

Barnes & Noble Press Quick Guide: Book Interior File Preparation

	Settings				How To	
Trim Size	Size	PB	HC	HC w/ Jacket	<p>Traditional sizes for fiction or narrative non-fiction books are: 5" x 8"; 5.25" x 8"; 5.5" x 8.25"; 5.5" x 8.5"; 6"x9"</p> <p>Traditional sizes for cookbooks or other designed books are: 7" x 10"; 7.5" x 9.25"; 8" x 10"; 8.5" x 8.5"; 8.5" x 11"</p>	
	5" x 8"	×	×	×		
	5.25" x 8"	×				
	5.5" x 8.25"	×				
	5.5" x 8.5"	×	×	×		
	6" x 9"	×	×	×		
	7" x 10"	×	×			
	7.5" x 9.25"	×	×			
	8" x 10"	×	×			
	8.5" x 8.5"	×	×			
	8.5" x 11"	×	×			
Margins	Top: 0.5" Outside: 0.5" Bottom: 0.5" Inside: 0.75" Gutter: 0.0" Mirror Margins: Yes				PC	From the Page Layout Tab - Choose: 1. Margins (icon) 2. Custom Margins (at the bottom of the list) 3. Enter in the margin and gutter settings (displayed to the left) 4. Check the checkbox to enable mirror margins
					Mac	From the Page Layout Tab - Choose: 1. Margins (icon) 2. Custom Margins (at the bottom of the list) 3. Enter in the margin and gutter settings (displayed to the left) 4. Check the checkbox to enable mirror margins
Page Size	Set page size to the trim size you want (e.g. 6" x 9")				PC	From the Page Layout Tab - Choose: 1. Size (icon) 2. More Paper Sizes (opens Page Set Up Dialog Box) 3. From the Page Set Up Dialog box you can adjust the paper size
					Mac	From the File Menu - Choose: 1. Page Set Up 2. On the Page Set Up Dialog box click on Paper Size and choose Manage Custom Sizes 3. Add the appropriate paper width and height for your trim size
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