



RGB & CMYK COLOUR SETUP GUIDE

Important note:

We do not check colours set up in supplied artwork.
We only convert to CMYK.

Ideally, all artwork should be set up and supplied in CMYK
(Cyan, Magenta, Yellow, Black) format, not RGB.

Files created in Word and Powerpoint can only be set up in RGB and
will need to be converted afterwards.

The RGB spectrum is much larger than CMYK.
This means that when converting to CMYK, some green and orange
colours do not reproduce as vibrant as RGB colours as there are less
colours available.

Any artwork supplied as RGB (Red, Green, Blue) will be automatically
converted to CMYK prior to proofing and printing. This may result in
colour variation (as illustrated below).



RGB



CMYK



RGB & CMYK COLOUR SET UP SOFTWARE CHECKLIST

Below are examples of the settings required to produce CMYK print files from various different software programmes.

Adobe InDesign

When exporting to a PDF, select File, Adobe PDF Presets and select 'PDF/X-4:2008' from the preset menu. This ensures the pdf will be CMYK.

Adobe Photoshop

When creating or saving an open document, ensure the document is CMYK by selecting Image, Mode, CMYK.

Adobe Illustrator

When exporting to a PDF, select File, Save As, Adobe PDF.
To check if the file is CMYK, select File, Document Color Mode and ensure CMYK is selected.

Microsoft Publisher

Open the document, click file, info, commercial print settings and select CMYK Colour model. This sets the colour of your document.



RGB & CMYK COLOUR SET UP RGB SOFTWARE CHECKLIST

Below are examples of the settings required to produce CMYK print files from various different software programmes.

Microsoft Word

When exporting to a PDF, select the default RGB programme option and convert the PDF file.

Microsoft Powerpoint

When exporting to a PDF, select the default RGB programme option and convert the PDF file.

Note: If you are using any software not listed here, please ensure you select colour options often called Colour Mode CMYK or Process Colours.



RGB & CMYK FILE CHECKING PRIOR TO SENDING

- Use a printed CMYK colour swatch to check your colours will print in the colours you are expecting.
- If you are checking your proof on-screen, colours can only be checked accurately using a calibrated monitor. This should be done where possible.
- Please be aware that checking proofs from your mobile phone or tablet will also give incorrect colour reproduction compared to the printed material.
- Checking for colour using uncalibrated monitors should not be done as colours vary using different monitors and each screen will give you a different visual.
- Avoid checking colours using a desktop printer as these will be using RGB colour gamut and not CMYK.