

Barnes & Noble Press Quick Guide: Paperback Cover 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" Bottom: 0.25" Left: 0" Right: 0.25" Gutter: 0" Mirror Margins: No	Top: 0.25" Bottom: 0.25" Left: 0.25" Right: 0" Gutter: 0" Mirror Margins: No		
			Mac	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
	4"x6"	4.125" x 6.25"		
	4.25"x7"	4.375" x 7.25"		
	4.37"x7"	4.495" x 7.25"		
	5" x 8"	5.125" x 8.25"		
	5.06" x 7.81"	5.185" x 8.06"		
	5.25" x 8"	5.375" x 8.25"		
	5.5" x 8.25"	5.625" x 8.5"		
	5.5" x 8.5"	5.625" x 8.75"		
	5.83" x 8.27"	5.955" x 8.52"		
	6" x 9"	6.125" x 9.25"		
	6.14" x 9.21"	6.265" x 9.46"	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
	7" x 10"	7.125" x 10.25"		
	7.44" x 9.69"	7.565" x 9.94"		
	7.5" x 9.25"	7.625" x 9.5"		
	8" x 8"	8.125" x 8.25"		
	8" x 10"	8.125" x 10.25"		
	8.25" x 11"	8.375" x 11.25"		
	8.268" x 11.693"	8.393" x 11.943"		
	8.5" x 8.5"	8.625" x 8.75"		
8.5" x 11"	8.625" x 11.25"			
11" x 8.5"	11.125" x 8.75"			

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	Settings	How To	
Embed Fonts	Fonts must be embedded	PC	<p>Go to the Office button in the upper left corner:</p> <ol style="list-style-type: none"> In the bottom right of that screen choose Word Options In the left menu choose Save 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	<p>From the Office button</p> <ol style="list-style-type: none"> Select Save As Select Adobe PDF Click on Options, then check the box ISO 19005-1 Compliant PDF / A
		Mac	<p>From the File menu</p> <ol style="list-style-type: none"> Select Save As Select PDF from the Format drop down menu