

# Barnes & Noble Press Quick Guide: Hardcover w/ Dust Jacket Preparation

	Settings		How To	
Margins	Front Cover	Back Cover		
	Top: 0.25" Bottom: 0.25" Left: 0 Right: 0.25" (fold zone) Flap: 3.25" Gutter: 0 Mirror Margins: No	Top: 0.25" Bottom: 0.25" Left: 0.25" (fold zone) Right: 0 Flap: 3.25" Gutter: 0 Mirror Margins: No	PC From the Page Layout tab - Choose: 1. <b>Margins</b> (icon) 2. <b>Custom Margins</b> ( at the bottom of the list) 3. <b>Enter in the margin settings</b> 4. Click OK. Ignore the error message	Mac From the <b>Page Layout</b> tab - <b>Enter the margins in the appropriate boxes</b>
Page Size	Trim Size	Cover page size (front & back)	PC	From the Page Layout tab - Choose 1. <b>Size</b> (icon) 2. <b>More Paper Sizes</b> (open the Page Set Up Dialog box) 3. From the <b>Page Set Up Dialog box</b> you can <b>adjust the paper size</b>
	5" x 8"	5.688" x 8.5"		
	5.5" x 8.5"	6.188" x 9"	Mac	From the <b>File Menu</b> - Choose 1. <b>Page Set Up</b> 2. On the <b>Page Set Up Dialog box</b> click on <b>Paper Size</b> 3. From the drop down menu - Choose: <b>Manage Custom Sizes.</b> 4. <b>Type in the appropriate paper width and height for your trim size</b>
Embed Fonts	Fonts must be embedded		PC	Go to the <b>Office button</b> in the upper left corner: 1. In the bottom right of that screen choose <b>Word Options</b> 2. In the left menu <b>choose Save</b> 3. In the last section of that dialog box under <b>Preserve Fidelity, check the embed font checkbox</b>
			Mac	Fonts automatically embed
Images	Must be 300 DPI or Higher			
Save as PDF			PC	From the <b>Office button</b> 1. Select <b>Save As</b> 2. Select <b>Adobe PDF</b> 3. Click on <b>Options, then check the box ISO 19005-1 Compliant PDF / A</b>
			Mac	From the <b>File menu</b> 1. Select <b>Save As</b> 2. Select <b>PDF</b> from the <b>Format</b> drop down menu