

Online quick print user guide

Ordering at a glance

STAPLES ONLINE TOOLS MAKE IT EASY.

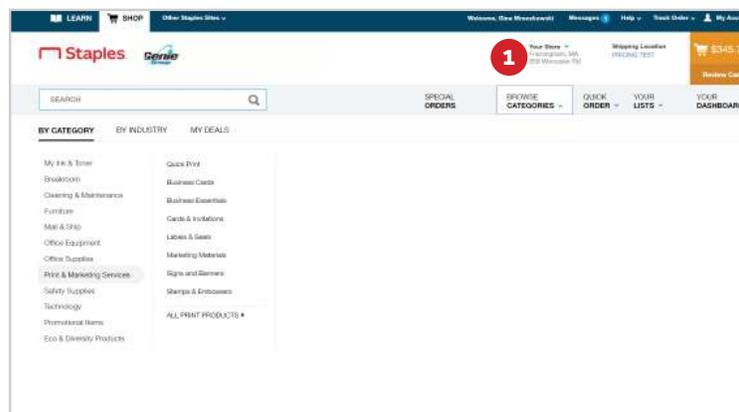


Getting started

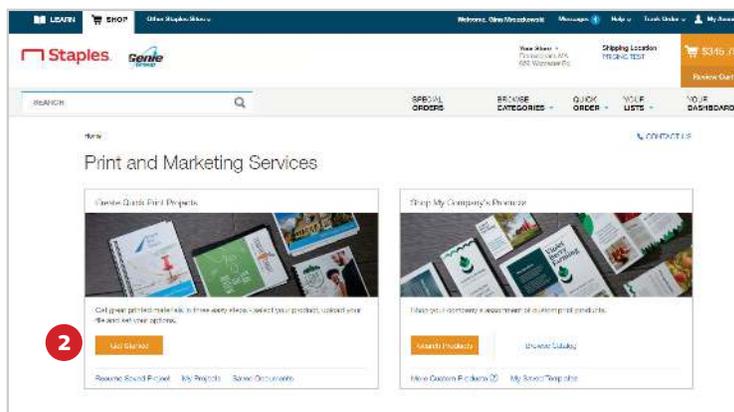
Our home page is divided into sections to make ordering your print products easy. This guide explains how to use the section titled “Create Quick Print Projects.”

You can order these Quick Print Projects online for pick up in store or delivery:

- Banners
- Booklets
- Brochures
- Business Forms
- Presentations
- Flyers
- Manuals
- Posters
- Engineering Prints

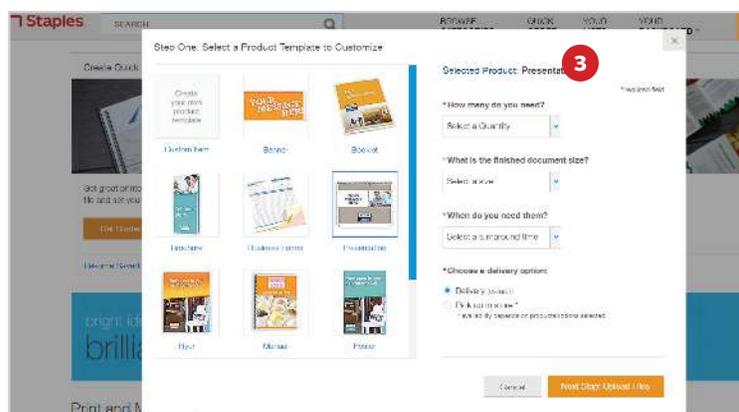


1 After logging into your StaplesAdvantage.com account, click **Browse Categories** (in the top navigation) then Print & Marketing Services (in the “By Category” menu).



