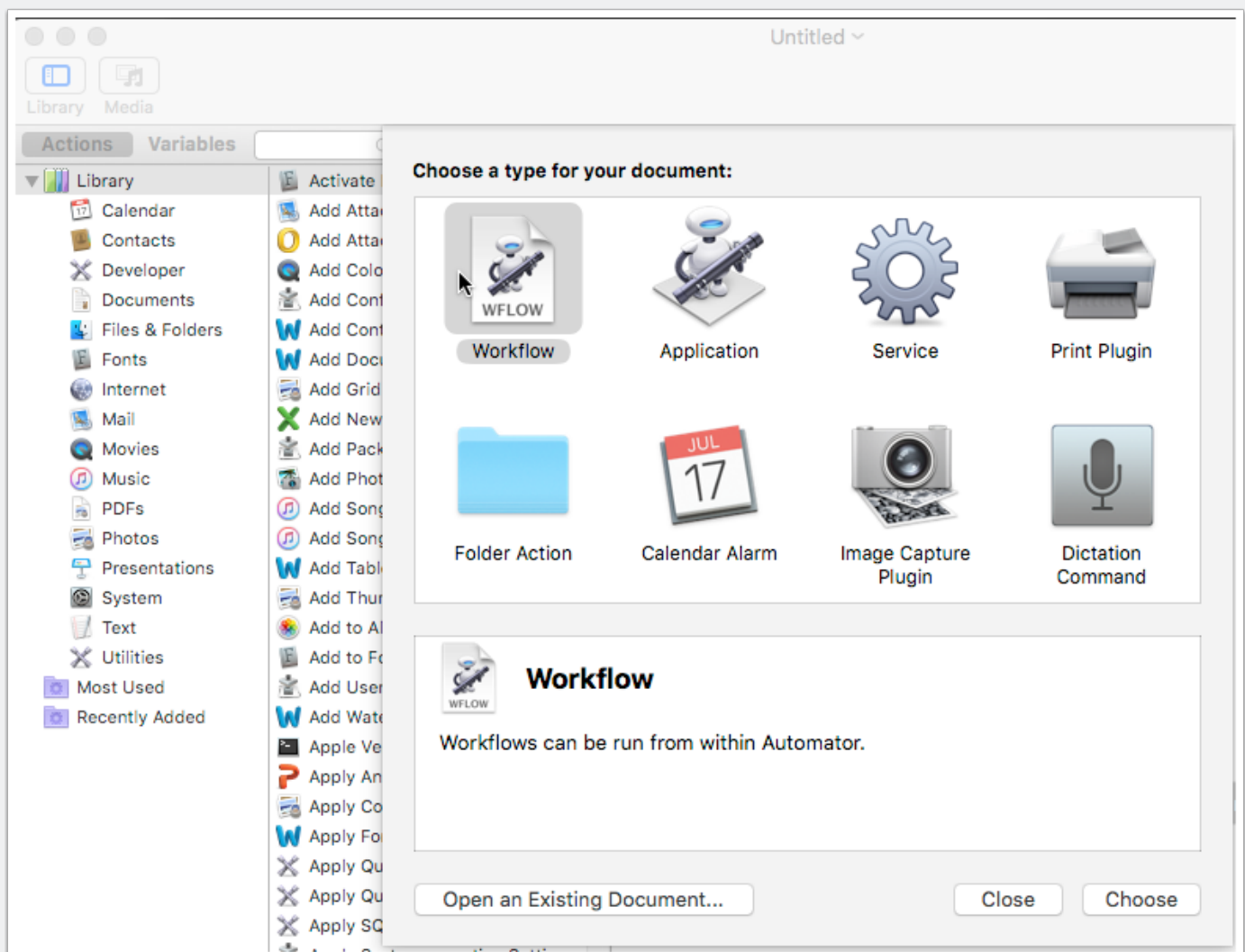# How to convert color PDF to grayscale
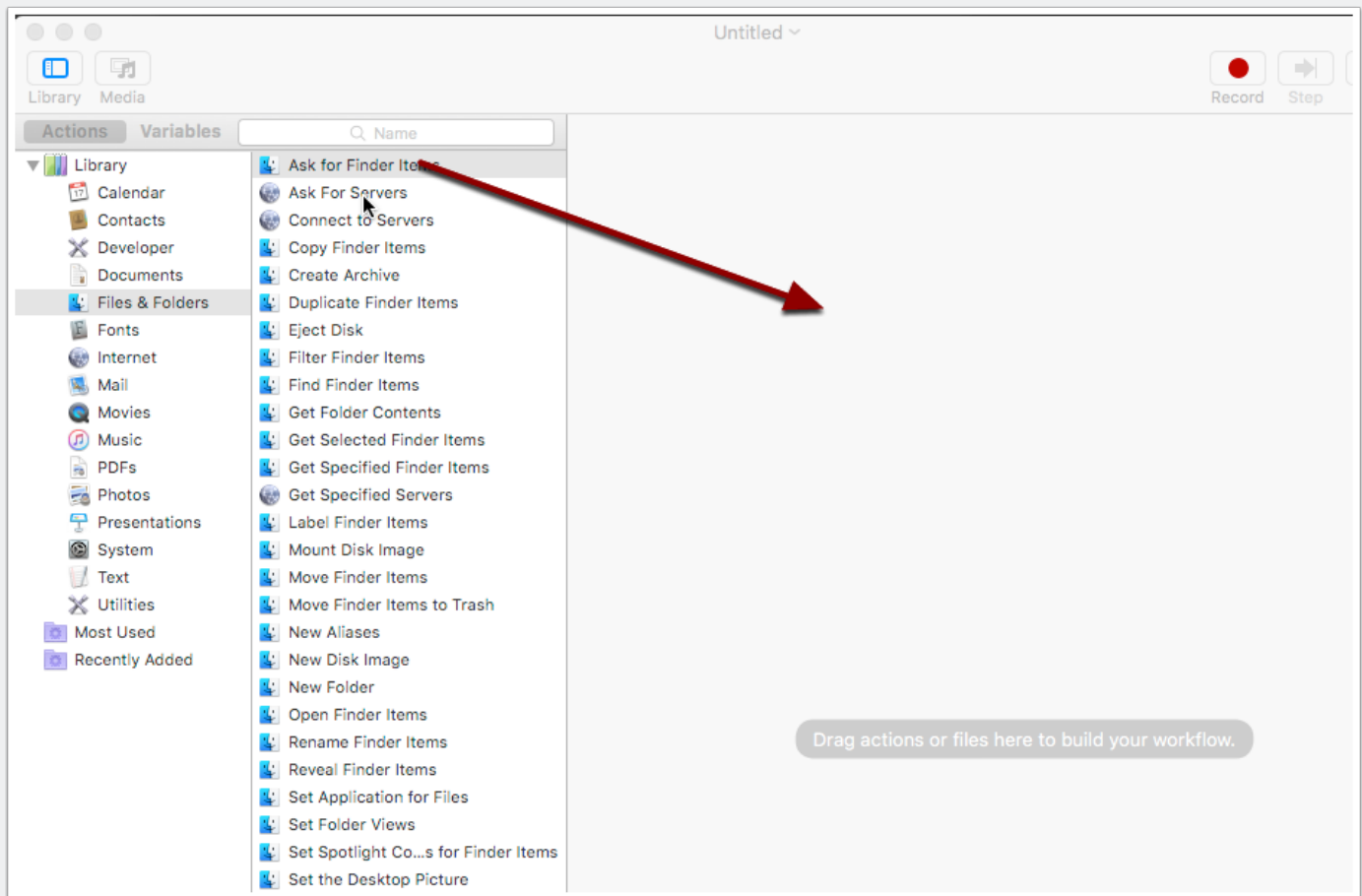
Converting color PDFs to grayscale may improve performance and reduce memory usage when used on the iPad.

