

UPLOADING TO LPI EXPRESS™

for Quarkxpress

The use of Quarkxpress requires you to make a PDF document, which you will then send to LPI Express™ from Acrobat Reader.

CREATING THE PDF FILE

1 Open the **Quarkxpress File** you want to send to LPi for printing. Under the **File** menu, choose **Export > Layout as PDF**. (*IMAGE 1*)

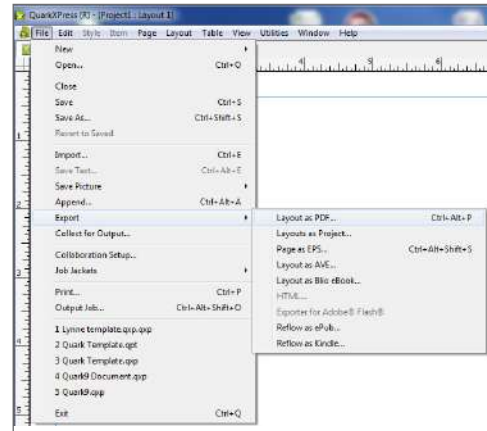
2 For the **Adobe PDF Preset**, select **High Quality Print**. (*IMAGE 2*)

3 Check the **View PDF after Exporting** button and select **Export**.

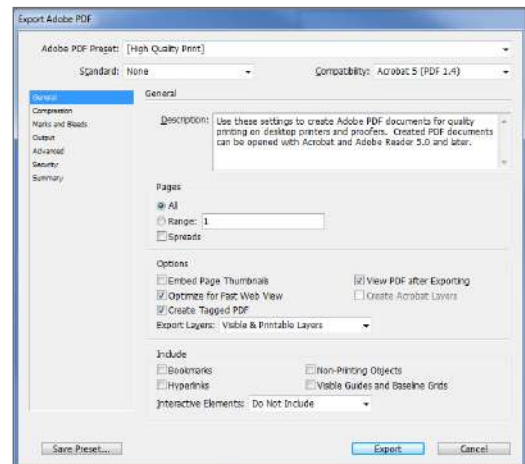
4 Your PDF file will open.

You may now print your PDF to LPi Express from Adobe Acrobat Reader.

To send your PDF file to LPi for printing, continue with Submitting your PDF file to LPi Express™ on the next page.



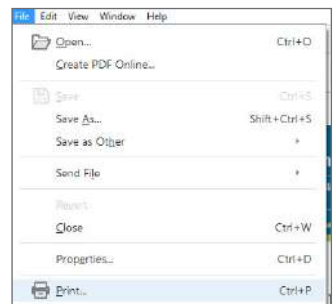
(IMAGE 1)



(IMAGE 2)

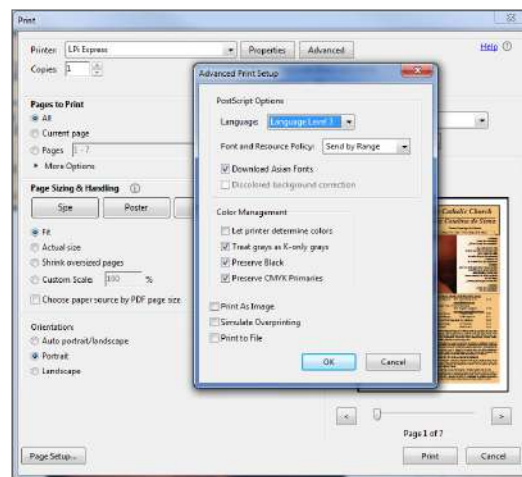
SUBMITTING YOUR PDF FILE TO LPI EXPRESS™

- 1 With your PDF file open in Adobe Reader, select the **File** menu then **Print**. (IMAGE 1)
- 2 For the **Printer Name**, choose **LPI Express** from the drop-down menu.
- 3 Click the **Advanced** button then verify the selected items under **Color Management** are as follows:
 - Treat grays as K-only grays
 - Preserve Black
 - Preserve CMYK primaries



(IMAGE 1)

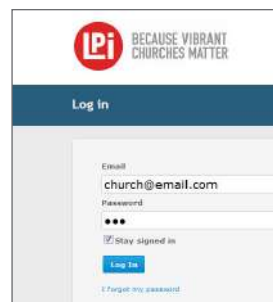
- 4 Click **OK**, then click **Print**. (IMAGE 2)
- 5 LPI Express™ will automatically launch. You will be prompted to log in with your email address password **lpi** (lower case). (IMAGE 3)



(IMAGE 2)

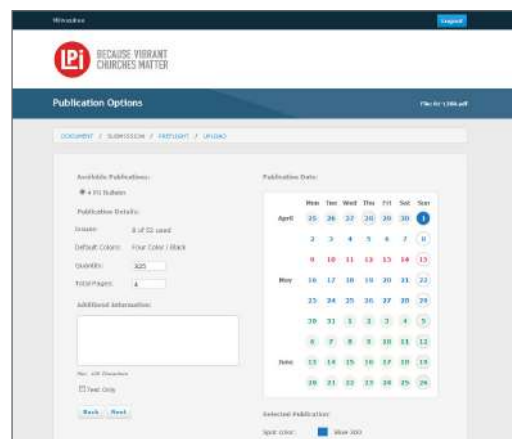
- 6 After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **"Next"**. (IMAGE 4)

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



(IMAGE 3)

- 7 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.

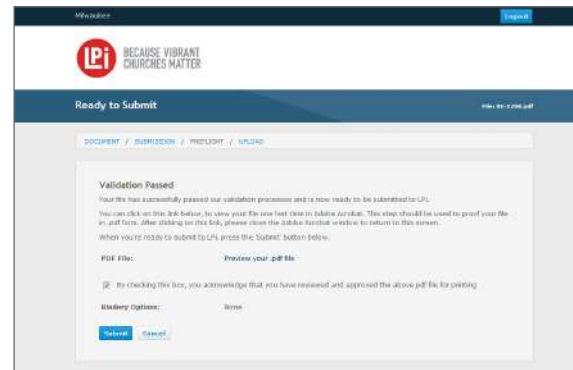


(IMAGE 4)

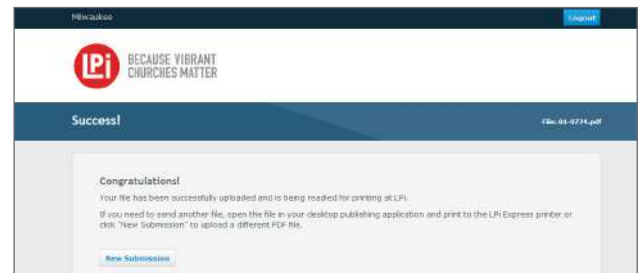
SUBMITTING YOUR PDF FILE TO LPI EXPRESS™ CONT.

8 When you are ready to submit the file, click **Submit**. *(IMAGE 5)*

9 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 6)*



(IMAGE 5)



(IMAGE 6)