

UPLOADING TO LPI EXPRESS™

for Publisher 2010

Please follow these instructions to send your Publisher 2010 document using LPi Express™.

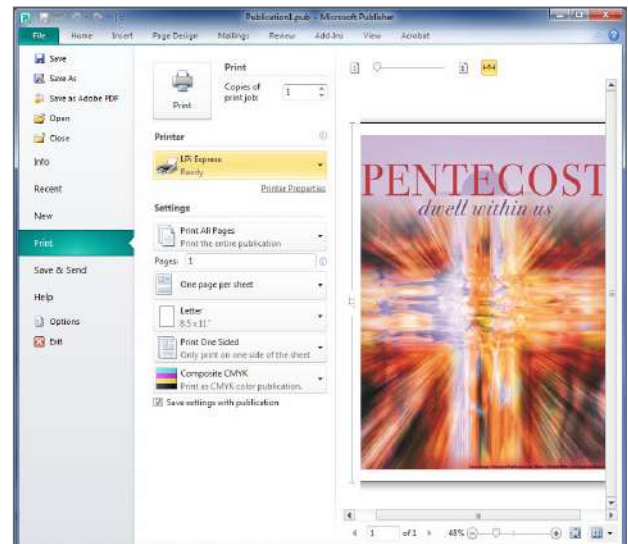
UPLOADING TO LPi EXPRESS™ FOR PUBLISHER 2010

1 Open the file you want to send to LPi for printing. Click on the **File** menu option, then **Print**.

2 For the **Printer Name**, choose LPi Express from the drop-down menu. **(IMAGE 1)**

Please Note: When printing to the LPi Express printer for the first time, click the **Printer Details** tab and then select the **Advance Output Settings**. Make sure the **Output** field is set to **Composite CMYK**, then click **OK**.

3 Click **Print**.

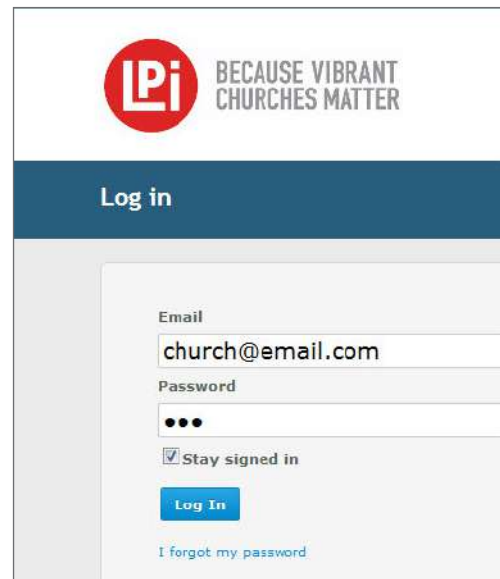


(IMAGE 1)

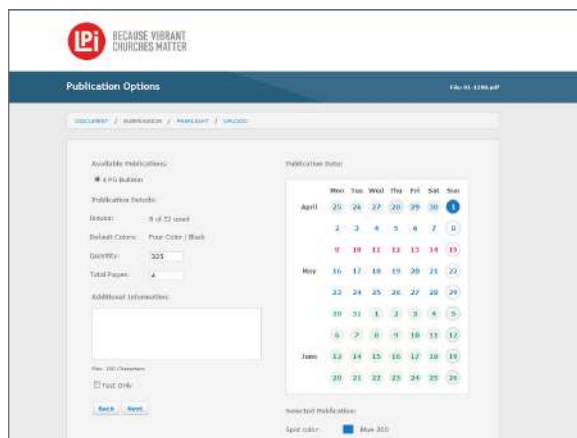
4 LPi Express™ will launch automatically. You will be prompted to log in with your email address and password of **lpi** (lower case). **(IMAGE 2)**

5 After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **“Next”**. **(IMAGE 3)**

*LPi Express™ will complete a validation process, and you will see a **Ready to Submit** page.*



(IMAGE 2)



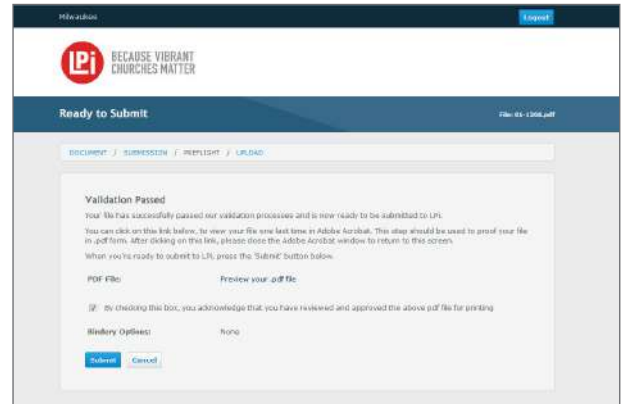
(IMAGE 3)

UPLOADING TO LPI EXPRESS™ FOR PUBLISHER 2010 CONT.

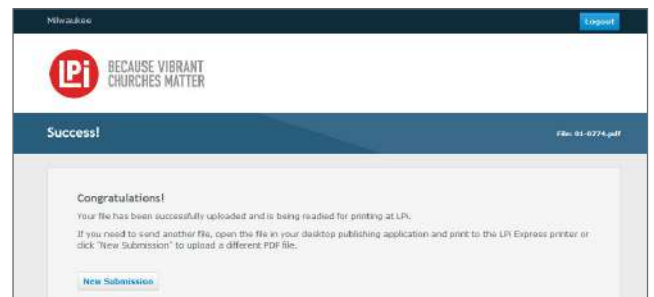
6 You will have an opportunity to view the PDF one more time before submitting your file. Click **Preview your .pdf file** to review the file that will be submitted to LPI. After you have reviewed the PDF file, close the file and check the box to **Approve the File for Printing**. If changes are needed, **Cancel** your submission, close the window, and return to your original publication to make adjustments to the file.

7 When you are ready to submit the file, click **Submit**. (IMAGE 4)

8 The **Congratulations!** screen will appear once the publication has been successfully sent and received by LPI. Close out of LPI Express™ or click the **New Submission** button if you have another file to submit. Shortly after submitting your file, you will receive an email confirming your submission. (IMAGE 5)



(IMAGE 4)



(IMAGE 5)