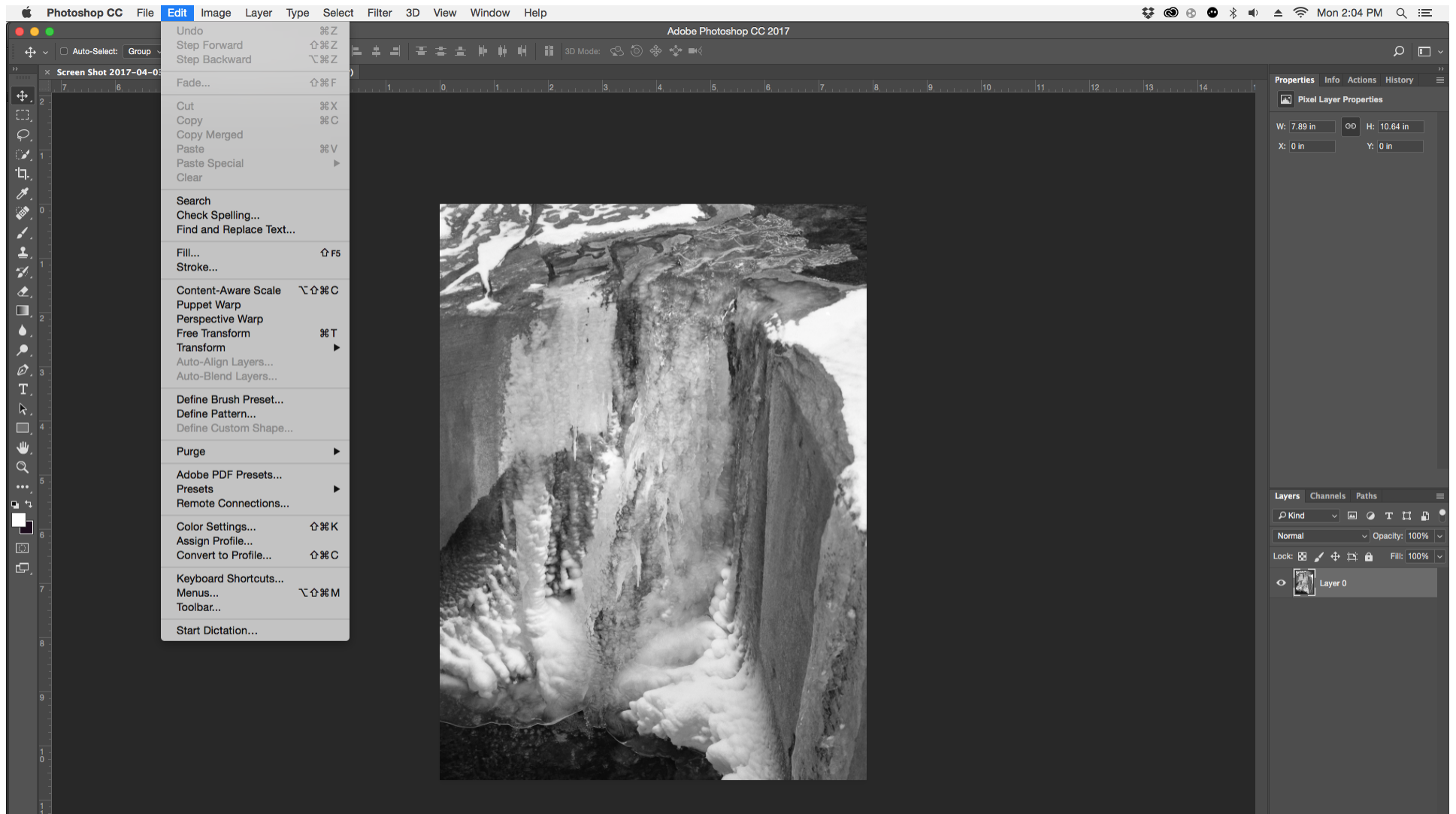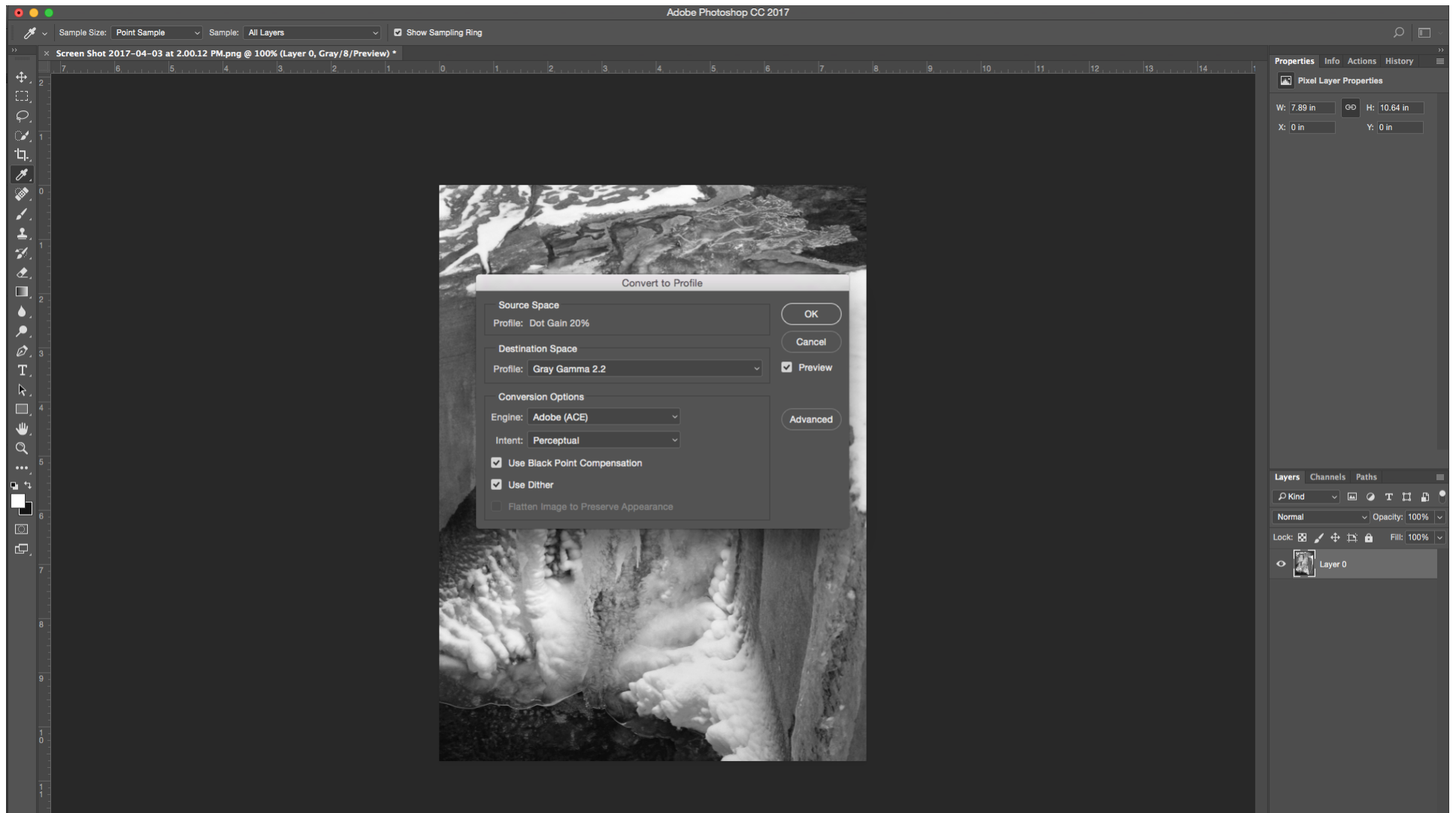> Launch Photoshop
> Open file to be converted
> Notice: Where the image title information is displayed ("Screen Shot 2017-04-03 at 2.00.12 PM.png") it specifies the image is currently set in RGB - (Layer 0, RGB/8*)

