

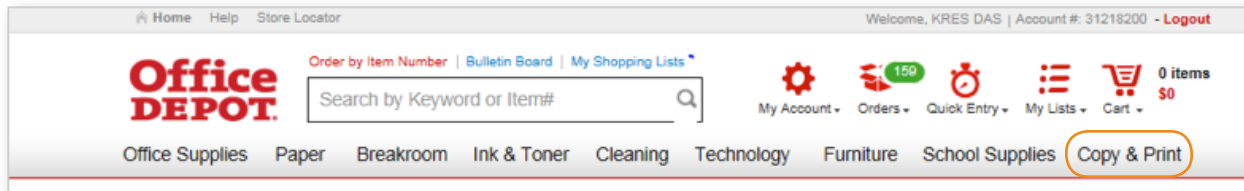
PRINT ON DEMAND GUIDE

Online Print Center
Ordering Process

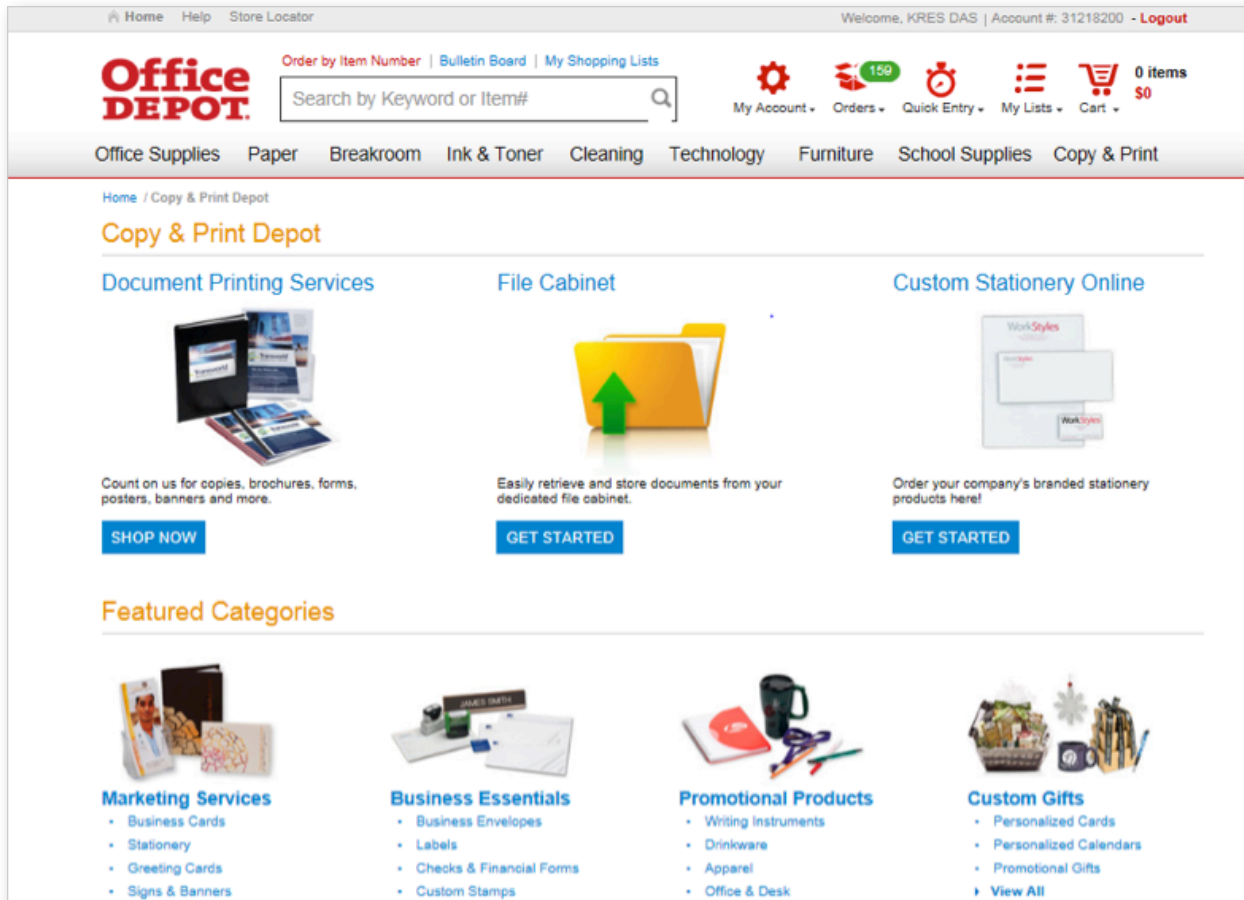


PRINT ON DEMAND GUIDE

Step 1: Select Copy & Print from the top main navigation



Step 2: Select Document Printing Services



NOTE: File Cabinet will not be changing at this time.

