

Create, rename, or delete a spot color or color group

You can create, rename, or delete spot colors or color groups. You cannot make changes to a spot color or color group that is locked.

Create a spot color or color group

You can create a new spot color in an existing group or a new color group.

1. In Device Center, click the **Resources** tab and click **Spot Colors**.
2. Select the location in the spot color list or color group list where you want the new spot color or color group to be placed and click **New**.
3. Select **Spot Color** or **Group** and type a name for the spot color or color group.
4. For a spot color, specify the definition. You can define the CMYK values of a spot color by typing the numerical values, by selecting a visual match from a pattern of color swatches, or by measuring the color of a physical object using a measurement device. In addition, you can define the spot color by its Lab values.
5. To save and add another spot color or group, click **Add Another**.
6. To save the new spot color(s) or group(s), click **OK**.

Rename a spot color or color group

You can change the name of an existing spot color or color group if it is not locked. If you are matching the name of a spot color to the name used in a particular job, be sure to match the name exactly, including uppercase or lowercase letters and spaces.

1. In Device Center, click the **Resources** tab and click **Spot Colors**.
2. Right-click the spot color or group and select **Rename**.
3. Type a new name and press the Enter key or the Return key.

Delete a spot color or color group

You can delete a spot color or color group (and the spot colors in the group) if it is not locked.

1. In Device Center, click the **Resources** tab and click **Spot Colors**.
2. Right-click the spot color or group and select **Delete**.
3. Click **Yes** to confirm.