

UPLOADING TO LPI EXPRESS™

for Adobe InDesign

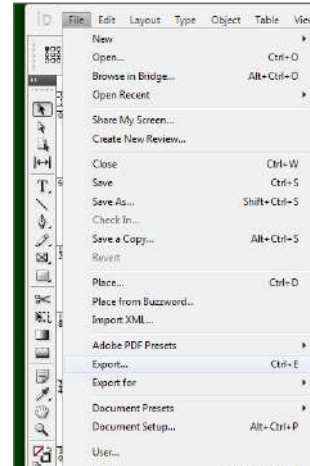
The use of Adobe InDesign requires you to make a PDF document, which you will send to LPI Express™ through Acrobat Reader.



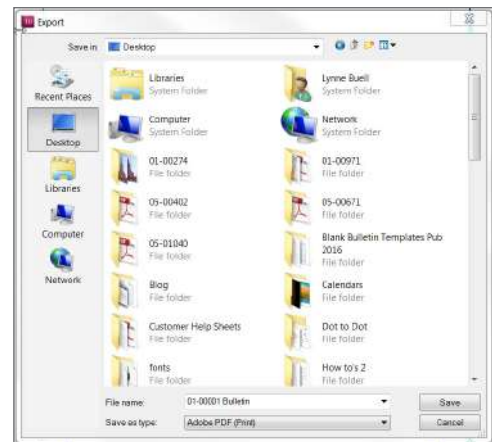
CREATING THE PDF FILE

- 1 Open the **InDesign File** you want to send to LPI for printing. Under the **File** menu, choose **Export**. *(IMAGE 1)*
- 2 Select the location where you want to save the PDF, and name your file if you haven't done so already. For **Save As** type, select **Adobe PDF (Print)**. *(IMAGE 2)*
- 3 Click **Save**.
- 4 For **Adobe PDF Preset**, select **High Quality Print** from the drop-down menu. Check **View PDF after Exporting** and choose **Export**. *(IMAGE 3)*
- 5 Your PDF file will open. **Preview your file**. If adjustments are needed, go back to your InDesign file, make any necessary changes and create a new PDF file.

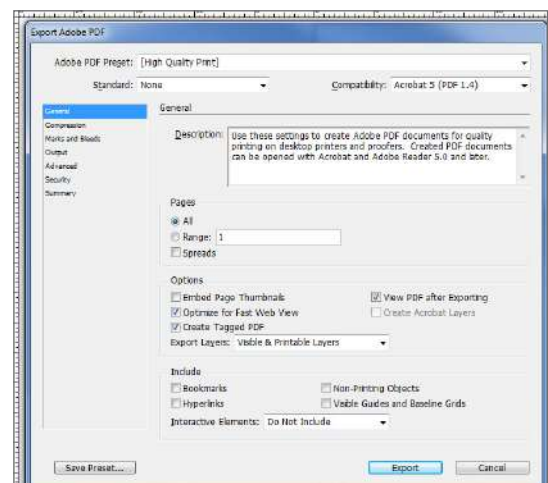
To send your PDF file to LPI for printing, continue with Submitting your PDF file to LPI Express™ on the next page.



(IMAGE 1)



(IMAGE 2)



(IMAGE 3)

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:

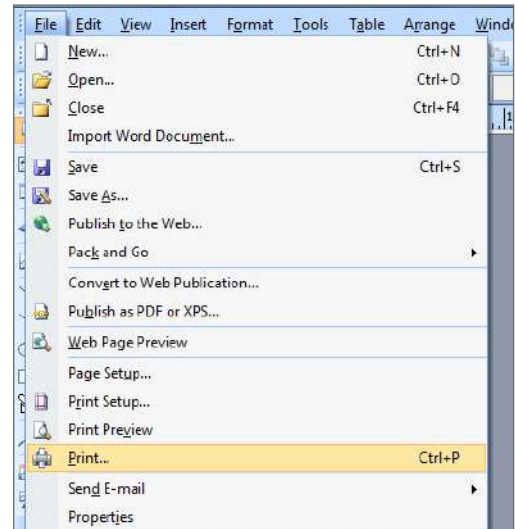
- Treat grays as K-only grays
- Preserve Black
- Preserve CMYK primaries

