



Outskirts Press

Author Provided Interior PDF Instructions

If you have elected to submit your own print ready PDF file for the interior of your book please take note of the following formatting guidelines.

1. PAGE AND MARGIN SETTINGS

1. Change the paper size to match the book's trim size and set the correct margins [File > Page Setup > Paper](#).
2. Apply the following margins settings (these settings apply to all trim sizes) [File > Page Setup > Margins](#).

For Manuscripts with
HEADERS AND FOOTERS:

Top:	.8	Bottom:	.8
Left:	.63	Right:	.63
Gutter:	0	Gutter Position:	Left
Header:	.38	Footer:	.5

For Manuscripts with
HEADERS ONLY:

Top:	.8	Bottom:	.5
Left:	.63	Right:	.63
Gutter:	0	Gutter Position:	Left
Header:	.38	Footer:	0

For Manuscripts with
FOOTERS ONLY:

Top:	.5	Bottom:	.8
Left:	.63	Right:	.63
Gutter:	0	Gutter Position:	Left
Header:	0	Footer:	.5

2. YOUR TITLE PAGE

The title page of your book is the title page which should include the following Outskirts Press imprint information at the very bottom of the page:

Outskirts Press, Inc.
Denver, Colorado

The Outskirts Press imprint information above should be 12pt Times New Roman Bold

3. YOUR COPYRIGHT PAGE

You can leave the copyright page of your manuscript blank and Outskirts Press will supply the copyright page information. If there is specific information you would like to appear on your copyright page please let your Author Representative know.

4. CREATING INTERIOR PDF FILES

Once you have completed the interior you will need to create a PDF file of the document to send to Outskirts Press. The interior file must be created using Adobe Acrobat Distiller. All other Adobe products utilize the Adobe Library which causes printing errors.

Also check the PDF file to be sure the fonts are embedded before sending the PDF file to your Author Representative. To do this press ctrl D on the key board once you have your PDF file created and review the font list. Each of the fonts should say (Embedded Subset) next to the font name. If they do not then the font did not get embedded. If the font was not embedded that typically means you don't have the license to use that font.

Specific PostScript settings are available for InDesign, Quark and PageMaker for the MAC and PC. You must use the print option and print to a PostScript file and then create the PDF using Adobe Acrobat for the file to be in acceptable format. If you are working in InDesign, PageMaker, or Quark please email your Author Representative to request additional print settings for your program.

Interior_PostScript_InDesign3-PC.pdf
Interior_PostScript_InDesign3-MAC.pdf
Interior_PostScript_PageMaker7-PC.pdf
Interior_PostScript_PageMaker7-MAC.pdf
Interior_PostScript_Quark5-PC.pdf
Interior_PostScript_Quark4-MAC.pdf
Interior_PostScript_Quark5-MAC.pdf
Interior_PostScript_Quark6-MAC.pdf

Adobe Distiller settings are also available for the MAC to ensure the proper embedding of fonts and images.

AcrobatDistiller5-MAC.pdf
AcrobatDistiller6-MAC.pdf
AcrobatDistiller5-PC.pdf
AcrobatDistiller6-PC.pdf

1. ADOBE ACROBAT DISTILLER - PRINT PDF SETTINGS

To create the proper print settings in Adobe Acrobat Distiller, select the Press Quality setting from the Default Settings option. Then select [Settings > Edit Adobe PDF Settings](#). Then follow the instructions below.

Under the **General** tab the settings should be (see screen capture below settings):

Compatibility: **Acrobat 5.0 (PDF 1.4)**
Object Level Compression: **Tags only**
Auto-Rotate Pages: **Collective by File**
Binding: **Left**
Resolution: **2400 dots per inch**
All Pages: **selected**
Embed Thumbnails: **not selected**
Optimize for fast web view: **selected**
Auto Rotate Pages: **not selected**
Default Page Size:
Width: **8.5**
Height: **11**
Units: **Inches**



Under the **Images** tab the settings should be (see screen capture below settings):

Color Images
Bicubic Downsampling to: **305 ppi**
for images above: **458 ppi**
Compression: **off**
Grayscale Images
Downsampling to: **300 ppi**
for images above: **458 ppi**
Compression: **off**
Monochrome Images
Bicubic Downsampling to: **1200 ppi**
for images above: **1800 ppi**
Compression: **CCITT Group 4**
Anti-Alias to gray: **off**



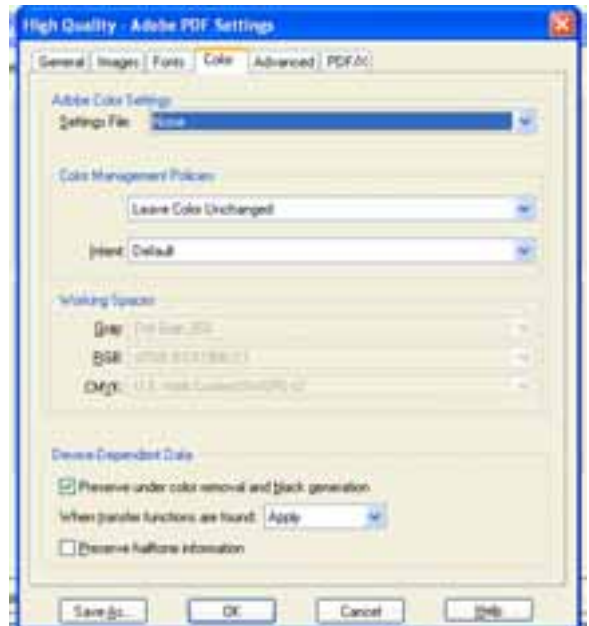
Under the **Fonts** tab the settings should be (see screen capture below settings):

Embed All Fonts: **selected**
Subset All Embedded Fonts Below: **100% selected**
When Embedding Fails: **Warn and Continue**



Under the **Color** tab the settings should be (see screen capture below settings):

Adobe Color Settings
Settings File: **None**
Color Management Policies: **Leave Color Unchanged**
Intent: **Default**
Working Spaces
Gray: **Dot Gain 20%**
RGB: **sRGBIEC61966-2.1**
CMYK: **USWeb Coated (SWOP) v2**
Device-Dependent Data
Preserve Under Color Removal and Black Generation: **selected**
When transfer functions are found: **Apply**
Preserve Halftone Information: **not selected**



Under the [Advanced](#) tab the settings should be (see screen capture below settings):

Options

Allow PostScript File To Override Job

Options: **selected**

Convert gradients to smooth shades: **selected**

Preserve Level 2 copypage Semantics: **selected**

Preserve overprint settings: **selected**

Overprinting default is nonzero

overprinting: **selected**

Save Adobe PDF settings inside PDF file:

selected

Save original JPEG images in PDF if possible: **selected**

Document Structuring Conventions (DSC)

Preserve EPS info from DSC: **selected**

Preserve Document Info from DSC: **selected**

Resize Page and Center Artwork for EPS files: **selected**