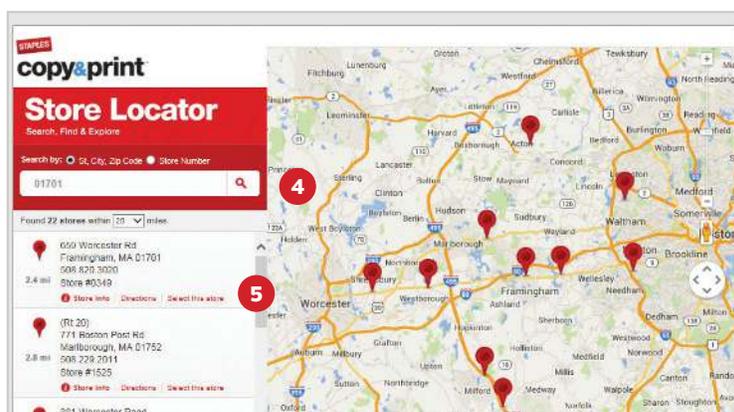
2 Locate the “Create Quick Print Projects” section on the Print & Marketing Services home page and select **Get Started**.

Choosing your print items



3 You will have the option to select the type of template you would like to customize.

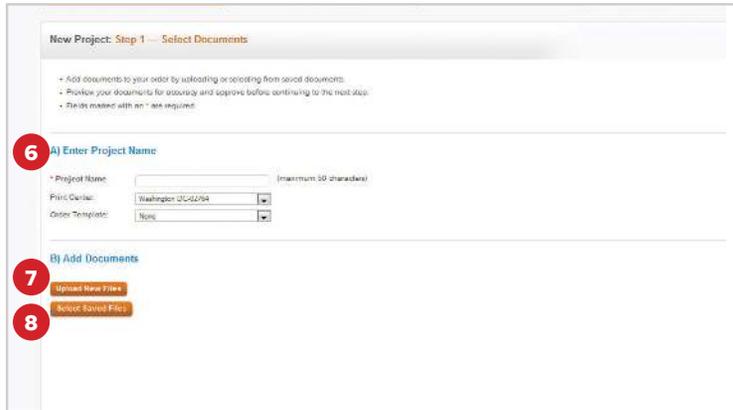
- Select the type you want then specify the quantity, finished document size, and when you will need the items
- Finally, choose a delivery method: Delivery or Pick Up in Store



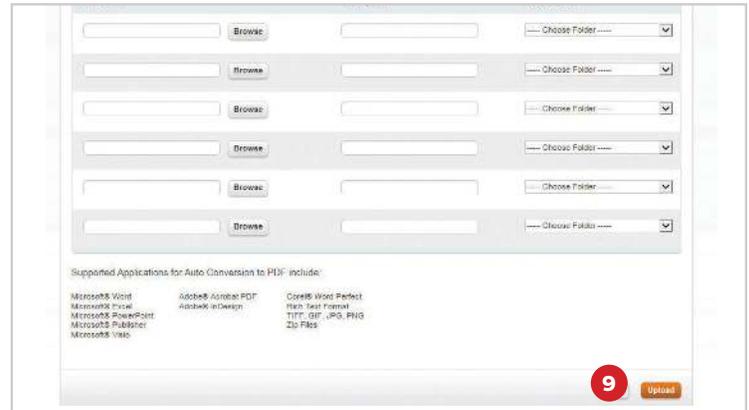
If you're picking up an order in store click **Select Store** and a “Store Locator” window will pop up. If you are not selecting a store, please proceed to next page.

- 4** Enter the zip code for your pickup location.
- 5** Click **Select this store** to choose your pickup location from the list.

Uploading a document

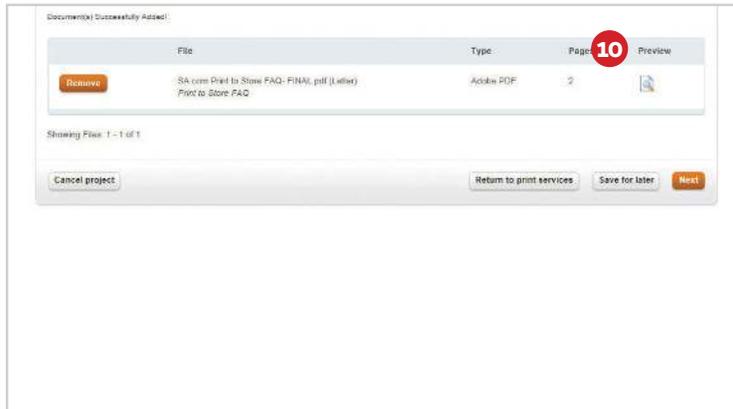


- 6 Enter your new project into the “Project Name” field.
- 7 To add a new document, click **Upload New Files**.
- 8 To add a saved document, click **Select Saved Files**.

