# Converting Images in Word 2016 to Greyscale

This document will show you how to convert graphics to grayscale in Microsoft Word effectively for students with disabilities.

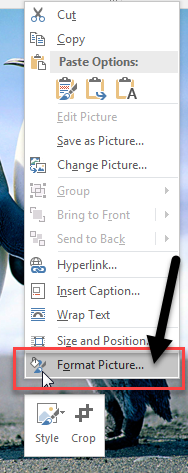
Please do not hesitate to contact Jen at the Teaching Learning Center at

303.352.3002 or [Jennifer.Maxwell@ccd.edu](mailto:Jennifer.Maxwell@ccd.edu)

## Converting to Grayscale:

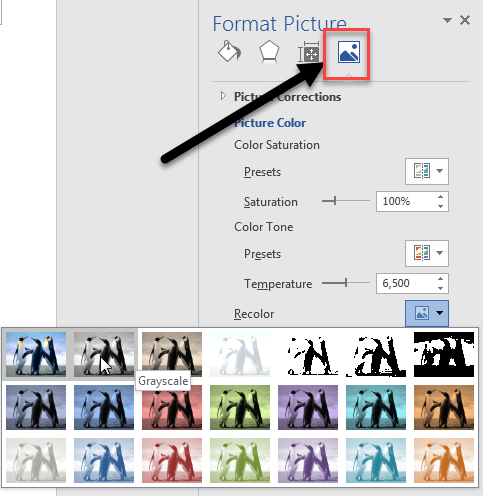
* Black & white or grayscale is best for readability; avoid colors.

1. Right click on the image to access the toolbar. Click on Format Picture.

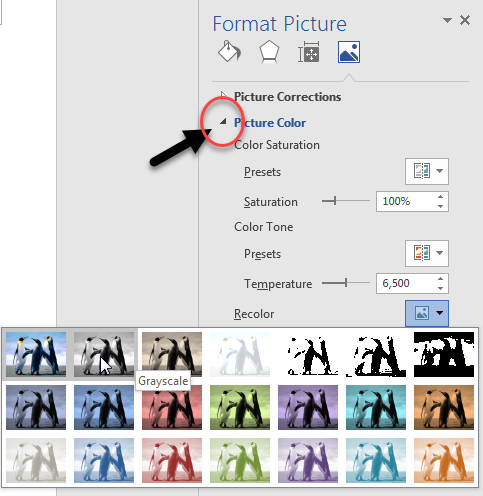


2. The Format Picture dialog box will appear on the right side of the document.

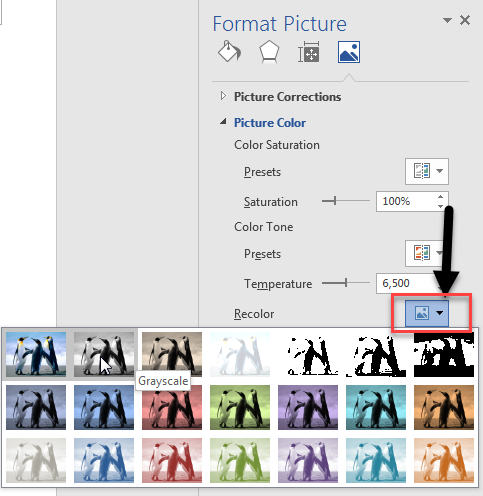
3. Click on the Picture icon to access the Picture Color feature.



4. Click on the expand arrow next to the Picture Color feature.



5. Move down the dialog box to the Recolor feature and click on the Recolor icon to expand the menu.



6. Select the Grayscale option to change the image to grayscale.

