

How to show all colors

The Swatches panel lets you see and modify all colors in a document.

1. Open the Swatches panel.
2. Choose »Select All Unused« and then »Delete Swatch...« to remove all unused colors.
3. Choose »Add Unnamed Colors« to add colors without a swatch, e.g. colors added by sampling images or copying from Word.
4. If the list is long, sorting »All Swatches By Color Value« will make it easier to spot unwanted swatch types, as in the example to the right. If Color Groups are used, consider choosing »Ungroup Color Group« before sorting.

Swatch types



The CMYK icon denotes the four standard inks used for printing: cyan, magenta, yellow and black.



The RGB icon denotes additive colors like RGB and HSB, which should always be converted prior to printing.



The LAB icon denotes LAB and Pantone colors. Pantone is always a spot color, but note that a color named Pantone may still be a process color.



The Spotcolor icon denotes a color that requires its own printing plate on a printing press. If not intended, please convert to Process.



The Mixed Ink icon denotes a mixture of two spot inks or a spot ink and one or more process inks.

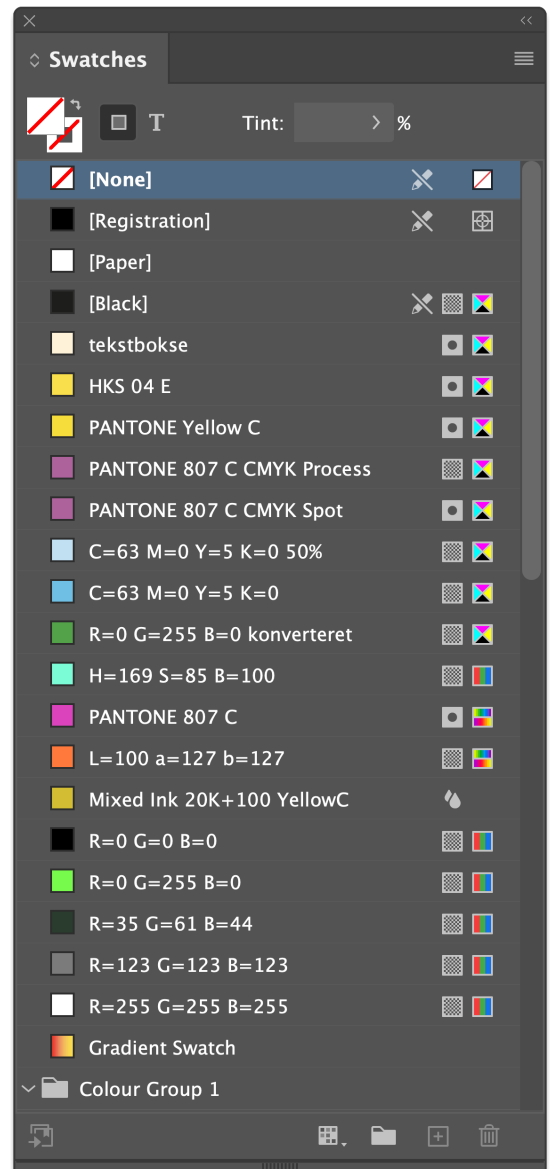
NOTE Gradients can include all sorts of colors, and can only be checked by opening them.

How to convert colors

Colors are easily converted by changing the Swatch definitions. This will change all instances of the color.

1. Doubleclick the icon of the color you want to change.
2. Select Color Mode, usually CMYK. InDesign will convert automatically, depending on your Color Settings – for the best results, assign a color profile that matches the printing paper. If necessary, adjust the color sliders.
3. Change Color Type, usually from Spot to Process.

TIP Please be aware that very dark RGB colors used for text may need to be replaced with Black rather than converted automatically.



TIP Use »Find this color...« if you prefer to see where a color is used, and convert all instances individually.

If you would like to know more about converting and checking colors, please see [this preflight guide](#).