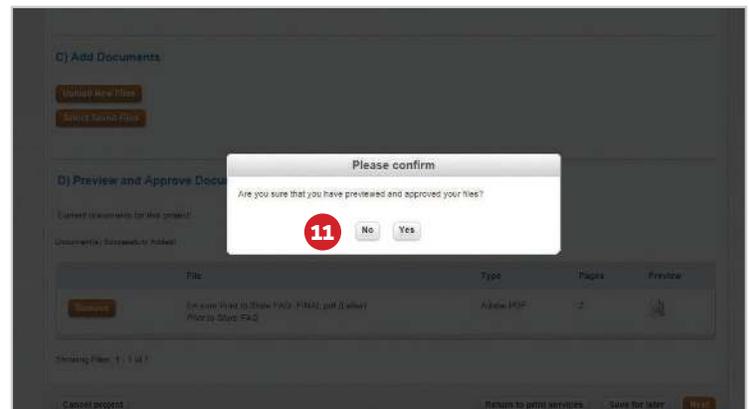


- You can upload up to six single documents at the same time.
- Enter a description for each file
 - Save files to a folder for future use if this is an item you will frequently reorder
- 9 Once you have added your document(s), select **Upload**.

Previewing your documents

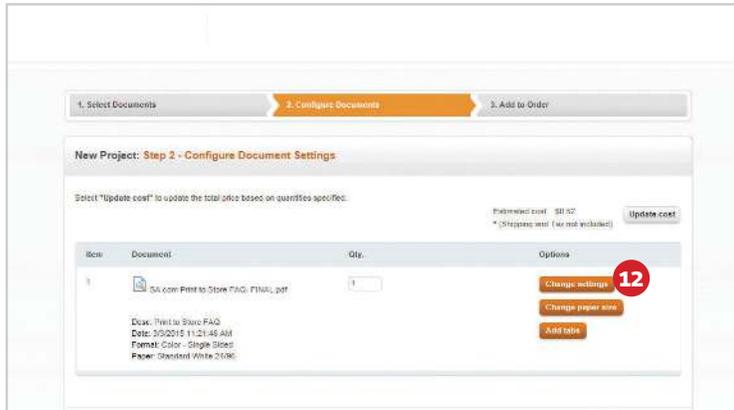


- 10 Select the Preview icon to confirm that your file uploaded correctly.
 - When previewing your file online, it is important to ensure that all your information is correct. The way your item appears on screen is exactly how it will look when printed.



- 11 You will be asked to confirm that you previewed and approved your files. Click **Yes** to continue or **No** to go back to preview.

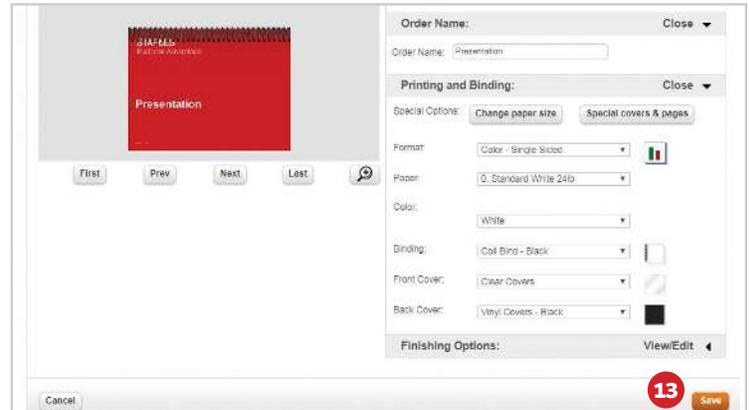
Choosing project specifications



Use this screen to:

