

# How-To:

## Convert Pages to Grayscale



# How-To: Covert Pages to Grayscale

## Feature Overview

The Convert to Grayscale feature saves on click charges and easily fulfills the designer's intent for a printed piece. Applying grayscale conversion at the sheet surface level ensures click savings for imposed documents such as booklets or gang-ups.

## Customer Benefits

- Saves on click charges
- Ensures the printed piece fulfills the designer's intent.

## Objectives of Exercise

- Specify page ranges to print in black and white.

## Additional Resources

If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

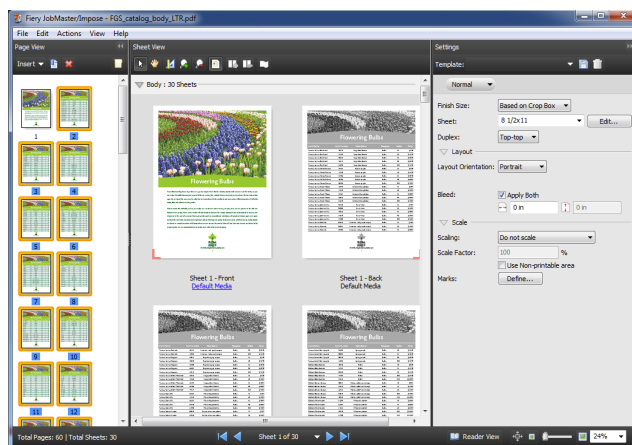
## Before you begin

- Have Fiery Command WorkStation 5.7 or above opened and connected to at least one Fiery server, running Fiery System 9 Release 2 software or above.
- Activate the Fiery JobMaster<sup>1</sup> or Fiery Compose license on the Command WorkStation client.
- Place the file **FGS\_catalog\_body\_LTR.pdf** or **FGS\_catalog\_body\_A4.pdf** in the Fiery Held queue. Drag and drop the file to the Command WorkStation Held queue or use the Command WorkStation Import menu option.

<sup>1</sup>To check if your Fiery driven printer supports Fiery JobMaster go to <http://w3.efi.com/Fiery/Products/Workflow-Suite/Fiery-JobMaster/Specifications>

**Note:**

Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery that will be used for this How-To Guide.



## Converting pages to Grayscale

1. Select the file **FGS\_catalog\_body\_LTR.pdf** or **FGS\_catalog\_body\_A4.pdf** in the Held queue, right-click and select **JobMaster** or **Compose**.
2. In the **JobMaster** window, select all pages in either the **Page View** or **Sheet View** pane by right-clicking to **Select All** in the **Edit** menu.
3. Hold the CTRL/Command key and deselect pages **1, 2, 16, 31, and 46**.
4. Right-click on the highlighted pages and select **Convert to Grayscale**, or select **Convert to Grayscale** from the **Actions** menu.
5. The pages in the Sheet View pane are updated to show which sheets will print in color and which will print in grayscale.



### Note:

Convert to Grayscale takes place either in the Page View or Sheet View panels. Once the selected pages or sheet surfaces are converted, changes are reflected in the Sheet View panel.

When Fiery Impose is used to convert pages to Grayscale, the grayscale settings are not saved in Fiery Impose templates.

6. Apply any settings to the document, and select the disk icon to save the job as a template and **OK** to close.
7. Close **JobMaster** and save the document.



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