

# How to create a black and white image in Word is very simple

To change a color image to black and white, we have a lot of different ways to do it. You can use online tools or image editing software to do this, for example, change color images to black and white in Photoshop.

However, many people who do not know how to use photo editing software can change black and white photos right on Word with simple and quick steps. The following article will guide you to change black and white photos on Word.

## Instructions for creating black and white images on Word

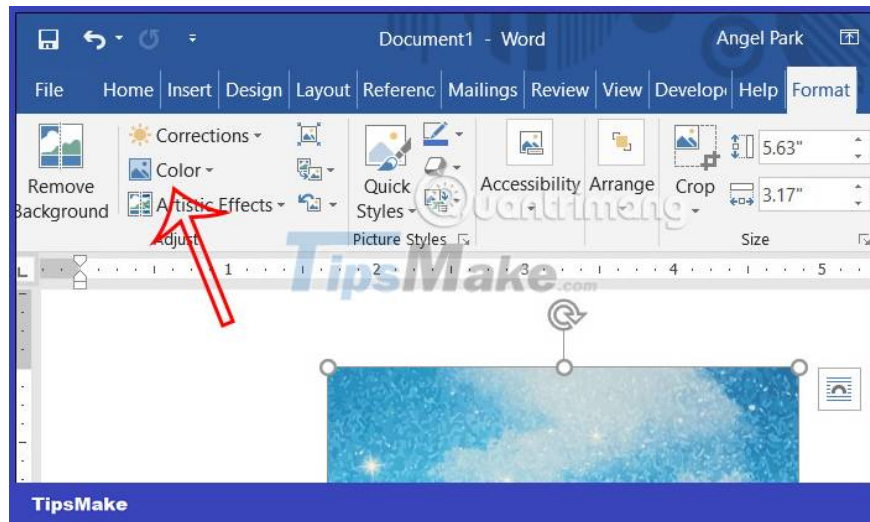
### Step 1:

First, you insert the image into Word as usual. Or open a document with an image that you want to convert to black and white.



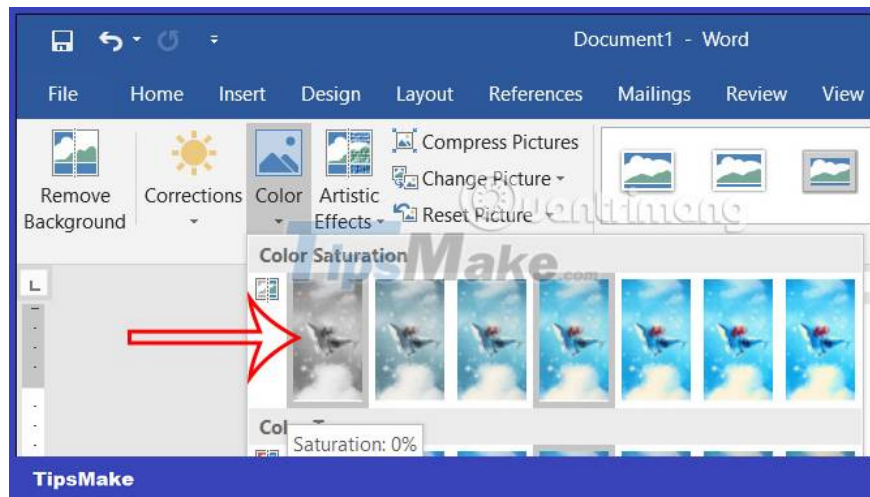
### Step 2:

Next, we click on the image that needs to be converted to black and white and then look down at **the Adjust image editing section**, we **click on the Color item** to change the color of the image.



### Step 3:

In the list of invitation colors to apply to the image, click **the black and white style** as shown below with 0% color saturation.

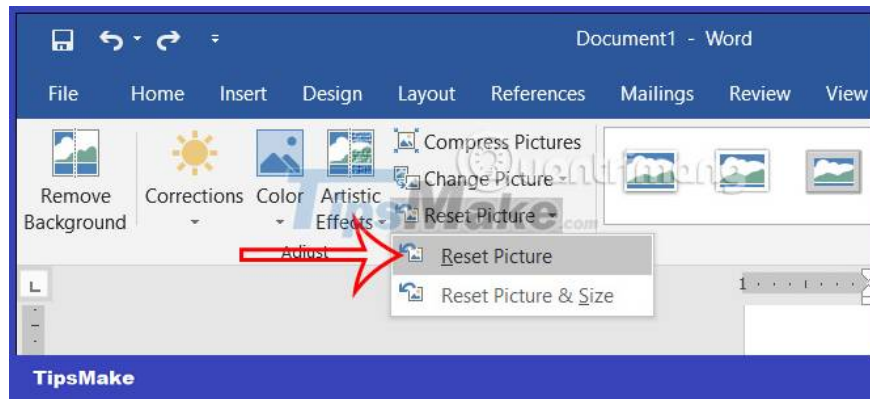


As a result, we get a black and white image as shown below.



