

File Preparation – Quick Guide – Hardcover with Dust Jacket

	Settings		How to	
Margins	Front Cover	Back Cover		
	Top: 0.25” Bottom: 0.25” Left: 0 Right: 0.25” (fold zone) Flap: 3.25” Gutter: 0 Mirror Margins: No	Top: 0.25” Bottom: 0.25” Left: 0.25” (fold zone) Right: 0 Flap: 3.25” Gutter: 0 Mirror Margins: No	PC	From the Page Layout tab choose: Margins (icon): Custom Margins (at the bottom of the list): Enter in the margin settings . Click ok. Ignore the error message.
			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 Size (icon): More Paper Sizes – opens Page Set Up Dialog box. From the Page Set Up Dialog box you can adjust the paper size .
	5.5” x 8.5”	6.19” x 9”		
	6” x 9”	6.69” x 9.5”	Mac	Choose the File menu: Choose Page Set Up . On the Page Set up Dialog box click on Paper Size . From the drop down menu choose: Manage Custom Sizes . Type in 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: 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 fonts box .
			Mac	Fonts automatically embed
Images	Must be 300 dpi or higher			
Save as PDF			PC	Office Button: Save As: Adobe PDF Click on Options, then check the box ISO 19005-1 Compliant PDF/A
			Mac	File: Save As: Format drop down: PDF