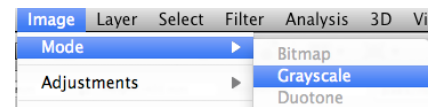


CONVERT TO MONO

Photoshop and Photoshop Elements offer both destructive and non-destructive black and white conversion techniques - destructive cannot be re-adjusted afterwards.

1. **Convert to Grayscale (destructive)**


- Select Image > mode > Grayscale
- A quick and easy method but with no control over the conversion process.

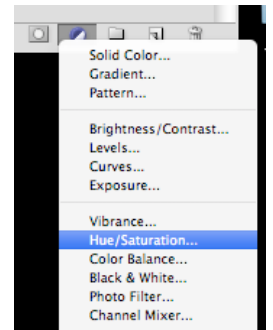


2. **Convert to Black & White (destructive)** Elements and older versions of Photoshop

- Select Enhance > Convert to Black and White
- Better control using the sliders

3. **Hue Saturation Tool (non destructive)**

- Select Layer > New Adjustment layer > Hue / Saturation and move saturation slider to -100
- You can also select via shortcut symbol  instead of the main menu bar
- A quick and easy method but with limited control over the conversion process.

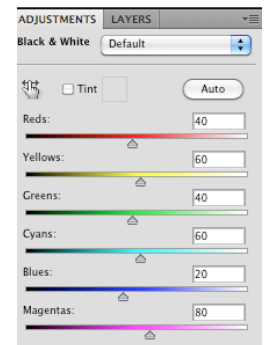


4. **Gradient Map (non destructive)** reset foreground / background to B & W - select 'D'

- Select Layer > New Adjustment layer > Gradient map
- A quick and easy method but with no control over the conversion process

5. **Black & White adjustment layer (non destructive) – not elements**

- Select Layer > New Adjustment layer > Black & White
- The best method to use. Gives the greatest control over colour conversion by use of the sliders.



6. **Channel Mixer Tool (non destructive) – not elements**

- Layer > New Adjustment Layer > Channel Mixer
- Click the monochrome box.
- Adjust the sliders to lighten or darken the tones – ensure that the total of all 3 sliders is 100%
- Useful for modifying skin tones or tonal effects.