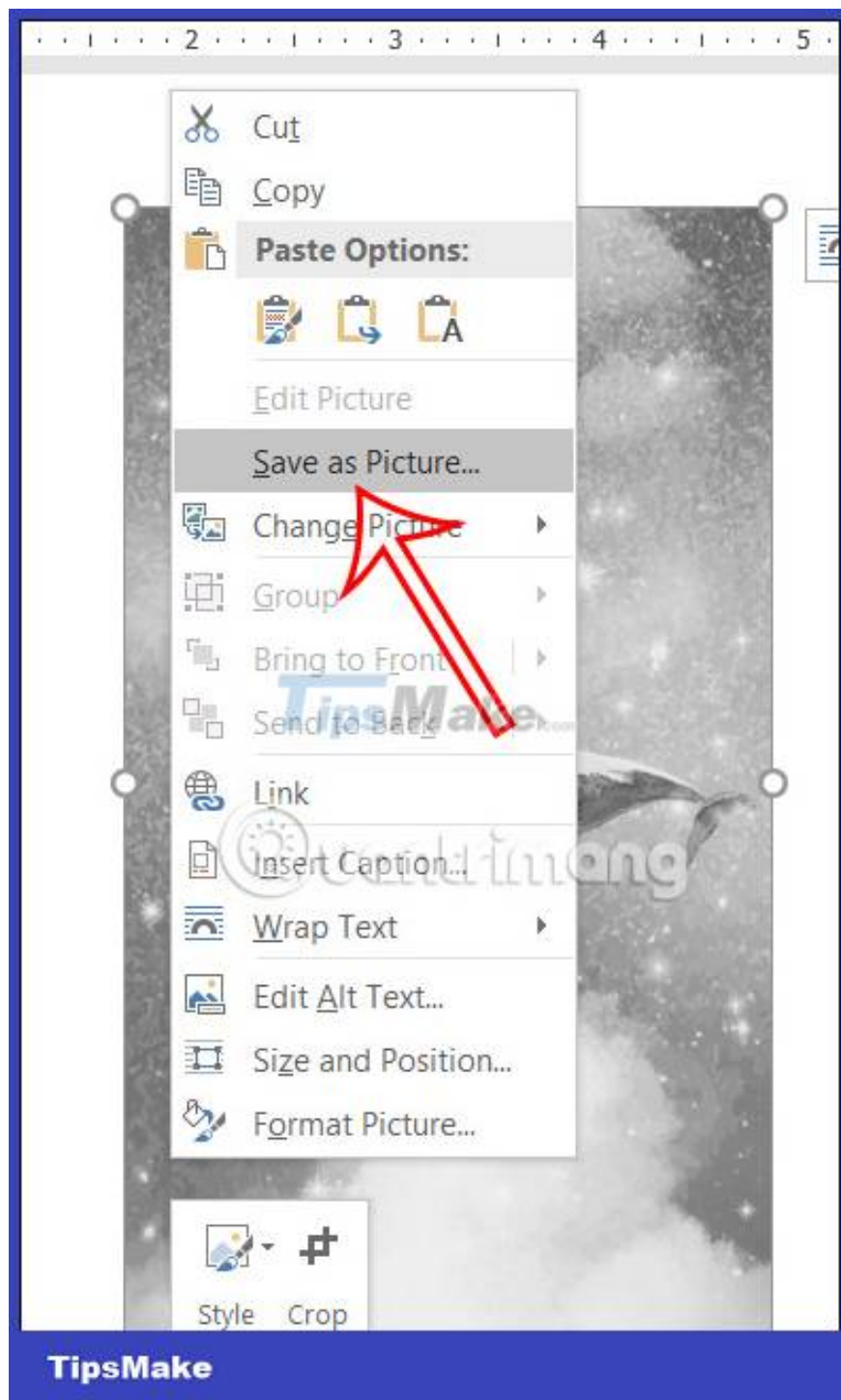
#### Step 4:

In case you want to return to the original image with the same color as the original, we click on the newly changed black and white image and then **select Reset Picture** in the displayed list. The resulting image has returned to the original color.



### Step 5:

If you want to save a black and white image in Word, **right-click the image** and select **Save as Picture to save the image** . You enter a name for the image and select the folder to save the image and then click Save as usual.



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