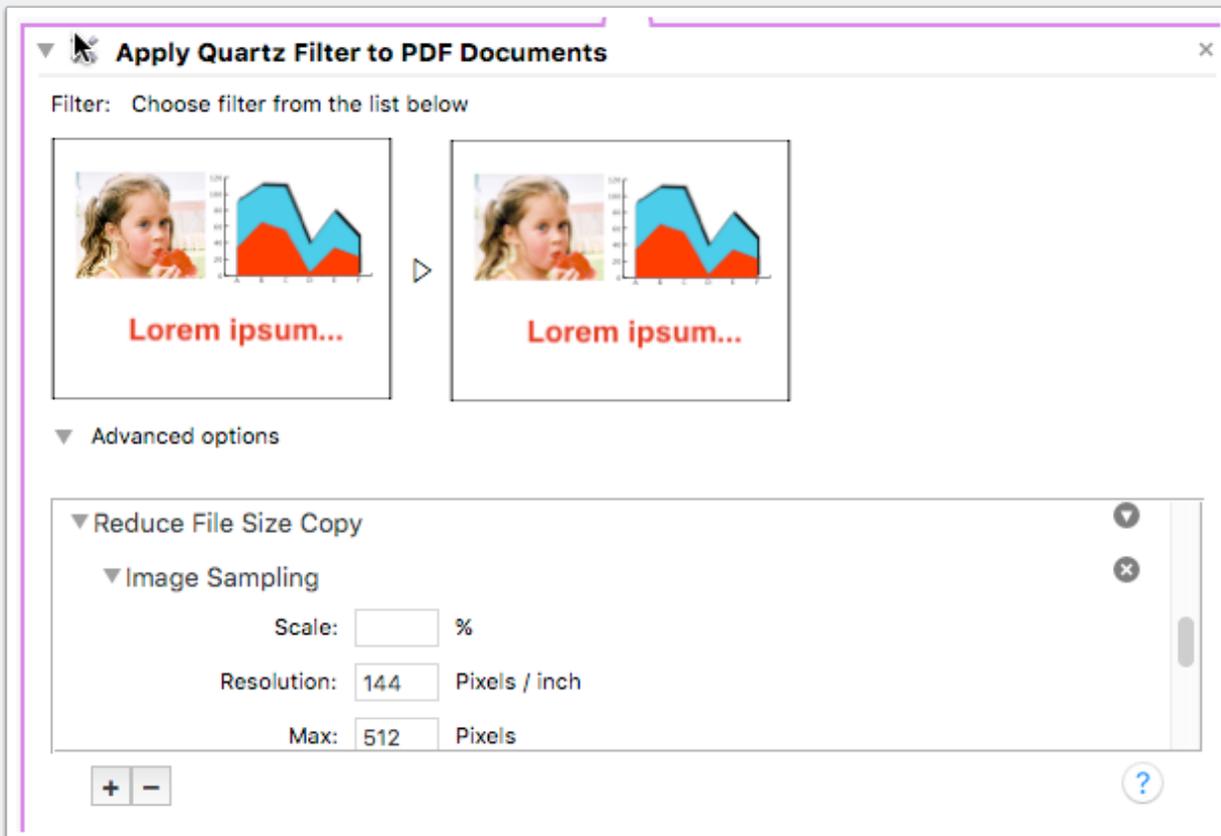
Press the Advanced options arrow

# How to convert color PDF to grayscale and reduce resolution

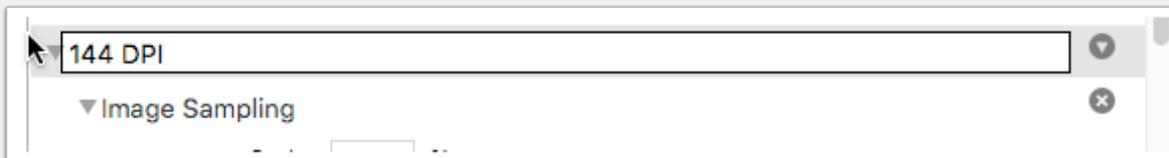## Click the downward arrow on the right and choose duplicate filter

# How to convert color PDF to grayscale and reduce resolution

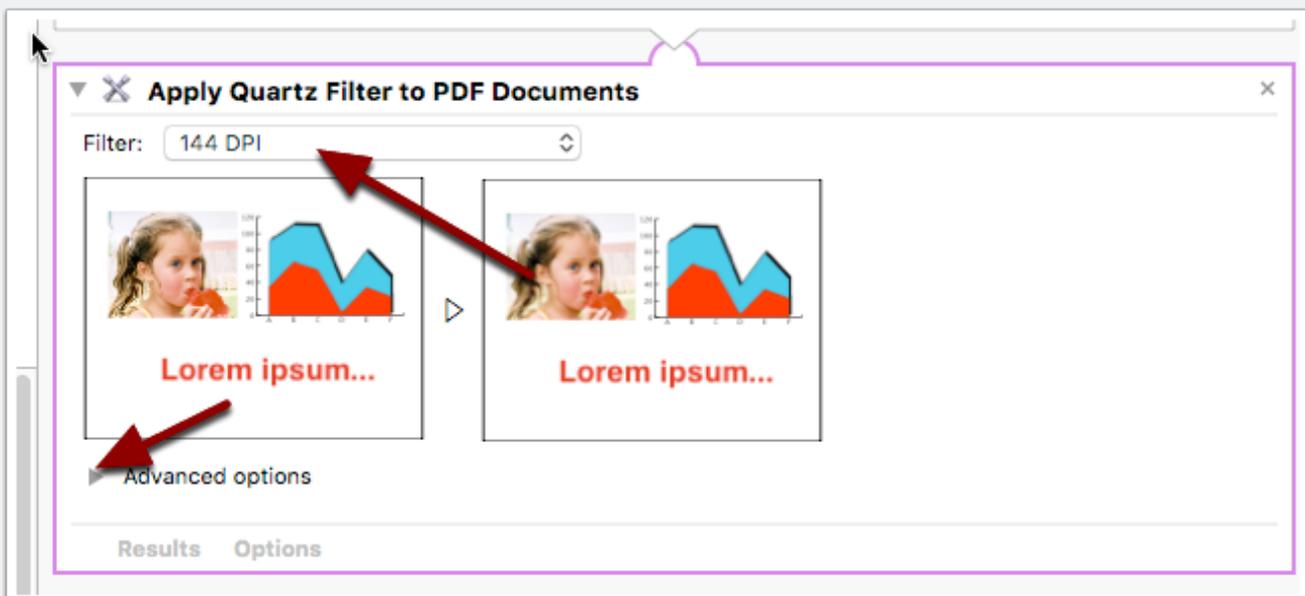## Open the filter copy left arrows and set the Resolution to 144 DPI

## Double-click the name and rename it to 144 DPI or any name you choose



## Close the Advanced options by clicking the left arrow and choose 144DPI from the Filter: popup

Now the 144 DPI filter will reduce the resolution of the files.

## To process a bunch of files, choose Run from the top right of the window

You will be prompted to find and select the PDF files you want to process (shift-click to select multiple files). After processing, the copied files will appear in the To: destination