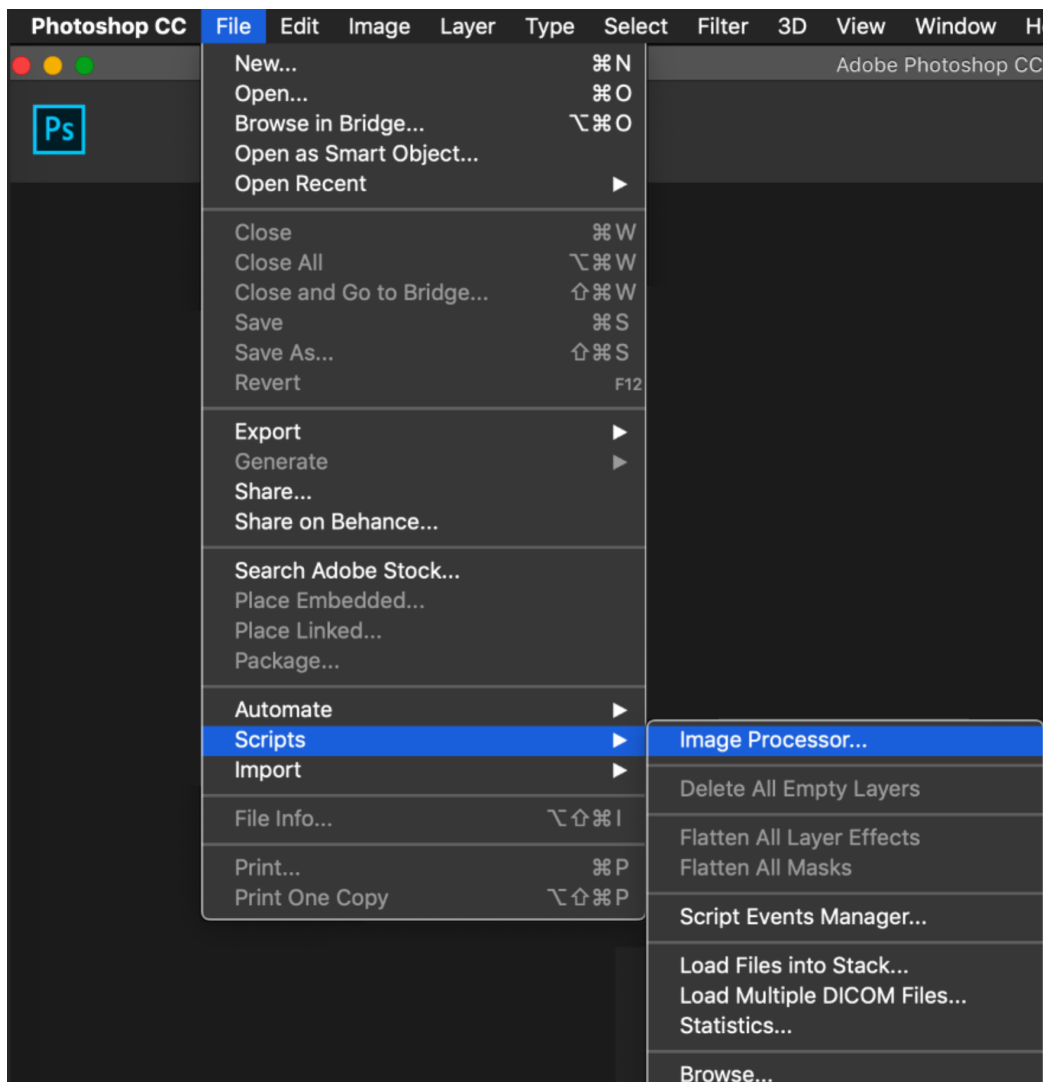# Batch Convert Color Photos to