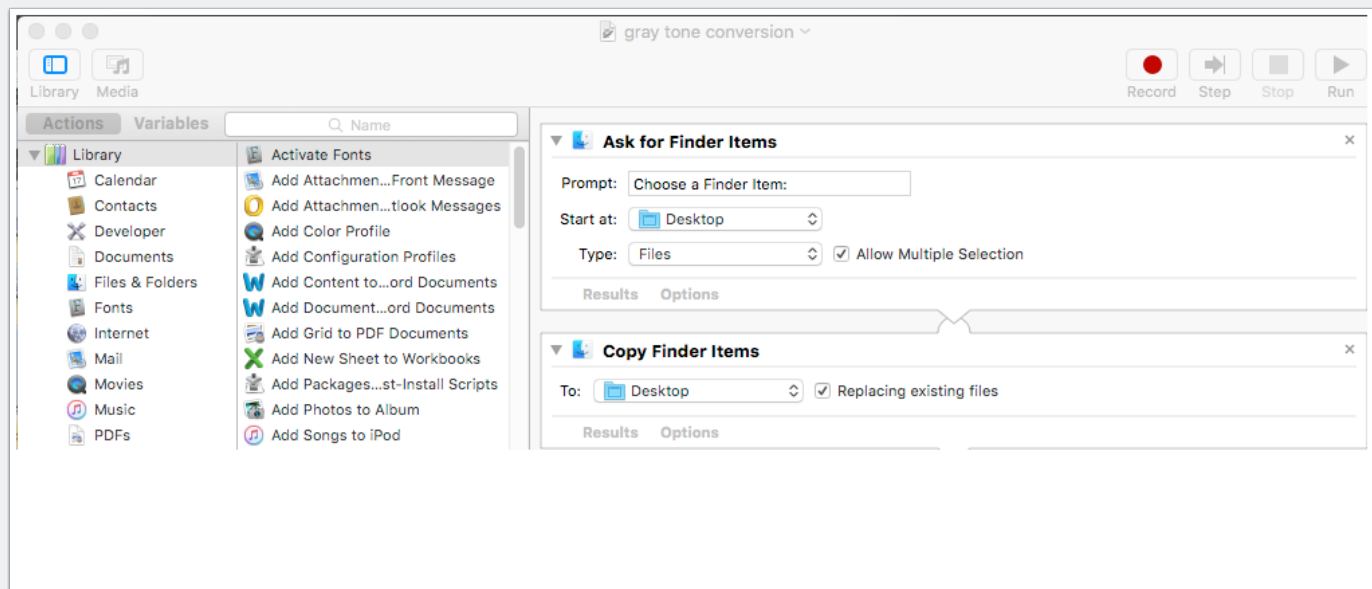## Open Automator from the applications->utilities folder then choose Workflow

