EXPORTING & SUPPLYING FILES

Both InDesign and QuarkXPress have built-in tools to help you collect everything needed for printing. InDesign uses "Package" and Quark uses "Collect for Output." We strongly recommend using these tools to gather all linked images and fonts before sending us your files.

Missing files or fonts will delay your job.

Also, make sure you send the correct version of each font. Fonts with the same name from different sources aren't always the same and can cause text to reflow or shift slightly — which may not be obvious until it's too late.

SUPPLYING PDFS

If you're sending a press-ready PDF, please follow these guidelines:

- Export as single pages, not spreads
- Include at least 3mm bleed on all sides
- Add crop marks, offset by 3mm
- Ensure all fonts are embedded
- The file should be in CMYK (plus spot colours if used)
- Use high-resolution images

If any changes are needed after submission, you must send us a new corrected PDF.

HARD COPY PROOFS

If possible, include a printed laser copy of your job (ideally at 100% size).

If you're sending files electronically, also send a viewing PDF as a reference — it can help us spot any issues and ensure everything prints correctly.

HOW TO SEND FILES

You can send your files via:

Our Website:
vanguardmediagroup.com.au/File_Upload

Email or file transfer services
(e.g. WeTransfer, Dropbox)

Or drop them off in person via USB drive or a hard drive, we always enjoy saying hello!