

UPLOADING TO LPI EXPRESS™

for Publisher 2007

Please follow these instructions to send your Publisher 2007 document using LPi Express™.



UPLOADING TO LPI EXPRESS™ FOR PUBLISHER 2007

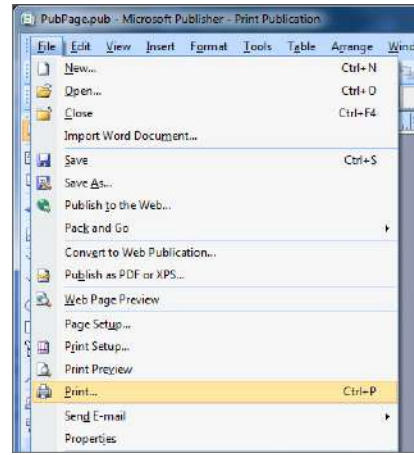
1 Open the file you want to send to LPI for printing. Click the **File** menu option, then **Print**. (IMAGE 1)

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

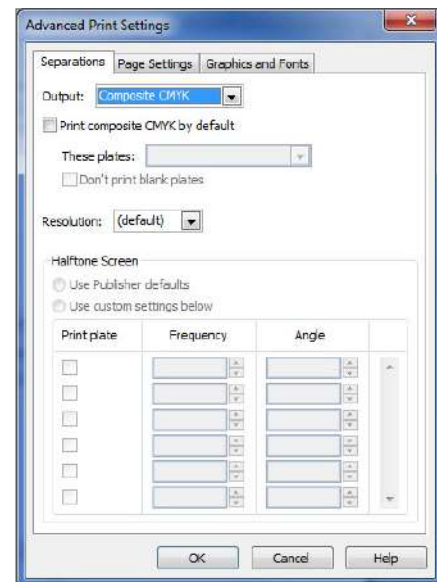
Please Note: When printing to the LPI Express printer for the first time, click the **Printer Details** tab, and then select the **Advanced Print Settings** button. Make sure the **Output** field is set to **Composite CMYK**, then click **OK**. (IMAGE 2)

3 Click **Print**.

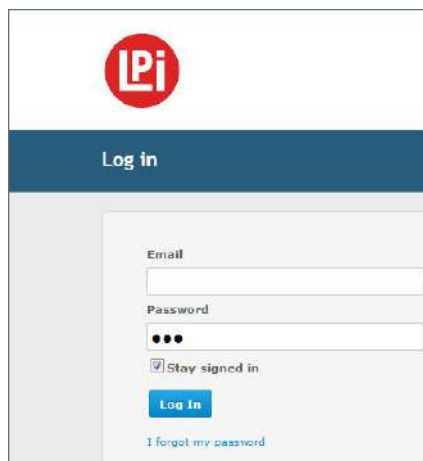
4 LPI Express™ will launch automatically. You will be prompted to log in with your email address and password of **lpi** (lower case). (IMAGE 3)



(IMAGE 1)



(IMAGE 2)



(IMAGE 3)

UPLOADING TO LPi EXPRESS™ FOR PUBLISHER 2007 CONT.

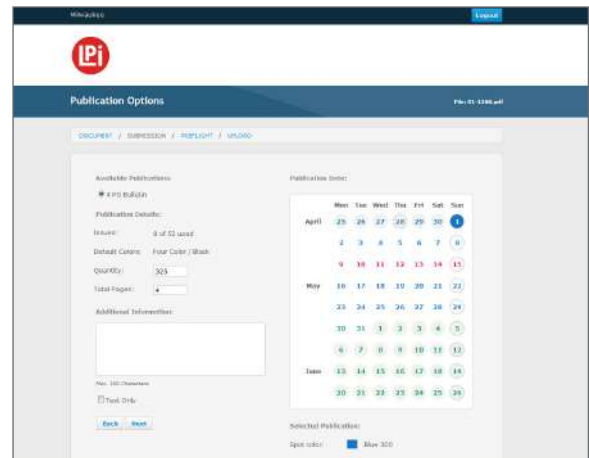
5 After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **“Next”**. **(IMAGE 4)**

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

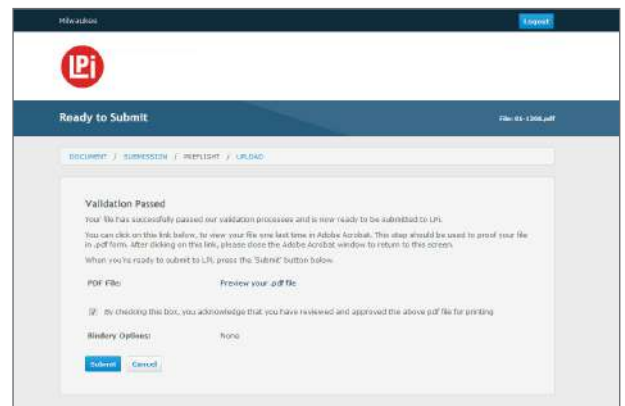
6 You will have an opportunity to view the PDF one more time before submitting your file. Click **Preview your .pdf file** to review the file that will be submitted to LPi. After you have reviewed the PDF file, close the file and check the box to **Approve the File for Printing**. If changes are needed, **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 5)**

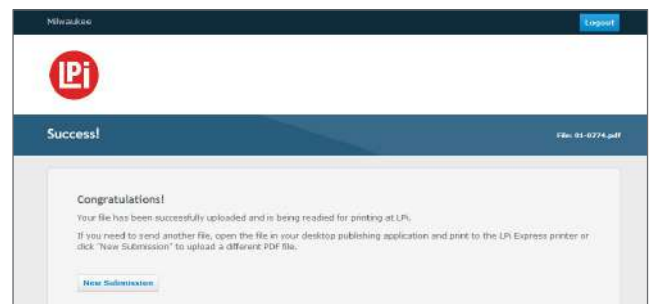
8 The **Congratulations!** screen will appear once the publication has been successfully sent and received by LPi. Close out of LPi Express™ or click the **New Submission** button if you have another file to submit. Shortly after submitting your file, you will receive an email confirming your submission.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



(IMAGE 4)



(IMAGE 5)



(IMAGE 6)