PRINT ON DEMAND GUIDE

Step 3: Chose the product you wish to upload and configure

The screenshot shows the Office DEPOT website's 'Document Printing' section. The header includes the Office DEPOT logo, navigation links (Order by Item Number, Bulletin Board, My Shopping Lists), a search bar, and account/order icons. The main navigation bar lists categories: Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology, Furniture, School Supplies, and Copy & Print. The 'Document Printing' section is active, showing a breadcrumb trail: Home / Copy & Print Depot / Document Printing. Below the title, a sub-header reads: 'Upload and order print marketing materials for delivery or pick up in-store.' Eight product options are displayed in a grid, each with an image, title, and description:

- Copies and Flyers:** Choose from a variety of options, including color or black and white printing, paper color and type.
- Spiral Bound Book:** Showcase your presentation with clear or colored covers, with spiral binding in black or white.
- Comb Bound Book:** Comb binding allows you to add and subtract pages easily. Choose your binding and cover colors.
- Tape Bound Book:** Give your presentation a unique look. Tape binding comes in colors and keeps your booklet flat.
- 3 Ring Binder:** Binders let you add pages, tabs and more. Customize your binder cover and spine.
- Saddle Stapled Book:** Keep your pages together with sturdy staples.
- Paperback Book:** This "perfect binding" is a classic choice to make every document look polished.
- Hardcover:** Enhance your presentation with a black or white cover, with solid front or cut outs. Perfect for important documents or photo books.

Step 3A: You'll have the option to change your product at a later time if you chose to.

This screenshot shows a dropdown menu for selecting a different product. The menu is titled 'Choose a different product' and displays a list of product options. The 'Hardcover' option is currently selected and highlighted with a blue bar. To the right of the dropdown, a price tag indicates 'Your Price: \$3.38'. In the background, a portion of the product configuration interface is visible, showing fields for 'Copies' (set to 1), 'Paper' (set to Letter), 'Orientation' (set to Portrait), 'Sides' (set to Single Sided), 'Color' (set to All Color), and 'Type'.

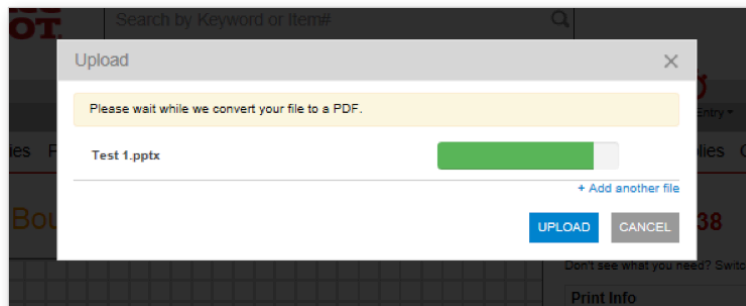
PRINT ON DEMAND GUIDE

Step 4: Once you've selected your product, you'll have the ability to upload the document you want to print.

The screenshot shows the 'Spiral Bound Book' product page. On the left is a large image of a spiral-bound notebook with a blue 'UPLOAD YOUR FILES' button overlaid. To the right of the image are various configuration options. At the top right, it says 'Your Price: \$3.38' and 'Contact Us: 800.983.3378'. Below the price, there's a link to 'Switch to our original version'. The 'Print Info' section includes dropdowns for 'Pages' (set to 1), 'Copies' (set to 1), and 'Paper Size' (set to Letter). There are radio buttons for 'Landscape' and 'Portrait' (Portrait is selected), 'Single Sided' and 'Double Sided' (Single Sided is selected), and 'Full Color' and 'Black & White' (Full Color is selected). A 'Page Level Exceptions' link is also present. The 'Paper Type' dropdown is set to '24lb' and the 'Paper Color' dropdown is set to 'White'. The 'Finishing Options' section includes a radio button for 'Index Tabs' (set to 0) and a 'Tabs' dropdown.

Step 5: Upload your document.

NOTE: You can upload up to 10 documents at one time.



FILE TYPES ACCEPTED:

Word (.doc, .docx)
Excel (.xls, .xlsx)
PowerPoint (.ppt, .pptx)
RTF (.rtf)
JPEG (.jpg, .jpe, .jpeg)
PNG (.png)
Bitmap (.bmp)
GIF (.gif)
TIFF (.tif, .tiff)

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Step 6: View your document. You'll have the ability to flip through each page of your document to review how it'll look when printed.

