# 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.
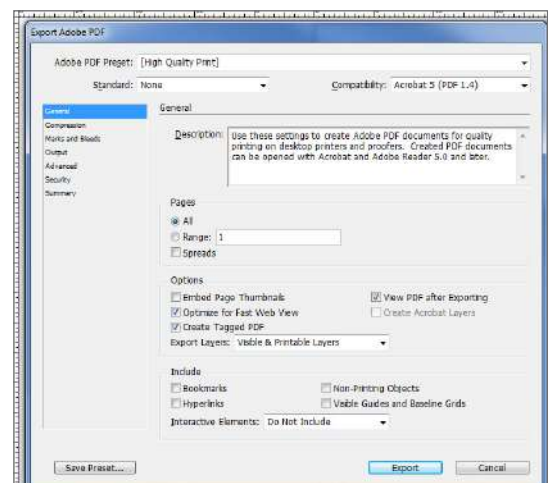
To send your PDF file to LPi for printing, continue with Submitting your PDF file to LPi Express™ on the next page.
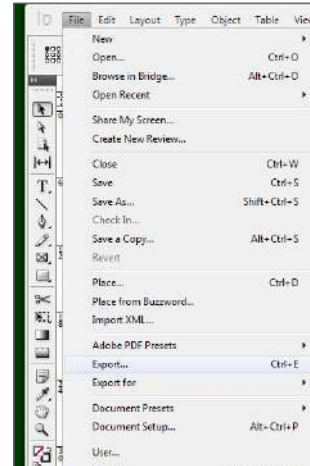
(IMAGE 1)
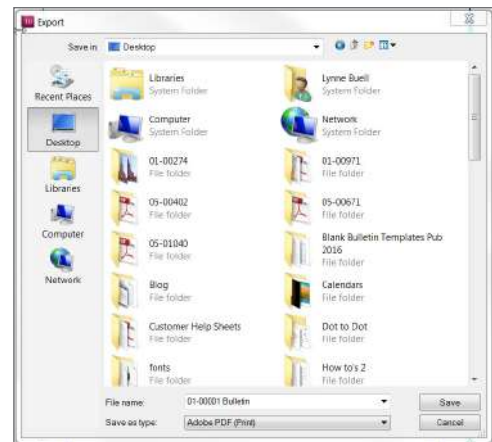
(IMAGE 2)

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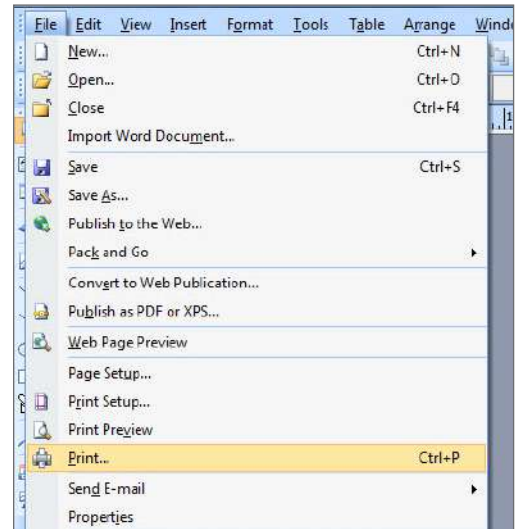
- Treat grays as K-only grays
- Preserve Black
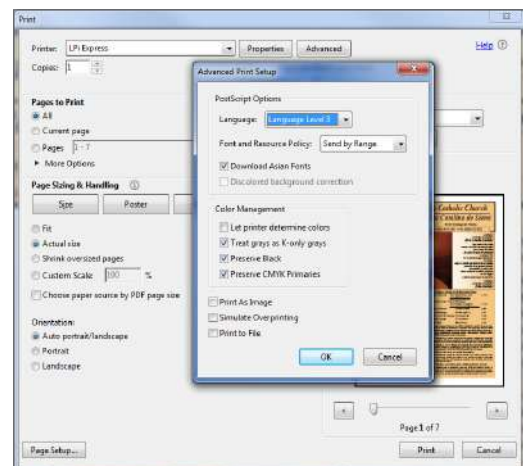- Preserve CMYK primaries

Select **OK**. *(IMAGE 2)*

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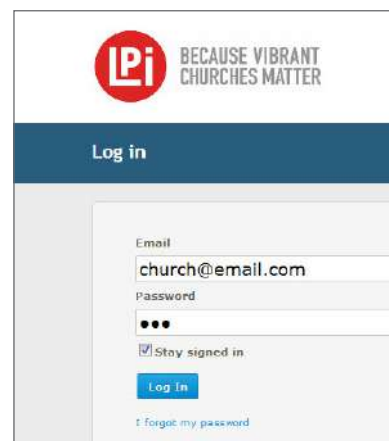
8 Click **Print**.

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)*
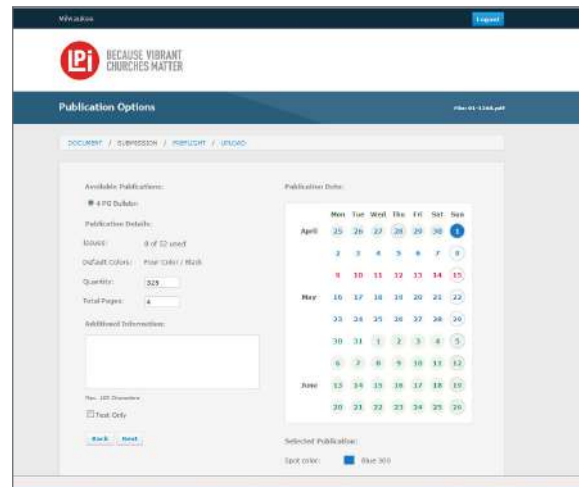

(IMAGE 1)

(IMAGE 2)

(IMAGE 3)

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.*
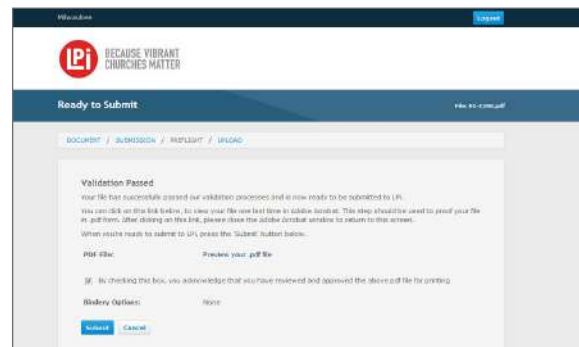

(IMAGE 4)

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)*

(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 6)

For further assistance, please contact your local LPi Print Center.