- Change paper size
- Update your quantity
- Add tabs to your project

12 Click **Change Settings** to continue selecting specifications.

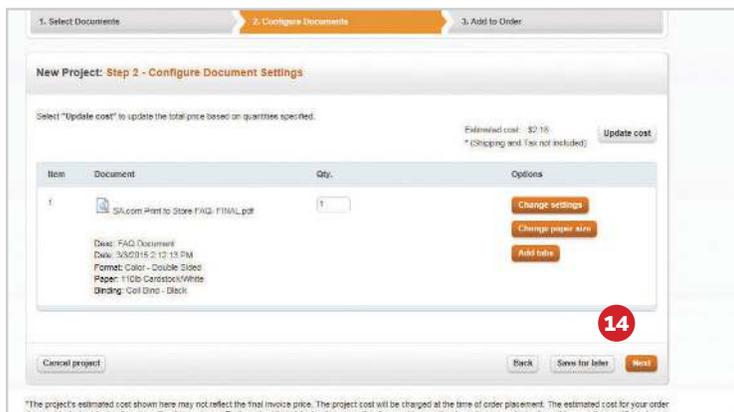


Use this screen to:

- Format (color or black & white)
- Paper Selection
- Binding Options
- Front and Back Covers
- Finishing Options

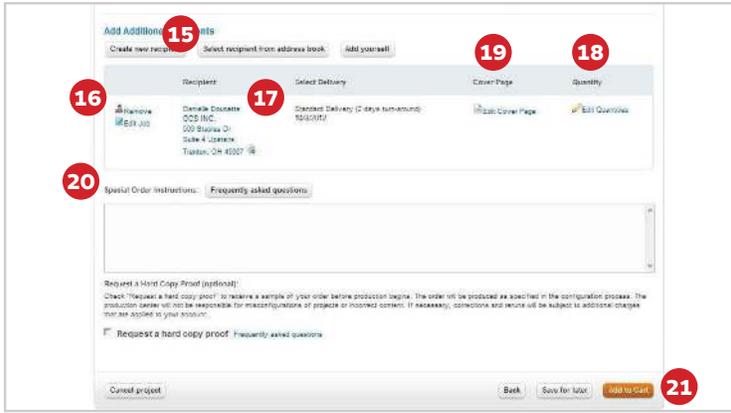
13 Select **Save**.

Placing an order for delivery



14 Click **Next** to continue or **Save for later** to save project and return to it at another time.

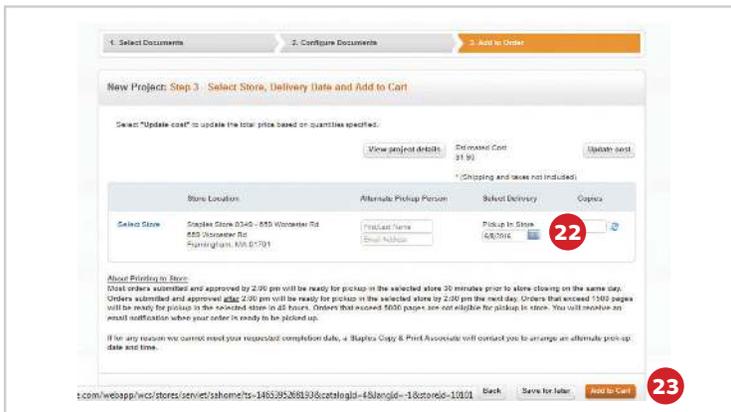
Placing an order for delivery



If ordering for delivery:

- 15 Select a recipient from your address book or create a new recipient.
- 16 Remove the default recipient if needed.
- 17 Select a delivery date.
- 18 Select a quantity.
- 19 Create and/or edit your cover page.
 - This page will be included on your order shipping slip
- 20 Add any special order instructions.
- 21 Select **Add to Cart** and proceed to checkout.

Picking up in store/reviewing your order



If picking up in store:

- 22 Click on the calendar icon to select a pickup date. Note: Only available pickup dates will appear.
- 23 Click **Add to Cart** to add your Print to Store order to your shopping cart. You may continue shopping or check out.
 - Once you've checked out, a confirmation email with the order number is sent to the user who placed the order. Use this number when you pick up your order.
 - When your print order is completed, you'll receive a second email telling you that your Print to Store order is ready for pickup.