Color to Black And White PowerPoint Add-In Instructions

Step One – Inserting Images
Insert color clip-art images using the Quick Insert or Replace Placeholders buttons. The program **will not work** on clip art that you insert in any other way.

I don't recommend using these buttons to add other images (e.g., logos, photos, etc.) because the computer will think that they are color clip art and will try to find their black-and-white counterpart later on.

Not sure how to use image placeholders? You don't need to worry about the Replace Placeholders button if you don't already use them! But, if you're curious, you can find an overview here.

Placeholders F.A.Q.

Will the images in the placeholders be resized to fit?
Yes, all images will be automatically resized to fit your placeholders.

Will the placeholders on all slides be replaced?
You can choose whether you want do all slides or just some. When choosing only certain slides, you can type in slide numbers separated by commas or hyphens.

Step Two – Changing Images to Black and White
When you're done creating your color version, it's time to make your black-and-white copy. It's **always best practice to save your document before you run any PowerPoint add-in.**

When you're ready, just click "Auto Change to BW." You'll be asked to grant folder access. Choose all of the folders where you store your clip art (e.g., Documents, Desktop, Downloads…) You'll only be prompted to do this once, but if you forgot a folder and would like to go back and give permission later, you can use the Folder Permissions button to do so.

The program will create a new presentation with the black-and-white replacements for your color clip art.

If the computer fails to find a match for any image, it will ask you if you'd like to select the replacement manually. The program will open the folder for you, so all you need to do is select the image.

You might decide to manually select replacement images at a later time. You can use the Manually Change to BW button whenever you're ready.

Remember that even if the computer finds matches for all of your images, you need to **double-check everything** before publishing. The computer can make mistakes!

Step Three – Changing Text to Black
If you have any color text in text boxes, you can use the Text to BW button to change it to black. You can do this on all slides or selected slides. Please note that this button does **not** create a new presentation, so it is recommended to do this only after creating a new B&W version in Step Two.

Step Four – Double Check!
ALWAYS check the computer's work before publishing!
The computer can make mistakes! Make sure all images and text are just how you want them before flattening or saving!