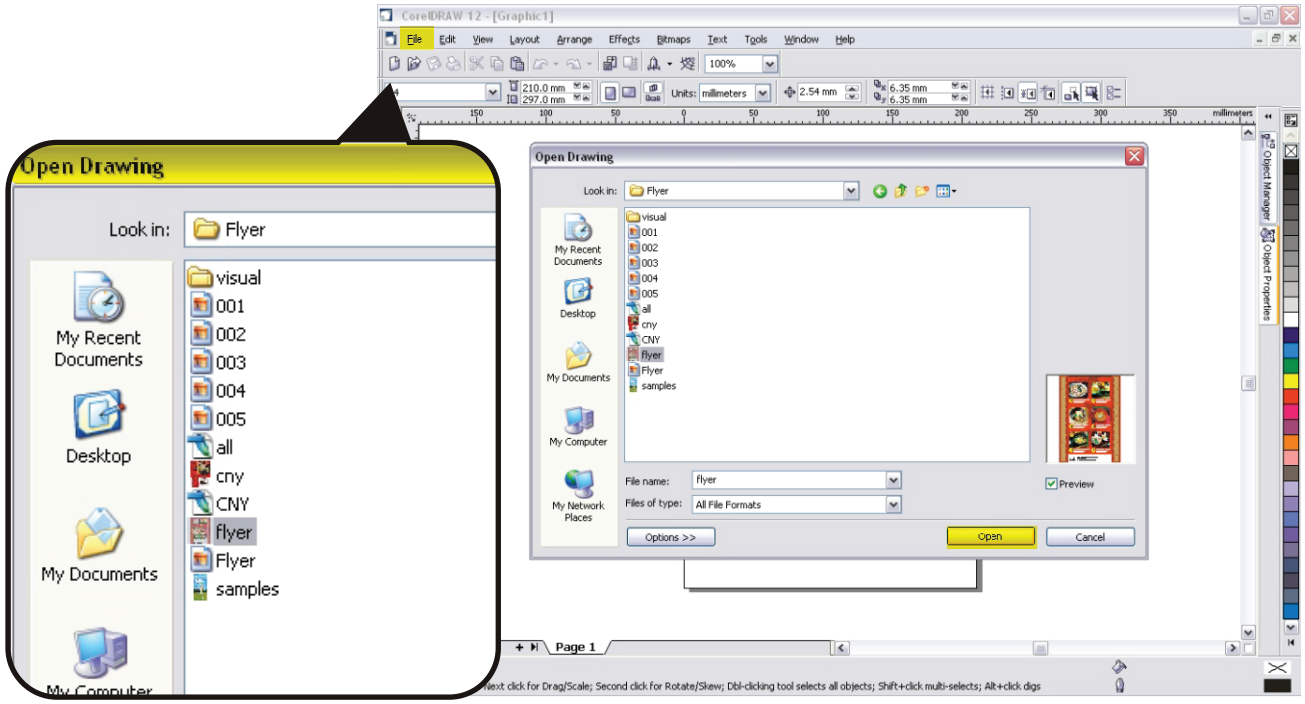
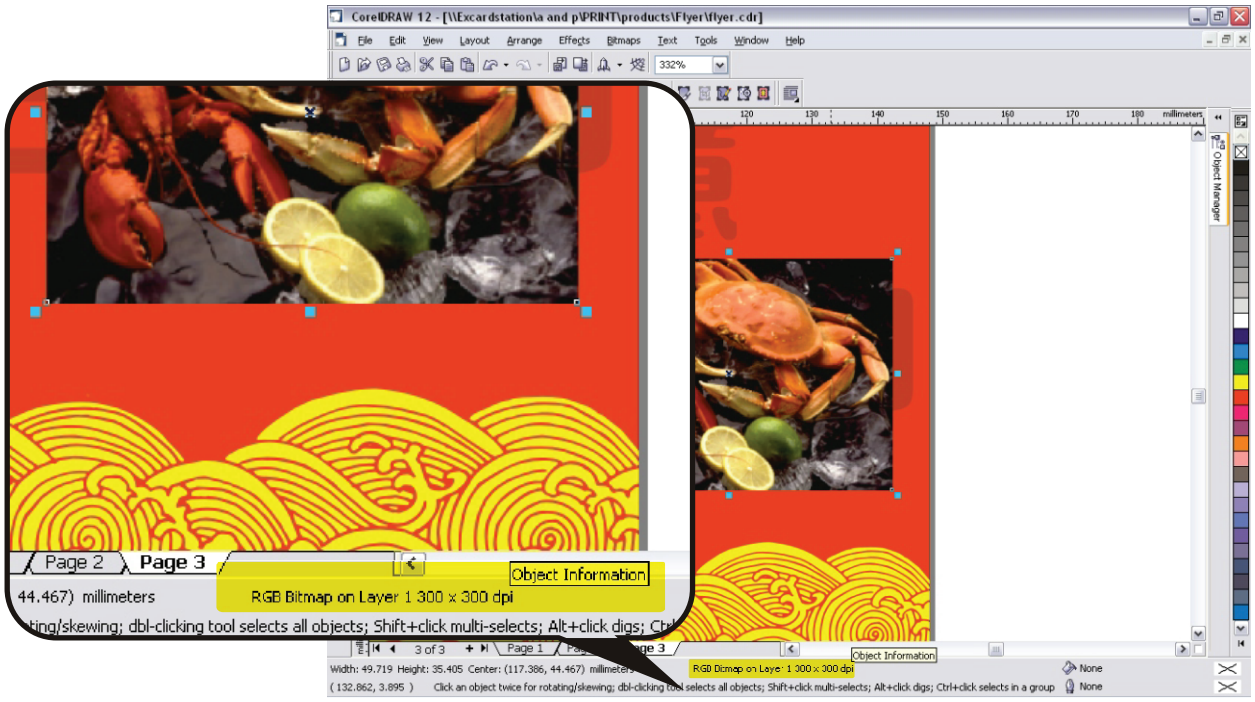
Step 01 - Open the file