Select **OK**. (IMAGE 2)

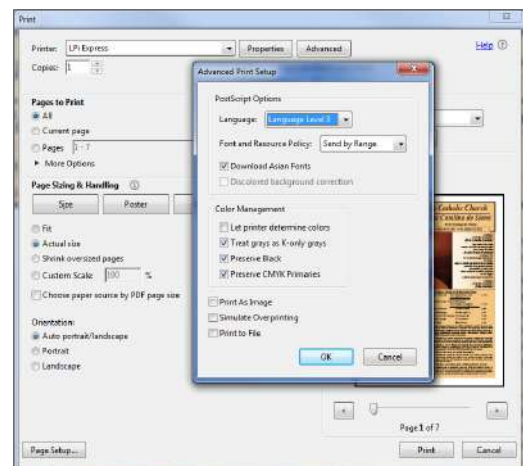
7 Check the document size to make sure it is the size intended.

8 Click **Print**.

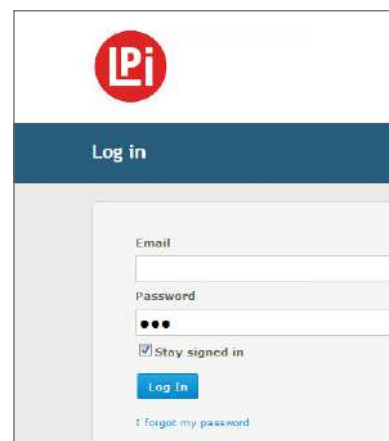
9 LPI Express™ will launch automatically. You will be prompted to log in with your email address and password of **lpi** (lower case). (IMAGE 3)



(IMAGE 1)



(IMAGE 2)



(IMAGE 3)

SUBMITTING YOUR PDF TO LPI EXPRESS™ CONT.

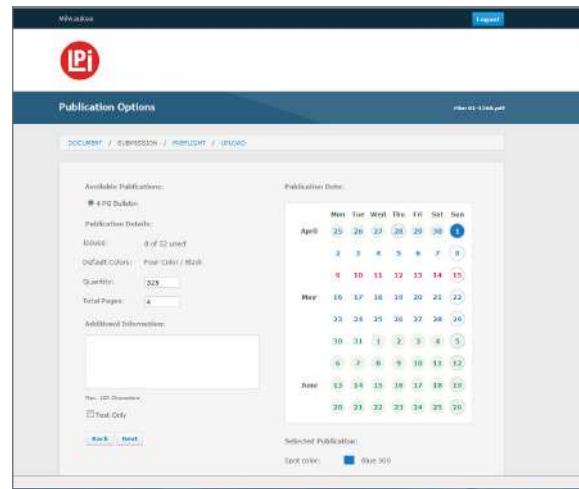
- 10** After logging in, the **Publication Options** page will open. Confirm your publication options and make sure the date selected is correct. Click **"Next"**. **(IMAGE 4)**

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

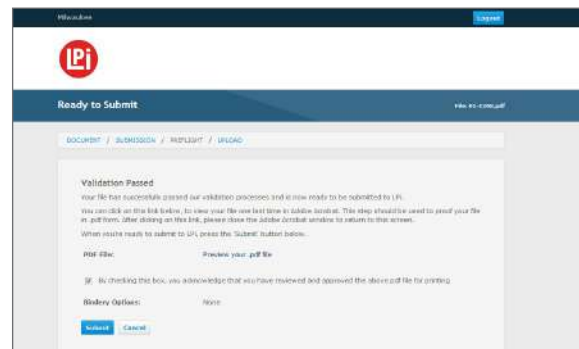
- 11** You will have an opportunity to view the PDF one more time before submitting your file. Click **Preview your .pdf file** to review the file that will be submitted to LPI. After you have reviewed the PDF file, close the file and check the box to **Approve the File for Printing**. If changes are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