How to set up spot (PANTONE) color in InDesign

1. Open the "Window" menu and choose "Swatches" to bring up the Swatches panel if it isn't already visible. Click on the fly-out menu at the top right corner of the Swatches panel and select "New Color Swatch" to open the dialogue box of the same name.

2. Set the "Color Type" drop-down menu to "Spot." Open the "Color Mode" drop-down menu and choose "PANTONE Solid Coated." The PANTONE spot color library's choices appear in a scrolling list below the Color Mode menu.

3. Type the reference number of a PANTONE color in the data-entry box above the color list if you know the specific color you want to add to your document. The list scrolls to a small color chip next to the color name you entered. If you aren't sure which color you want to add, scroll through the list manually until you find a shade you like.

4. Click on the "Add" button to add the color you've chosen to the list of swatches available in your layout. Select and add other colors if you need more than one for your design, up to the total number of colors quoted by your printing company.

5. Click on the "Done" button when you've finished selecting and adding colors. If you open the "New Color Swatch" dialogue box but don't add a color to your Swatches panel, the button reads "OK" instead of "Done."