Menu bar > File > Open or **Ctrl + O**

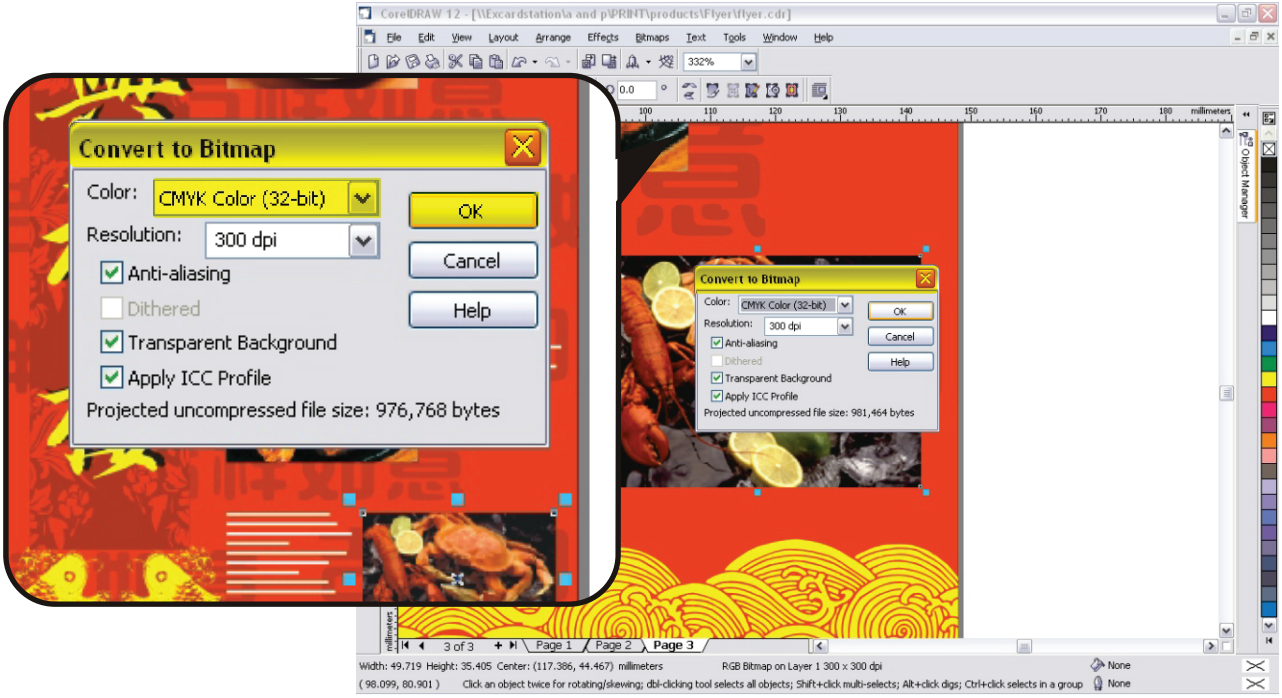
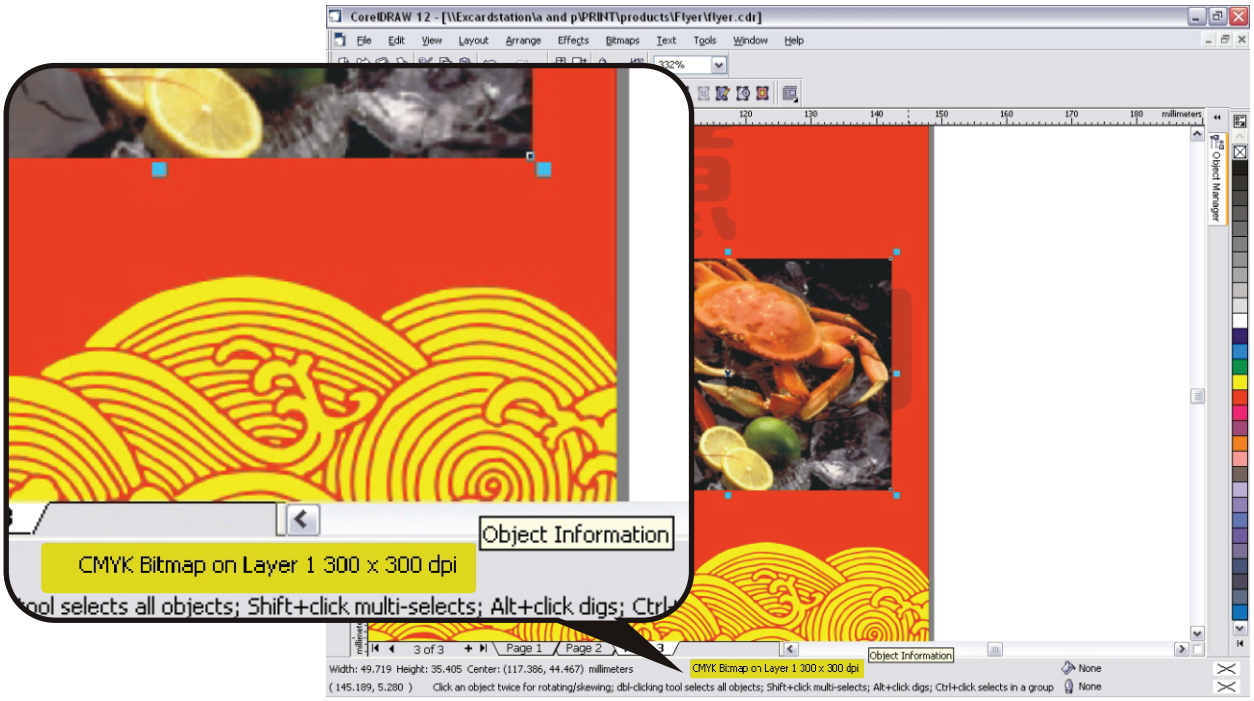
Step 02 - Check the image colour mode: view information on bottom panel



Step 03 - Select the RGB image and convert to CMYK Bitmap

Menu bar > Bitmaps > Convert to Bitmaps

Step 04 -Select CMYK colour (32-bit) then click ok



Step 05 - Ensure the colour mode is correctly set