

# NOOK Press Quick Guide: Book Interior File Preparation

	Settings				How to
Trim size	Size	PB	HC	HC w/ Jacket	<p>Common fiction trim sizes are: 5" x 8"; 5.5" x 8.5"; 6" x 9"</p> <p>Common non-fiction trim sizes are: 7.25" x 9.25"; 7" x 10"; 8" x 10"; 8.5" x 8.5"</p>
	5" x 8"	X			
	5.5" x 8.5"	X	X	X	
	6" x 9"	X	X	X	
	7.25" x 9.25"	X			
	7" x 10"	X	X		
	8" x 10"	X	X		
8.5" x 8.5"	X				
Margins	Top: 0.5" Outside 0.5" Bottom: 0.5" Inside: 0.75" Gutter: 0.0" Mirror Margins: Yes				PC From the <b>Page Layout</b> tab choose: <b>1) Margins</b> (icon) <b>2) Custom Margins</b> (at the bottom of the list) <b>3) Enter in the margin and gutter settings</b> (displayed to the left) <b>4) Check the checkbox to enable mirror margins</b>
					Mac From the <b>Page Layout</b> tab choose: <b>1) Margins</b> (icon) <b>2) Custom Margins</b> (at the bottom of the list) <b>3) Enter in the margin and gutter settings</b> (displayed to the left) <b>4) Check the checkbox to enable mirror margins</b>
Page size	Set page size to the trim size you want (e.g. 6" x 9")				PC From the <b>Page Layout</b> tab choose: <b>1) Size</b> (icon) <b>2) More Paper Sizes</b> (opens Page Set Up Dialog box) <b>3) From the Page Set Up Dialog box you can adjust the paper size</b>
					Mac From the <b>File</b> menu: <b>1) Choose Page Set Up</b> <b>2) On the Page Set up Dialog box click on Paper Size and choose Manage Custom Sizes</b> <b>3) Add the appropriate paper width and height for your trim size</b>
Embed Fonts	Fonts must be embedded				PC Go to the <b>Office</b> button in the upper left corner <b>1) In the bottom right of that screen choose Word Options</b> <b>2) In the left menu choose Save</b> <b>3) In the last section of that dialog box under Preserve Fidelity, check the embed fonts checkbox</b>
					Mac Fonts automatically embed
Images	Must be 300 DPI or higher				
Save as PDF					PC From the <b>Office Button</b> <b>1) Select Save As</b> <b>2) Select Adobe PDF</b> <b>3) Click on Options, then check the box ISO 19005-1 Compliant PDF/A</b>
					Mac From the <b>File</b> menu: <b>1) Select Save As</b> <b>2) Select PDF from the Format drop down menu</b>