Adobe® InDesign *Working with Spot Color*

Applying Spot Color

1. Select **Window>Swatches**.

2. Select the content for spot color by clicking the frame with the Selection tool, highlighting the text with the Text tool, or selecting the graphic with the Direct Selection tool.

3. Select the element that you would like to add color to: the Stroke or the Fill.

1

Object selected
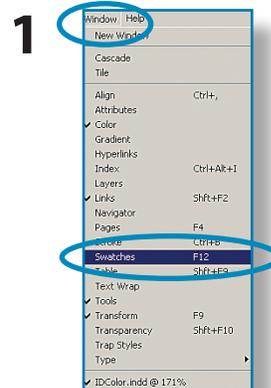
3

Fill   Stroke

Text selected

4

4. For newsprint publications choose Cyan from the swatches palette. For non-newsprint publications, you can choose any color that you would like.
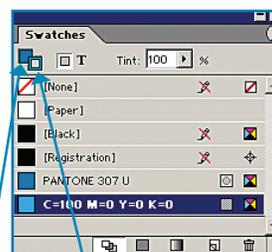On the swatches palette Cyan will look like this:
C=100 M=0 Y=0 K=0
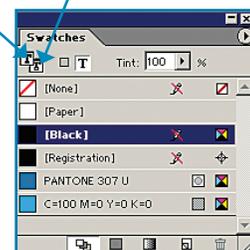If you do not have this option, you will need to create Cyan (See next page).

For newsprint publications, we will replace Cyan with the spot color of the month. See the **Color Options** section of the Getting Started tab on our webiste for more information on spot color placement and scheduled spot colors.
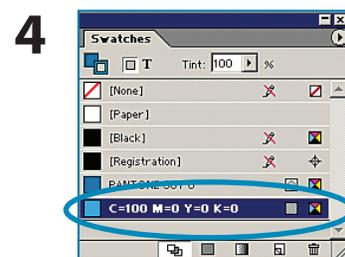
✔ **IMPORTANT!**

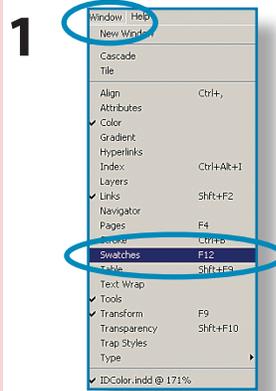*For non-newsprint orders, spot color pages are priced the same as full color pages.*

TIP: For newsprint, one spot color is available per month and is changed on the first day of every month. If you choose to have spot color, it will be the color of the month. Please review our Quick Reference Guide for the complete spot color schedule. *Orders submitted on the last business day of the month will print in the following month's spot color.

For non-newsprint, you may choose any spot color that you would like. Note the pricing is the same for full color.
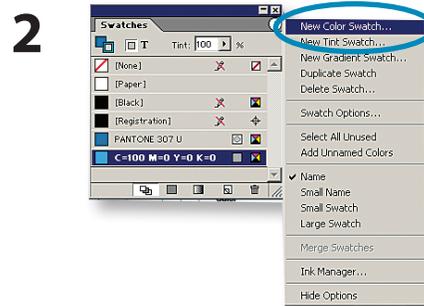
Creating Cyan or custom colors

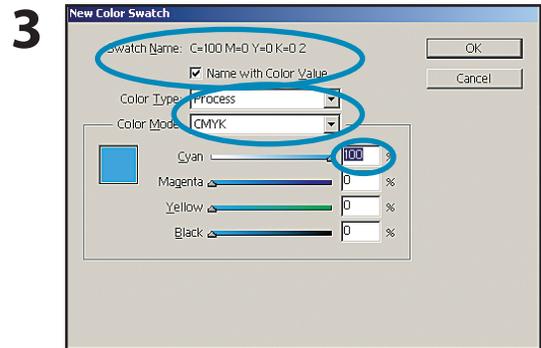**1.** Select **Window>Swatches**.

1

2. Click the arrow in the top right corner. Choose **New Color Swatch**.

2

3

3. Select **Process** from the **Color Type** drop down menu. Select **CMYK** from the **Color Mode** drop down menu.

To create Cyan, type 100% in the **Cyan** field. Make sure all other fields are 0%. To create a custom color for non-newsprint publications just create whatever color you would like by adjusting the percentages of each color.

4. Click **OK.** The new color will be listed in the **Swatches Palette.**

WARNING: Do not create a new swatch for the color gray. Use a tint of black for gray.

Never use the color registration. Always use black instead.

✔ IMPORTANT!

For non-newsprint orders, be sure to indicate spot color with the color that you wish to use.
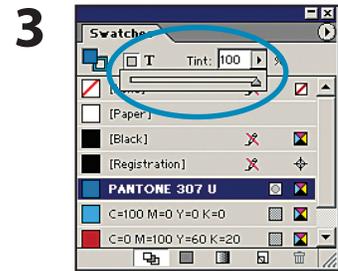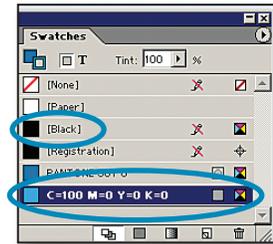
Changing the tint

1. Select the content that you would like to change the tint of by clicking the frame with the Selection tool, highlighting the text with the Text tool, or selecting the graphic with the Direct Selection tool.

2. Click **Window>Swatches**. Choose either Black or Cyan (C=100 M=0 Y=0 K=0). for newsprint publications and whatever color you would like for non-newsprint publications.

2

3. Select the Tint by either typing a percentage or moving the "Tint" slider to the tint percentage that you would like.

3

TIP: If you plan to put black text on a gray or color background, the background tint should not be higher than 20%. If you want to put white text on a black or colored background, the background tint should not be lower than 80% tint. This ensures that the contrast between the text and the background is high enough that the text is readable.

✔ **IMPORTANT!**

For non-newsprint orders, be sure to indicate spot color with the color that you wish to use.