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

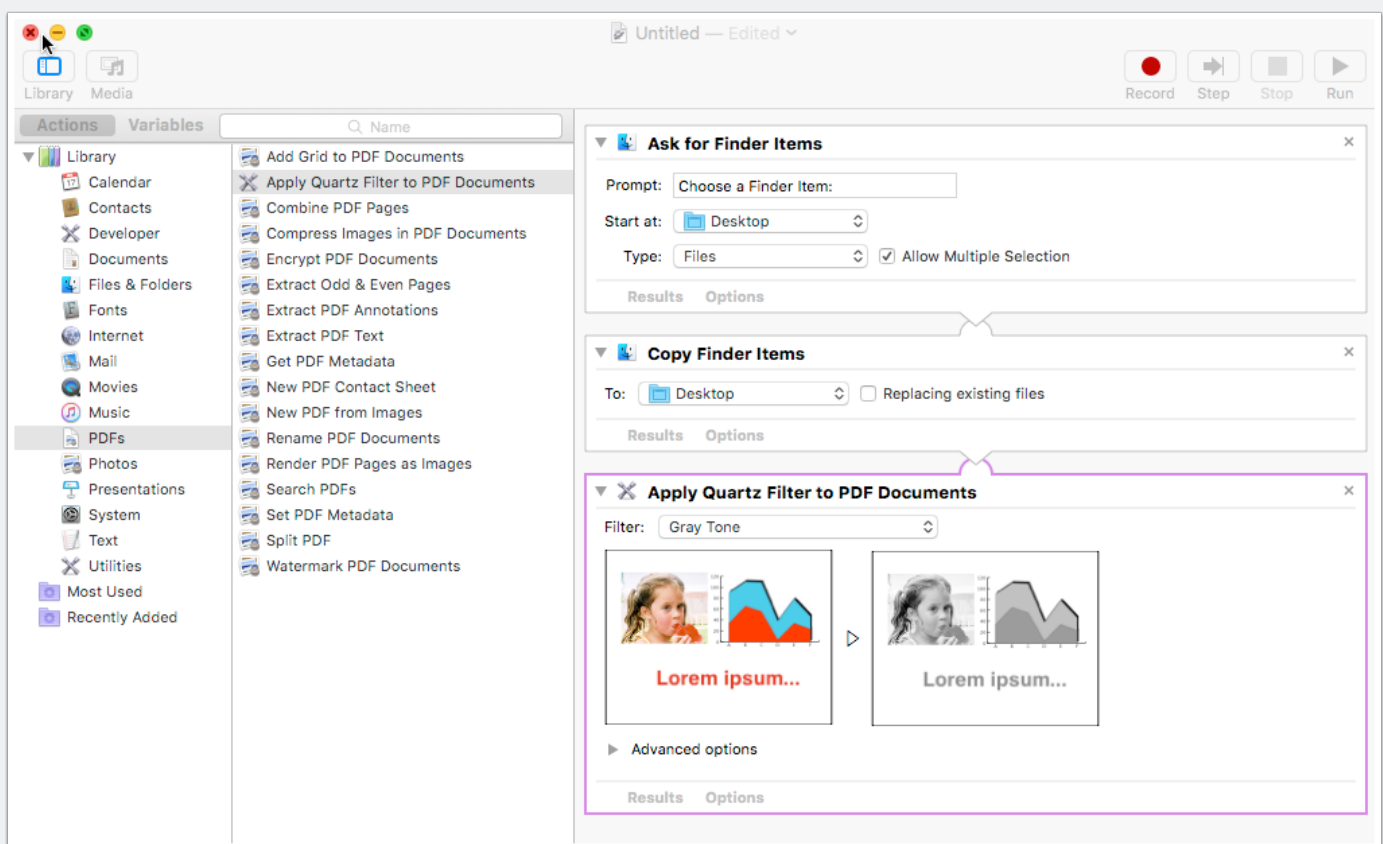## Check Allow Multiple Selection and drag Copy Finder Items to the right hand pane below Ask for Finder Items

Set the To: popup to the destination folder where you want the copied/altered files to go. Check Replacing existing files.

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

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