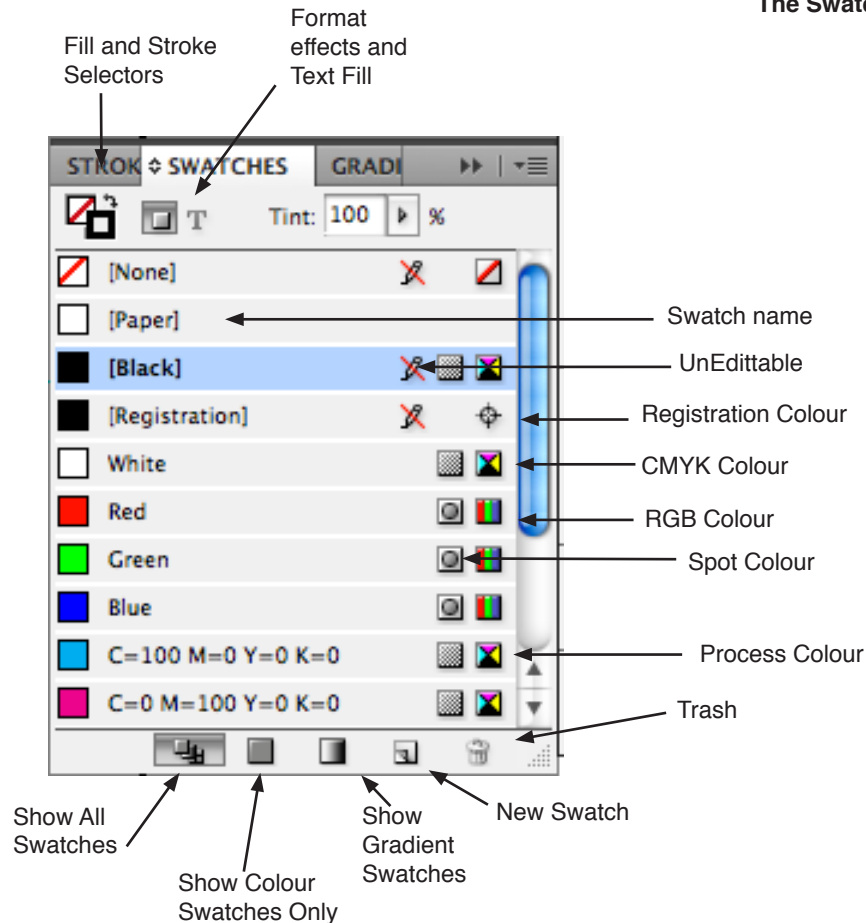


The following handout describes the steps necessary to add, modify and manage colour in your InDesign documents.

You can apply colour to any element of your layout; text, strokes, fills and gradients. You can even add colour to particular image content dependent on the original file type. There are two ways to change or add colour to an element. This handout concentrates on the **Swatches Palette**. By default the Swatches Palette is to be found down the right hand side of the screen; click on the **Swatches** tab. If the Swatches tab is not visible, to display the Swatches Palette: from the **Application Menu** bar choose **Window > Swatch**.

The Swatch Palette



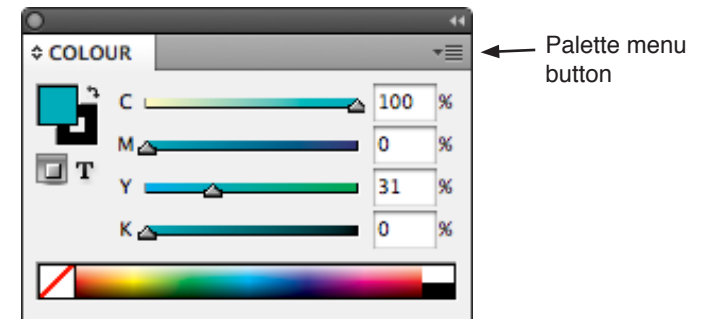
You will notice there are several default Swatches already in the Swatches palette:

- None:** Is the equivalent of transparent, or no colour;
- Paper:** Is a representation of the paper media when the image is printed;
- Black:** is 100% process black;
- Registration:** this is a special colour that appears on every colour separation;
- White; Red; Green; Blue; Cyan; Magenta; Yellow** - these are the constituents of **RGB** and **CMYK** colour systems.

Some of these you can modify, others you cannot (as indicated by the UnEditable symbol) It is good practice not to modify any of these swatches. It is far better to create a new colour by adding a new swatch.

To add a new colour swatch:

With the mouse click on the palette menu button (top right hand corner of the palette) and select "**New Colour Swatch...**" from the top of the menu. This will open the **New Colour Swatch** window.



By default your new colour swatch will be named with the relevant colour values. If you want to give your swatch a name untick the "**Name with Colour Value**" check box. You now have a choice of process or spot colours. A **spot colour** refers to a solid colour created mixing inks, rather than a **process colour** which is created by the effect of mixing coloured dots on paper or on screen. For jobs that will be displayed on a screen of any sort, **RGB** is the best **Colour Mode**. For jobs to be printed or output to **separations** for four colour process printing, either screen print, lithographically etc **CMYK** is the best **Colour Mode**. For **Spot colours** with a specific colour value, eg a corporate colour for a logo, choose the relevant colour library (usually a **Pantone** system)

Now you can adjust the sliders (in the case of a process colour) or choose a numbered Pantone colour (in the case of a spot colour) to select the ideal colour for your purpose. Once you have created or selected the colour you want click the add button, and the new swatch will appear in your swatches palette.

Editing a Swatch:

To edit a swatch, double click on it in the swatches palette; the **Swatch Options** window will appear. The swatch options window works exactly the same way as the New Colour Swatch window. When you edit a swatch, it automatically changes all the elements that use that particular colour. To see the effect this will have on your document ensure the Preview check box is ticked.

If you just want to change the colour of a single element select it using the appropriate selection tool, then double click on the **Fill/Stroke** box on the **Tool Bar**. You can now adjust the colour with it only affecting the selected element. You can also add the modified colour to the Swatches with the "**Add Swatch**" button.

To apply a colour to an element:

Select the element or elements you wish to change. You can do this either by selecting them with the **Section Tool**, **Direct Selection Tool**, or highlighting text with the **Type Tool**.

Using the **Fill/Stroke** selector, either on the bottom of the tool bar or at the top of the Swatches Palette, choose whether you want to change the colour of the **stroke** (line around the outside of a box, text or element) or the **fill** (the background colour of a box or element, or the body colour of text). You will notice that you can only change the colour of text strokes and fills if you have the Type Tool selected in the tools palette. If you wish to change the background colour or stroke of a text box you must have the Selection Tool (black arrow) selected.

You can adjust the **Tint** of a colour (the amount of ink) by clicking on the Tint arrow and adjusting the slider or typing the numerical value directly into the value box.