

File Preparation – Quick Guide – Hardcover with Printed Case

	Settings		How to	
Margins	Front Cover	Back Cover		
	Top: 0.75"	Top: 0.75"	PC	From the Page Layout tab choose: Margins (icon) then Custom Margins (at the bottom of the list). Enter in the margin settings . Click OK. Ignore the error message.
	Bottom: 0.75"	Bottom: 0.75"		
	Left: 0.5" (cover hinge)	Left: 0.75"	Mac	From the Page Layout tab enter the margins in the appropriate boxes .
	Right: 0.75"	Right: 0.5" (cover hinge)		
	Gutter: 0	Gutter: 0		
Mirror Margins: No	Mirror Margins: No			
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" x 8"	N/A		
	5.5" x 8.5"	6.45" x 10"		
	6" x 9"	6.94" x 10.5"		
	7.5" x 9.25"	N/A	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 and then type in the appropriate paper width and height for your trim size .
	7" x 10"	7.94" x 11.5"		
	8" x 10"	8.94" x 11.5"		
	8.5" x 8.5"	N/A		
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