Grayscale in Photoshop
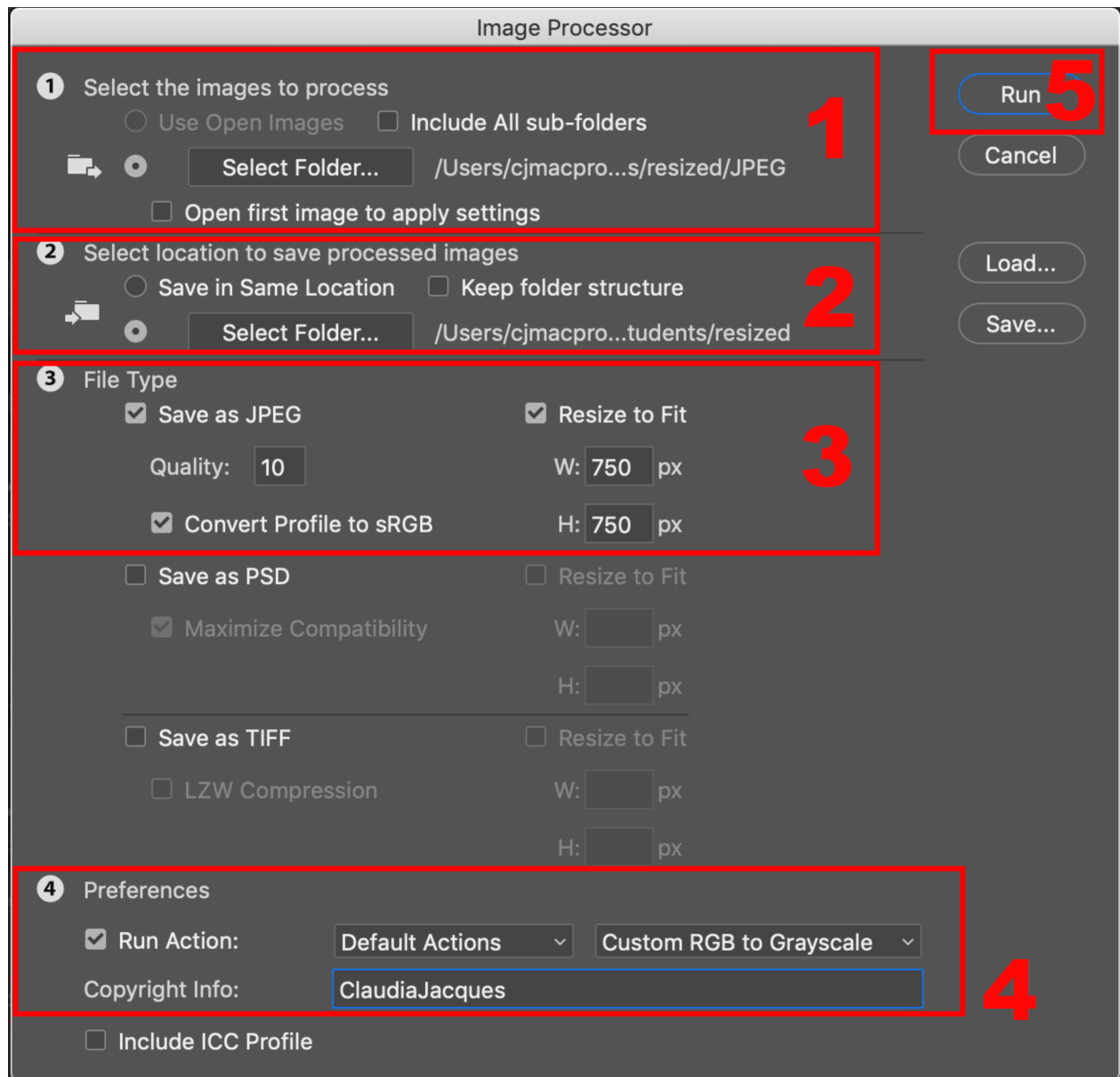
Organize Images

