Please follow the instructions to prepare your files correctly.

File Setup for Adobe InDesign

We can print white ink as a solitary colour as well as full colour printing with white as a fifth colour added to the CMYK process.

1) Create a new layer that will contain the white portions of your design. This layer should be named "White." The software we use to print is case sensitive, so make sure the W is capital.

2) Once this layer is in place, create a new colour swatch. Window > Colour > Swatches

3) Click in the upper right hand corner of the Swatch Palette and select "Add New Colour." Use the Colour Type drop-down menu to select "Spot." Change the swatch name to "White," (with capital W). It will default to black, but we suggest that you make the colour light red so you can see the areas that will print in white better - 20% magenta works well.

4) On the White layer, with the White colour, fill in the objects that you would like to have coloured white or, if you want white to be printed behind a design element, trace the shape you will need.

5) For text or vector illustrations, boxes and shapes, go to Window > Output > Attributes. Tick the box for Overprint Fill and Overprint Stroke (if applicable). When working with CMYK images, select the image and go to Object > Effects > Transparency and select 'Multiply'. You should then see the colour you have chosen to represent 'White' showing through the image - this is correct.

6) When you save your file, the "White" layer should be at the top, with all of the rest of the artwork behind it.

File Setup for Adobe Photoshop

1) Open a file in PhotoShop in CMYK mode.

2) Use the desired selection tool (e.g. the Magic Wand) to select the area of the image you wish to print with white ink.

3) Select Channels > New Spot Channel to open the Add Spot Channel dialog then enter the following information:
Name – "White" (with capital W)

• Solidity – 10%

• Edit the channel colour by double-clicking on the square swatch. (This can be any colour - it's just to help you see the design on screen).

4) Click OK to save your changes and close the Add Spot Channel dialog.

5) You can create a solid layer in the same way by selecting the entire workspace (Select All) and then add the spot channel as described above. In some cases, it may be easier to select the area in which you don't want any white ink data and then select the inverse.

6) It is also possible to edit the spot channel much as you would any other data in a PhotoShop document, making use of such tools as the Eraser.

7) Save your image as a either a .TIFF or .psd format file

• If you intend to use this file in a vector-based program such as Illustrator, save it as a .psd file in order for all channel information to be carried over. The white spot colour is printed in the order it appears in the Channels palette, with the spot channel printing underneath CMYK data. However, when exported as a .psd to Illustrator, this data will appear above the image data. This is the correct format protocol for Illustrator.

• Otherwise save as .TIFF and ensure that the spot colours option is enabled if you plan to use this image directly from PhotoShop.

• If you will be using the file in your page layout with InDesign or Quark Xpress you can save as either.

File Setup for Adobe Illustrator

Create a new layer on top of everything and move all the white objects on that layer in Illustrator.

Open the swatches window and click on the menu and select the option 'New Swatch'.

In the following window, create a swatch with the Colour Type set to Spot Colour, the Swatch Name set to White (capital W), the Colour Mode CMYK and the colour values 0% for all 4 colours.

Select the object that you want to print in white ink, and then select the stroke or fill of the object and change it to be the White swatch.

Setting object attributes

White objects also need a special attribute set if they are to be printed correctly behind or above other colours. Open the attributes window in Illustrator and select the object that you assigned that White swatch to, you can select the checkbox for either 'overprint stroke' or 'overprint fill'.