Convert Profile

Click Edit > Convert to Profile... (Shift + Command + C)

Select Profile
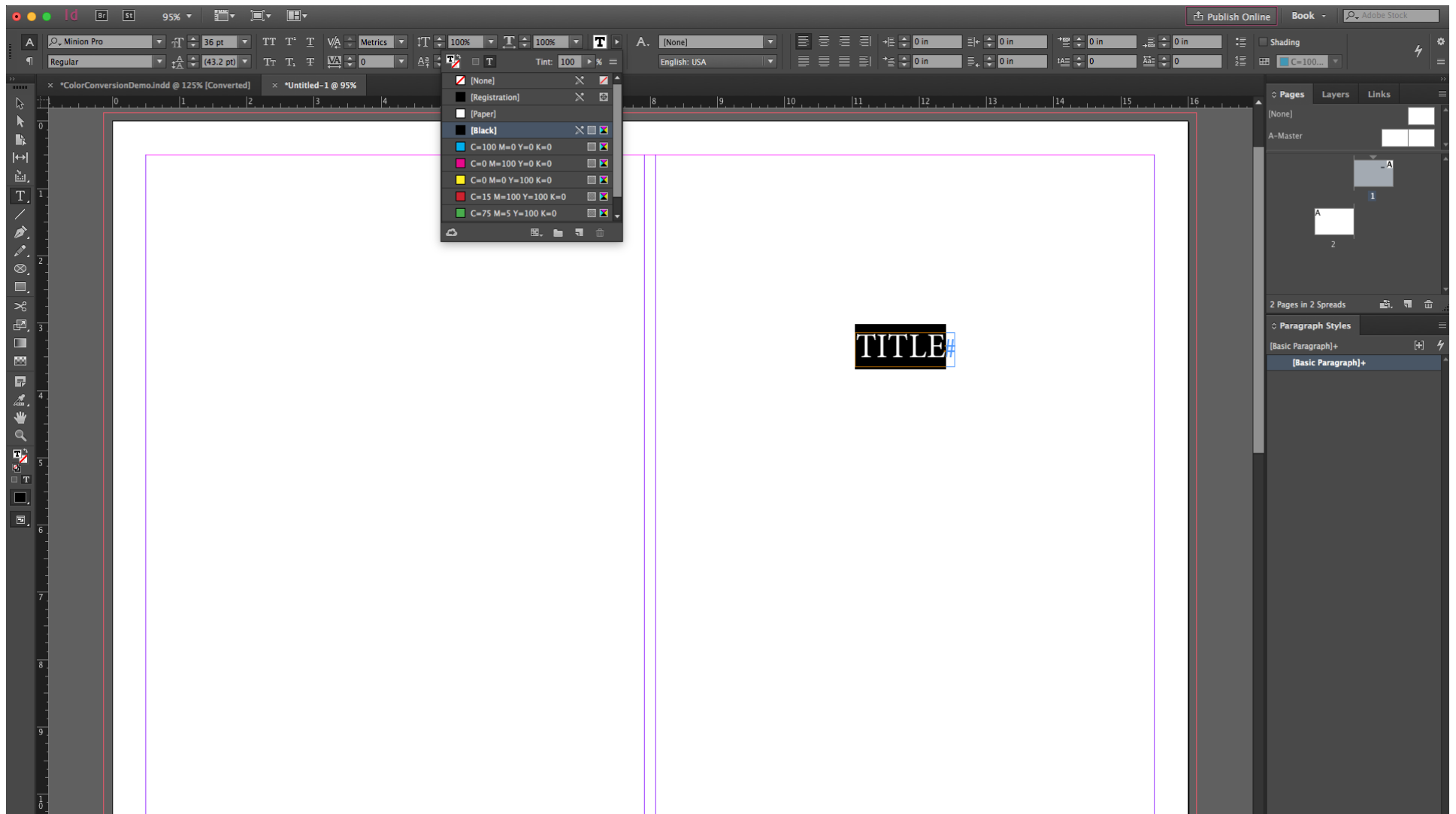We recommend using "Gray Gamma 2.2"
Engine: Adobe (ACE)
Intent: Perceptual
Check: Use Black Point Compensation
Check: Use Dither
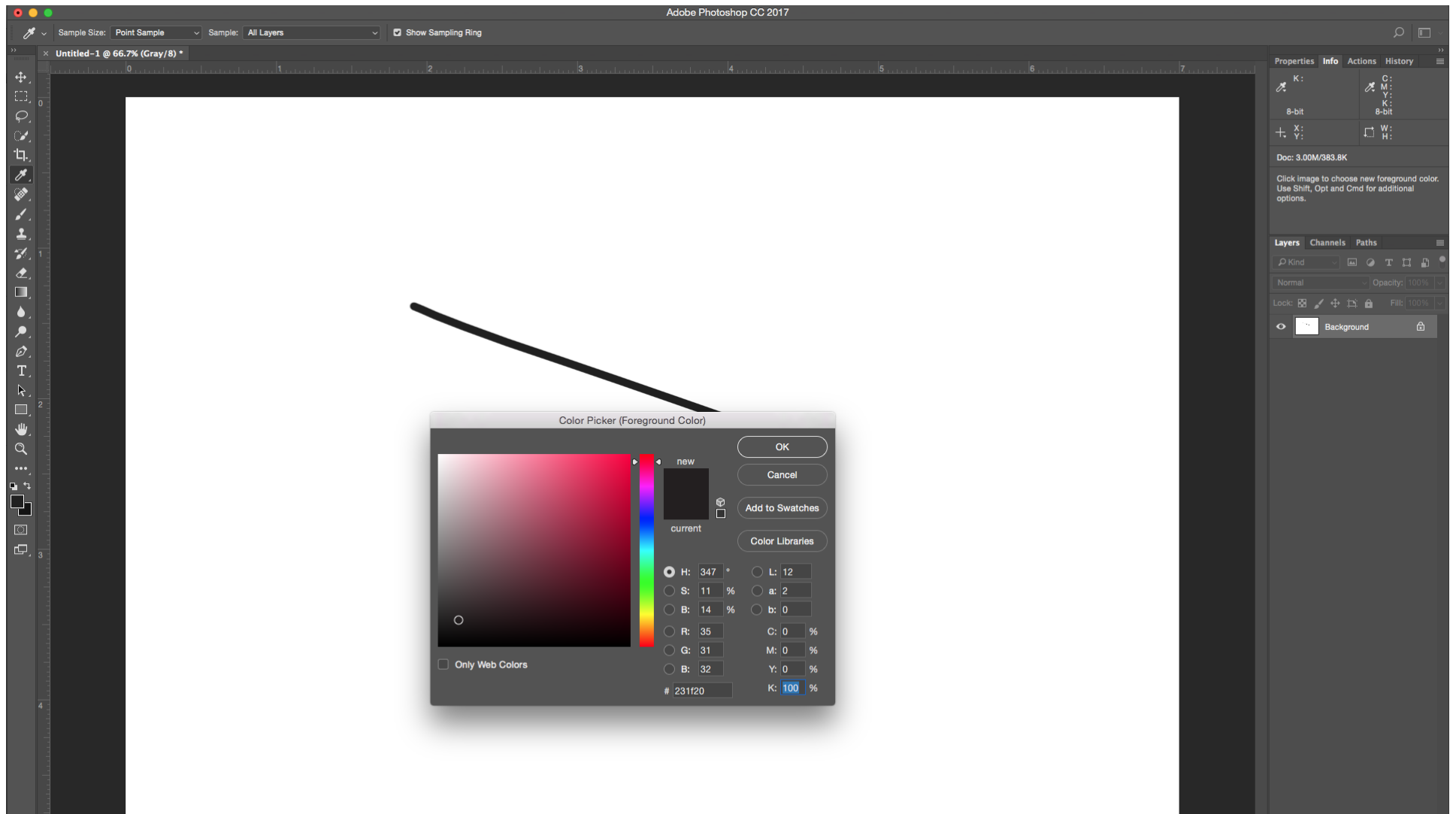Check: Flatten Image (if applicable)   > Click "OK"

Text

For Black-only printing, your text must also be setup in a specific way.
> Within InDesign, make sure that any text made using the text tool "T" is set in [Black] and not [Registration].
(Registration ends up printing using all 4 channels of color, and will affect the way your project is priced)

Graphics

All graphics for black-only printing must also be set as such.
> Within the CMYK section of where you are selecting color, you will need to have all channels read "0", except for black >

(C:0%, M:0%, Y:0%, K:100%).

* These guidelines regarding black-only text/graphics are applicable whether you are working in InDesign, Photoshop, or Illustrator *