

# 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*)

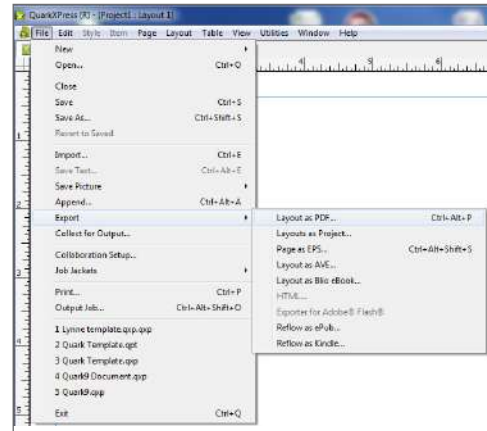
**2** For the **Adobe PDF Preset**, select **High Quality Print**. (*IMAGE 2*)

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

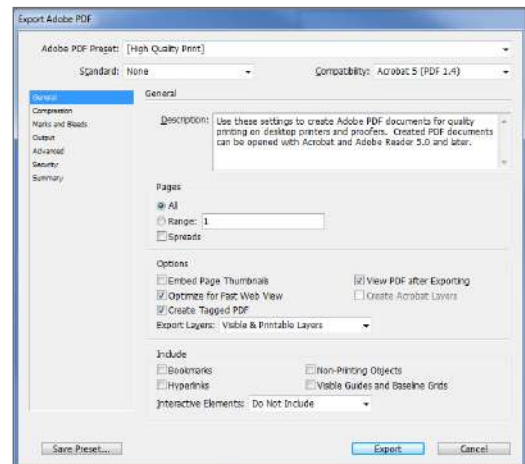
**4** Your PDF file will open.

*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.



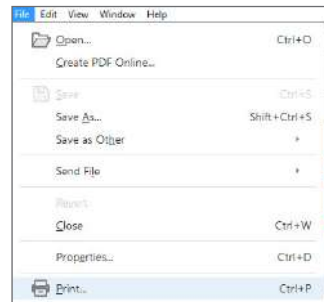
(IMAGE 1)



(IMAGE 2)

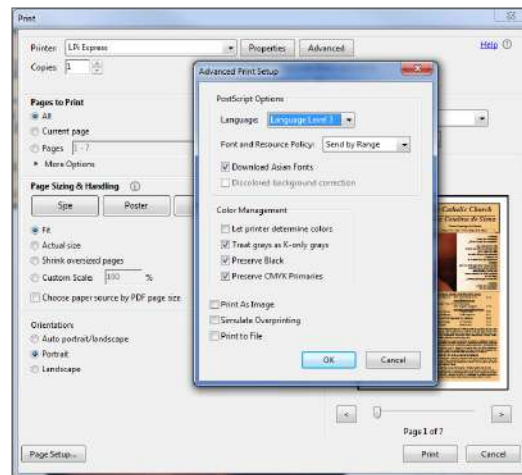
# SUBMITTING YOUR PDF FILE TO LPI EXPRESS™

- 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)

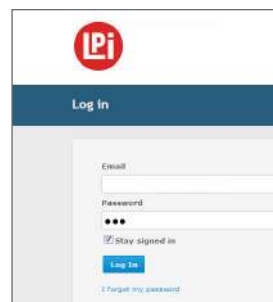
- 4 Click **OK**, then click **Print**. (IMAGE 2)
- 5 LPI Express™ will automatically launch. You will be prompted to log in with your email address password **lpi** (lower case). (IMAGE 3)



(IMAGE 2)

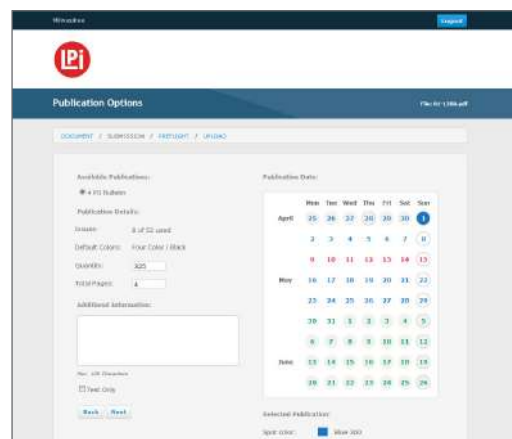
- 6 After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **"Next"**. (IMAGE 4)

*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.

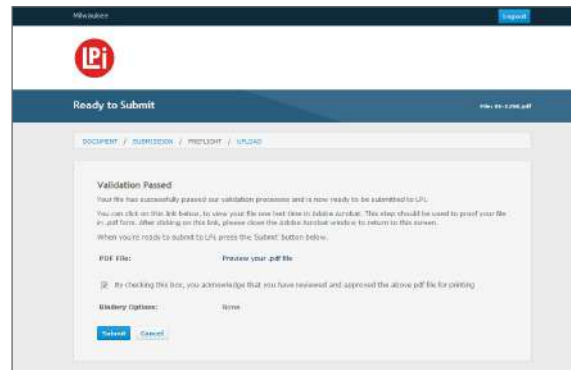


(IMAGE 4)

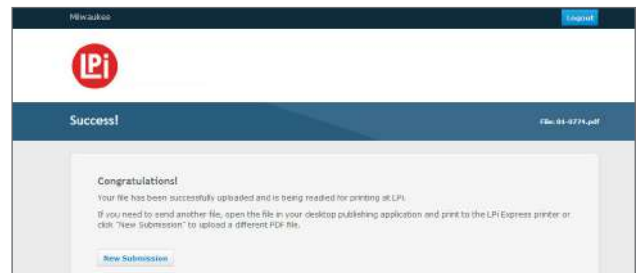
# SUBMITTING YOUR PDF FILE TO LPI EXPRESS™ CONT.

**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)