

Barnes & Noble Press Quick Guide: Hardcover w/ Printed Case Preparation

	Settings		How To	
Margins	Front Cover	Back Cover		
	Top: 0.75" Bottom: 0.75" Left: 0.5" (cover hinge) Right: 0.75" Gutter: 0 Mirror Margins: No	Top: 0.75" Bottom: 0.75" Left: 0.75" Right: 0.5" (cover hinge) Gutter: 0 Mirror Margins: No	PC Mac	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 From the Page Layout tab - Enter the margins in the appropriate boxes
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"	5.954" x 9.5"		
	5.25" x 8"	N/A		
	5.5" x 8.25"	N/A		
	5.5" x 8.5"	6.453" x 10"		
	6" x 9"	6.943" x 10.5"		
	7" x 10"	7.943" x 11.5"	Mac	
	7.5" x 9.25"	8.442" x 10.75"		
	8" x 10"	8.943" x 11.5"		
	8.5" x 8.5"	9.443" x 10"		
8.5" x 11"	9.443" x 12.5"			
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