

# UPLOADING TO LPI EXPRESS™

*for Publisher 2013 & 2016*

The use of Publisher 2013 and 2016 requires you to make a PDF document, which you will then send to LPI Express™ from Acrobat Reader.

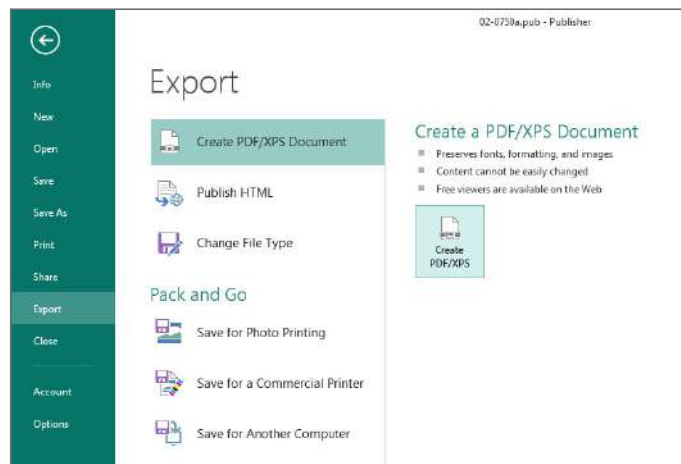
# CREATING THE PDF FILE

- 1 Open the **Publisher File** you want to send to LPi for printing.
- 2 Under the **File** menu, select **Export > Create PDF/XPS Document**, and **Create PDF/XPS**. (*IMAGE 1*)
- 3 In the **Publish as PDF or XPS** dialog box:
  - Select the location where you want to save your PDF.
  - Name your file if you haven't done so already.
  - Verify that you are saving file as a PDF.
  - Click the **Options** button and change the **Publish Options to Commercial Press**. Click **OK**.
  - Check **Open File after Publishing**.
  - Proceed to create the PDF by clicking the **Publish** button. (*IMAGE 2*)

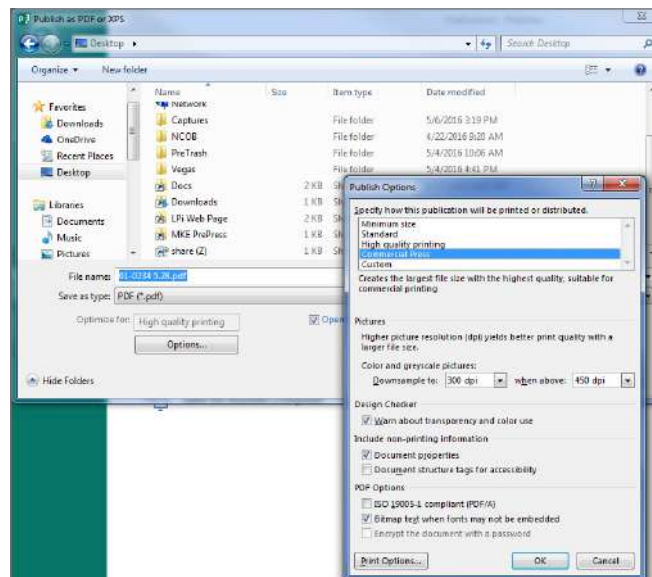
## Please Note:

A message box may appear indicating **Design Checker has found potential problems that may affect the quality of your printed publication**. Click **Fix**. A list of concerns regarding the document will be generated. Check over the list and make any necessary changes to your file. Click the **Publish** button to create a PDF.

- 4 **Preview your PDF file**. If adjustments are needed, go back to your Publisher file, make any necessary changes and create a new PDF file.



(IMAGE 1)



(IMAGE 2)

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

# SUBMITTING YOUR PDF TO LPI EXPRESS™

**1** With your PDF file open in Adobe Reader, select the **File** menu and then **Print**. (IMAGE 1)

**2** For the **Printer Name**, choose **LPI Express** from the drop-down menu.

**3** Under **Pages to Print**, select **All**.

**4** **Page Sizing & Handling** should be set to **Actual Size**.

**5** **Orientation** should be set to **Auto portrait/landscape**.

**6** Click the **Advanced** button and verify the selected items under **Color Management** are as follows:

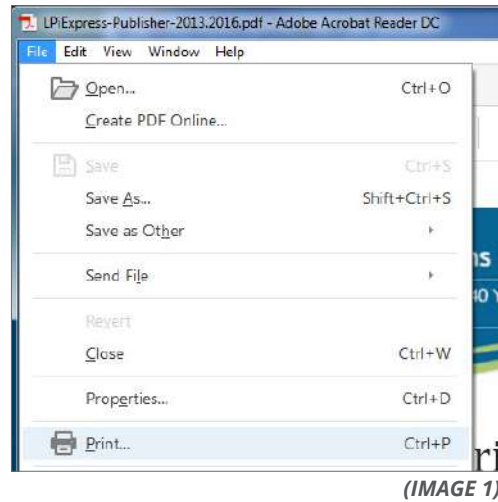
- Treat grays as K-only grays
- Preserve Black
- Preserve CMYK primaries

Select **OK**. (IMAGE 2)

