

# UPLOADING TO LPI EXPRESS™

*for Publisher 2003*

Please follow these instructions to send your Publisher 2003 document using LPi Express™.

# UPLOADING TO LPi EXPRESS FOR PUBLISHER 2003

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

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

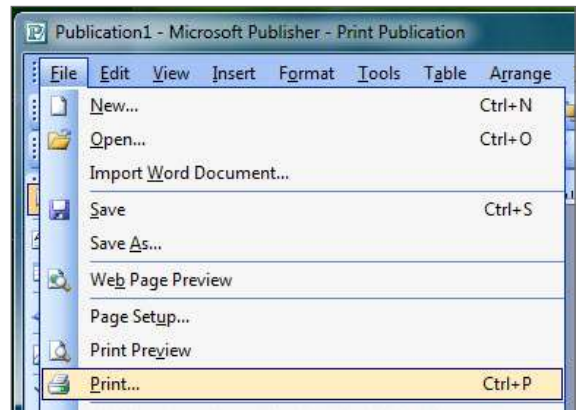
**3** From the Print dialogue window, click on the **Advanced Print Settings** button located in the lower left corner.

**4** For the **Output**, select **Composite CMYK** from the drop-down menu. (IMAGE 3)

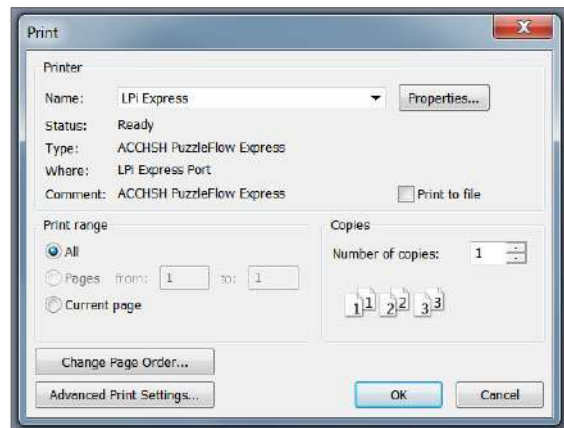
**Note:** Do not select the option to "Print composite CMYK by default".

**5** Click **OK** at the bottom of the Advanced Print Settings window and **OK** again on the Print menu to send the file.

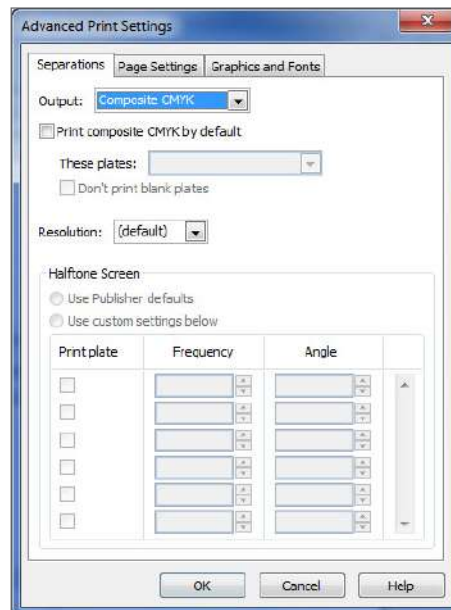
**6** LPi Express™ will launch automatically. You will be prompted to log in with your email address and password of **lpi** (lower case). (IMAGE 4)



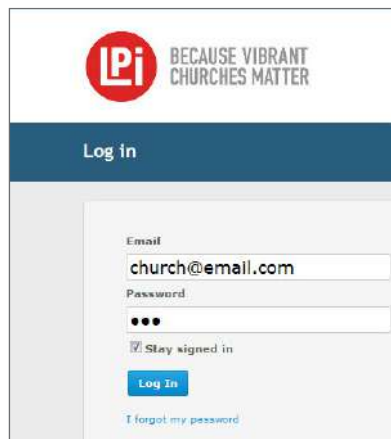
(IMAGE 1)



(IMAGE 2)



(IMAGE 3)



(IMAGE 4)

# UPLOADING TO LPI EXPRESS FOR PUBLISHER 2003 CONT.

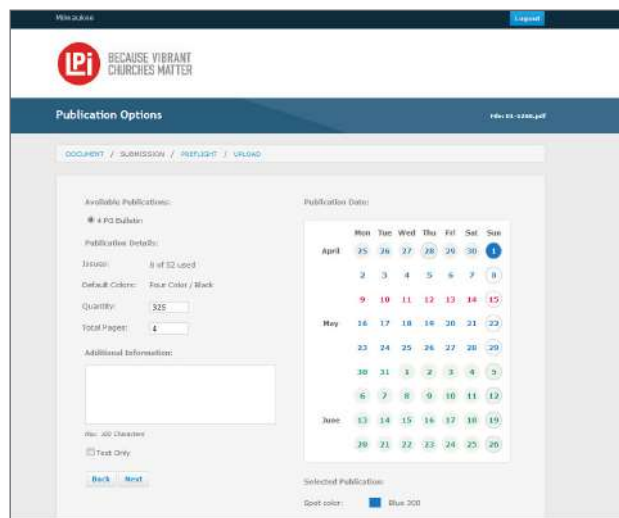
- 7** After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **"Next"**. **(IMAGE 5)**

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

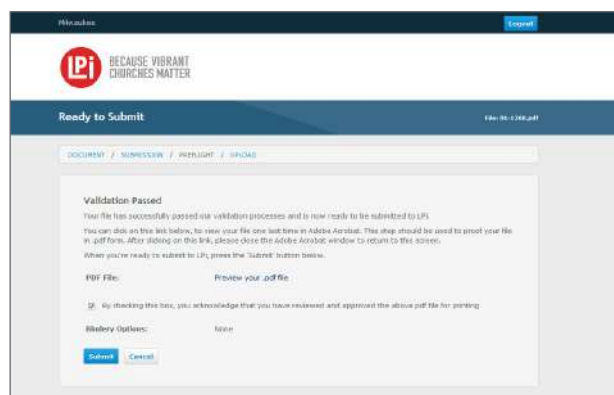
- 8** You will have an opportunity to view the PDF one more time before submitting your file. Click **Preview your .pdf file** to review the file that will be submitted to LPI. After you have reviewed the PDF file, close the file and check the box to **Approve the File for Printing**. If changes are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

- 9** When you are ready to submit the file, click **Submit**. **(IMAGE 6)**

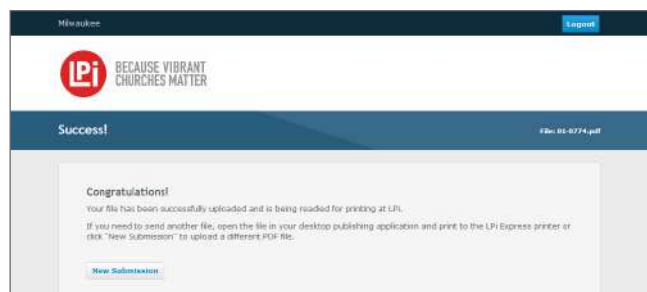
- 10** The **Congratulations!** screen will appear once the publication has been successfully sent and received by LPI. Close out of LPI Express™ or click the **New Submission** button if you have another file to submit. Shortly after submitting your file, you will receive an email confirming your submission. **(IMAGE 7)**



**(IMAGE 5)**



**(IMAGE 6)**



**(IMAGE 7)**