Spiral Bound Book

[Choose a different product ▼](#) **Your Price: \$6.89** Contact Us: 800.963.3376

Don't see what you need? Switch to our [original version](#)

Print Info

Pages	Copies	Paper Size
<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="Letter"/>

☒ Landscape ☐ Portrait

☒ Single Sided ☐ Double Sided


☒ Full Color ☐ Black & White

[Page Level Exceptions ▼](#)


Paper Type

Paper Color

Finishing Options

 Index Tabs
 Tabs

Front Cover



« < Page 1 of 10 > »

Your document: Test 2.pptx [Change Document](#)

Your Price: \$3.38

NOTE: Prior to uploading a document, you'll have the ability to choose all your finishing options and get a real-time quote for the job you're creating.

PRINT ON DEMAND GUIDE

Step 7: Select all your print and finishing options. Pricing will automatically update as options are chosen

Print Info

Pages: 10 | Copies: 1 | Paper Size: Letter

☒ Landscape | ☐ Portrait

☒ Single Sided | ☐ Double Sided

☒ Full Color | ☐ Black & White

Page Level Exceptions

Paper Type: 24lb

Paper Color: White

Finishing Options

Index Tabs: 1 Tabs

Front Cover: No Front Cover

Back Cover: No Back Cover

Spiral Color: Black

☐ Add Shrinkwrap

By choosing "Add to Cart", you agree to our [Terms of Use](#)

Your Price: \$6.89 **ADD TO CART**

NOTE: All finishing options displayed will be specific to the product chosen.

Customize Page Level Exceptions

Exception 1

From Page: To Page:

Paper Type: 24lb

Paper Color: White

☒ Full Color | ☐ Black & White

Add an Exception

CANCEL **SAVE**

NOTE: Page-level exceptions are available if you need to select specific pages within your document to have printed on different paper, or in color or black & white.

PRINT ON DEMAND GUIDE


Step 8: Once your document is configured, select “add to cart” and proceed to Check Out.

Home / Find Your Product Print This Page

Shopping Cart

[Continue Shopping](#) [CHECK OUT](#)

Please Note
\$43.11 remaining to meet TEST3-31218200's recommended order minimum of \$50.00.

Description	Price/unit	Qty.	Available	B/O	Total
 BOOK, SPIRAL BOUND Item # 870293 Entered Item # 870293	\$0.00 / each	1 EDIT	1	0	\$6.89
Remove Item					
Test 2.pptx					
<div>Comments <input type="text" value="Test 2.pptx"/> Update</div>					

[Continue Shopping](#) [Update Cart](#) [Empty Cart](#) [Save Cart To List](#) [Share Cart](#) [CHECK OUT](#) [CHECK OUT](#)

Available: \$6.89

Backorder: \$0.00

Subtotal: \$6.89

[Add a Coupon \(More Information?\)](#)

Add \$493.11 more for **FREE** shipping

[Estimate Shipping & Taxes](#)

1 item(s): \$6.89

PRINT ON DEMAND GUIDE - Having problems?

NOTE: If you can't find what you're looking for, or if something is missing, click on "original version" to go back to the old print-on-demand tool.

Spiral Bound Book Choose a different product ▼ Your Price: **\$3.38** Contact Us: 800.983.3376

Don't see what you need? Switch to our [original version](#)

Print Info

Pages: 1 Copies: 1 Paper Size: Letter ▼

☐ Landscape ☒ Portrait

☒ Single Sided ☐ Double Sided

UPLOAD YOUR FILES

NOTE: If you've chosen to go back to the original version, please select the reason why or choose other to type in a response. Once you select this and you revisit the site, you won't be directed to this new version. After 30 days, you'll be auto directed to the new version.

Office DEPOT. Order by Item Number | Bulletin Board | My Shopping Lists

Search by Keyword or Item#

My Account ▼ Orders ▼ Quick Entry ▼ My Lists ▼ Cart ▼ 0 items \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

You will be leaving our new, enhanced online printing experience and going back to the original version.
Our new experience is faster and more user-friendly.
[Go back to new experience](#) or continue below.

Please answer the question so we can better understand what we need to do to improve.

Why have you chosen to switch to the original version?

☐ I prefer the original version
☐ Finishing options I need are not available
☐ I am not able to resize my image or document
☐ The preview did not accurately display my selections
☐ Other

CONTINUE TO ORIGINAL VERSION Skip feedback & continue

[Go back](#)

If you're experiencing problems, **please call 800-983-3376.**

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