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

	Settings		How To	
Margins	**Front Cover**	**Back Cover**	PC	From the Page Layout tab - Choose: 1. **Margins** (icon) 2. **Custom Margins** (at the bottom of the list) 3. **Enter in the margin settings** 4. Click OK. Ignore the error message
	Top: 0.25"	Top: 0.25"		
	Bottom: 0.25"	Bottom: 0.25"		
	Left: 0	Left: 0.25" (fold zone)	Mac	From the **Page Layout** tab - **Enter the margins in the appropriate boxes**
	Right: 0.25" (fold zone)	Right: 0		
	Flap: 3.25"	Flap: 3.25"		
	Gutter: 0	Gutter: 0		
	Mirror Margins: No	Mirror Margins: No		
Page Size	**Trim Size**	**Cover page size (front & back)**	PC	From the Page Layout tab - Choose 1. **Size** (icon) 2. **More Paper Sizes** (open the Page Set Up Dialog box) 3. From the **Page Set Up Dialog box** you can **adjust the paper size**
	5" x 8"	5.688" x 8.5"		
	5.5" x 8.5"	6.188" x 9"	Mac	From the **File Menu** - Choose 1. **Page Set Up** 2. On the **Page Set Up Dialog box** click on **Paper Size** 3. From the drop down menu - Choose: **Manage Custom Sizes.** 4. **Type in the appropriate paper width and height for your trim size**
	6" x 9"	6.688" x 9.5"		
	6.14" x 9.21"	6.828" x 9.71"		
Embed Fonts	Fonts must be embedded		PC	Go to the **Office button** in the upper left corner: 1. In the bottom right of that screen choose **Word Options** 2. In the left menu **choose Save** 3. In the last section of that dialog box under **Preserve Fidelity, check the embed font checkbox**
			Mac	Fonts automatically embed
Images	Must be 300 DPI or Higher			
Save as PDF			PC	From the **Office button** 1. Select **Save As** 2. Select **Adobe PDF** 3. Click on **Options, then check the box ISO 19005-1 Compliant PDF / A**
			Mac	From the **File menu** 1. Select **Save As** 2. Select **PDF** from the **Format** drop down menu