

# Barnes & Noble Press Quick Guide: Paperback Cover Preparation

	Settings		How To	
Margins	Front Cover	Back Cover		
	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	PC	From the Page Layout tab - Choose: <ol style="list-style-type: none"> <li><b>Margins</b> (icon)</li> <li><b>Custom Margins</b> ( at the bottom of the list)</li> <li><b>Enter in the margin settings</b></li> <li>Click OK. Ignore the error message</li> </ol>
			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 <ol style="list-style-type: none"> <li><b>Size</b> (icon)</li> <li><b>More Paper Sizes</b> (open the Page Set Up Dialog box)</li> <li>From the <b>Page Set Up Dialog box</b> you can <b>adjust the paper size</b></li> </ol>
	5" x 8"	5.125" x 8.25"		
	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"		
	6" x 9"	6.125" x 9.25"		
	7" x 10"	7.125" x 10.25"	Mac	From the <b>File Menu</b> - Choose <ol style="list-style-type: none"> <li><b>Page Set Up</b></li> <li>On the <b>Page Set Up Dialog box</b> click on <b>Paper Size</b></li> <li>From the drop down menu - Choose: <b>Manage Custom Sizes.</b></li> <li><b>Type in the appropriate paper width and height for your trim size</b></li> </ol>
	7.5" x 9.25"	7.625" x 9.5"		
	8" x 10"	8.125" x 10.25"		
	8.5" x 8.5"	8.625" x 8.75"		
8.5" x 11"	8.625" x 11.25"			
Embed Fonts	Fonts must be embedded		PC	Go to the <b>Office button</b> in the upper left corner: <ol style="list-style-type: none"> <li>In the bottom right of that screen choose <b>Word Options</b></li> <li>In the left menu <b>choose Save</b></li> <li>In the last section of that dialog box under <b>Preserve Fidelity, check the embed font checkbox</b></li> </ol>
			Mac	Fonts automatically embed
Images	Must be 300 DPI or Higher			
Save as PDF			PC	From the <b>Office button</b> <ol style="list-style-type: none"> <li>Select <b>Save As</b></li> <li>Select <b>Adobe PDF</b></li> <li>Click on <b>Options, then check the box ISO 19005-1 Compliant PDF / A</b></li> </ol>
			Mac	From the <b>File menu</b> <ol style="list-style-type: none"> <li>Select <b>Save As</b></li> <li>Select <b>PDF</b> from the <b>Format</b> drop down menu</li> </ol>