Converting images to BW for Myriad

1. Open color image in Photoshop

2. Check Image size and resolution (Image-Image Size): should be 300ppi at the print size needed for page. If it is too small, alert the Myriad team. If it is larger, don't change it.

How to do this: https://helpx.adobe.com/photoshop/using/resizing-image.html

2. Use Photoshop BW Adjustment layer and Curves or Levels to adjust BW tones to best match tonal relationships in color image.

How to do this: https://helpx.adobe.com/photoshop/using/convert-color-image-black-white.html

3. Save as into another folder (adjusted images), add BW to file name, save as PSD

4. Flatten the file.
How to do this:

5. Change mode to grayscale.
How to do this:

6. Use Curves adjustment to adjust the blacks to 90%
How to do this:

7. Save As with GRY added to name, save as PSD

8. Flatten file, Save as a TIFF, save in new folder MYRIAD FINAL BW