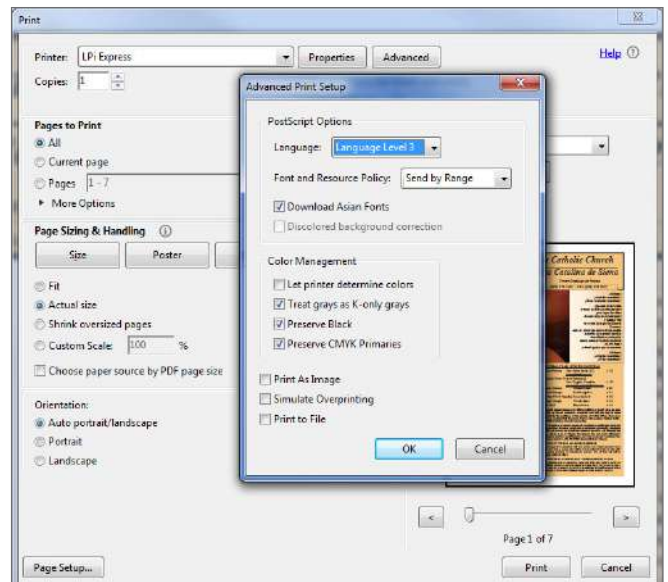
**7** Check the document size to make sure it is the size intended.

**8** Click **Print**.

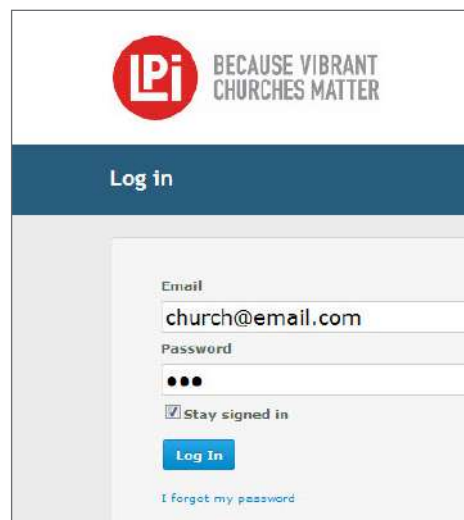
**9** LPI Express™ will launch automatically. You will be prompted to log in with your email address and password of **lpi** (lower case). (IMAGE 3)



(IMAGE 1)



(IMAGE 2)



(IMAGE 3)

# SUBMITTING YOUR PDF TO LPI EXPRESS CONT.

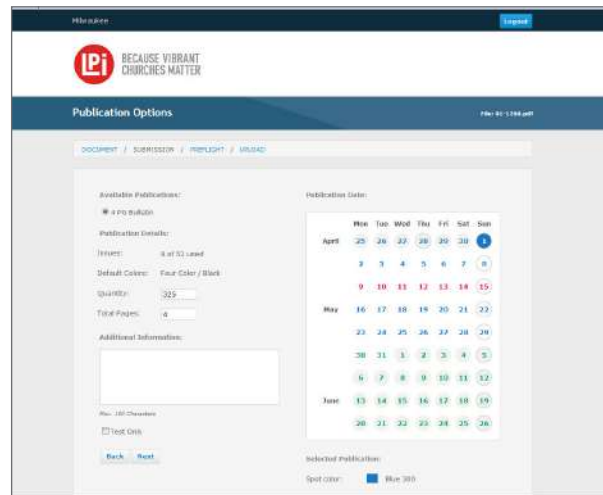
- 10** After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **"Next"**. (IMAGE 4)

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

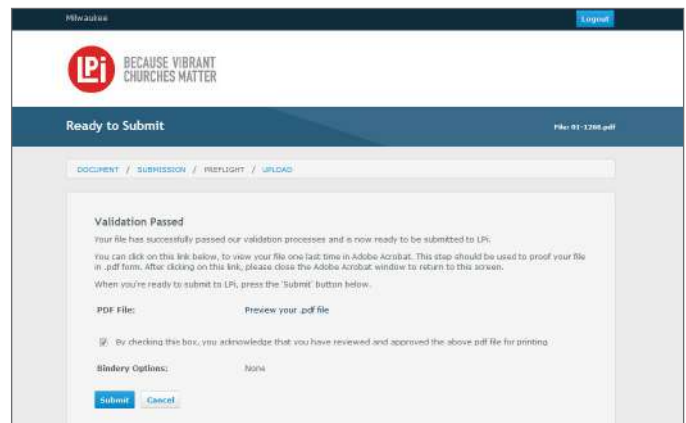
- 11** You will have an opportunity to view the PDF one more time before submitting your file. Click **Preview your .pdf file** to review the file that will be submitted to LPi. After you have reviewed the PDF file, close the file and check the box to **Approve the File for Printing**. If changes are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

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

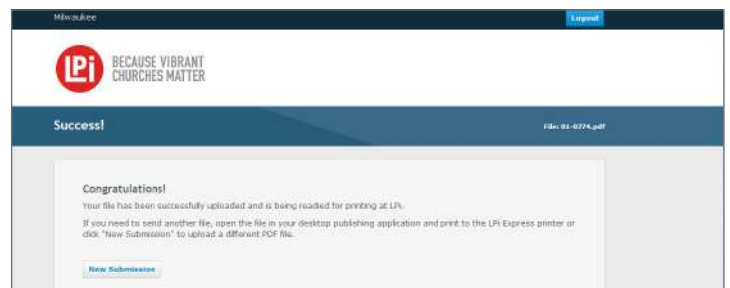
- 13** The **Congratulations!** screen will appear once the publication has been successfully sent and received by LPi. Close out of LPi Express™ or click the **New Submission** button if you have another file to submit. Shortly after submitting your file, you will receive an email confirming your submission. (IMAGE 6)



(IMAGE 4)



(IMAGE 5)



(IMAGE 6)