1. Open **Finder** (Mac) or **Windows Explorer** (PC)
2. Find the folder you want to batch convert your images to grayscale.
3. Create a sub-folder with only the images you want to convert to grayscale.
4. Remember the location where the photos you want to convert to grayscale.

Image Editing: Batch Processing

1. Open **Adobe Photoshop**.

2. Go to **File →→ Scripts →→ Image Processor**

3. The **Image Processor** window, as below, opens:

4. In Box 1, choose **Select Folder** to select the sub-folder containing the images you organized to batch reduce the size.

5. In Box 2, choose **Select Folder** to select the folder you want the images to be stored. You are able to create a folder if needed.
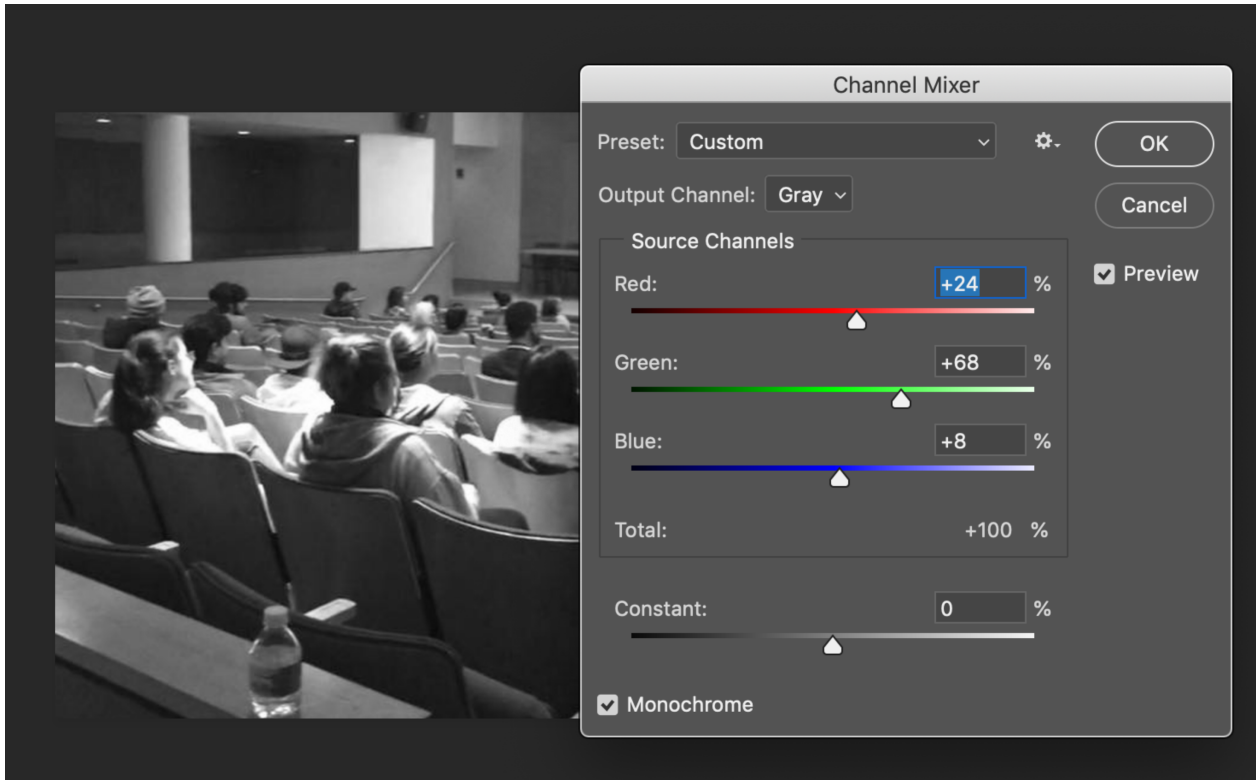
6. In Box 3, only check the items if you want the files to be saved as JPG, resampled, resized and color profiled for web.
   Quality refers to resampling the pixels. The smaller the number the less quality the image will have and the smaller is the file size.
   Resize to Fit lets you select the desired width and height constrains.
   Select **Convert Profile to sRGB** only if you are using this image on the web.

7. In Box 4, select **Run Action:**, choose **Default Actions** and **Custom RGB to Grayscale**. Add your name to the **Copyright Info**: to add your name to the image's metadata. Servers, systems and applications read the metadata, which adds some protection to your images. Your name will not appear in the image..

8. In Box 5, select **Run** to apply the batch actions to your images.

9. Once Photoshop starts to run the actions, it will prompt the **Channel Mixer** for each image so you can adjust the values properly. Note how changing the Red, Green and Blue affect the whites, blacks and grays.

10. Once you are done go to the folder you created and added the images to see them.