

Let's Talk Print

Document Printing User Guide

Staples online tools make it easy.



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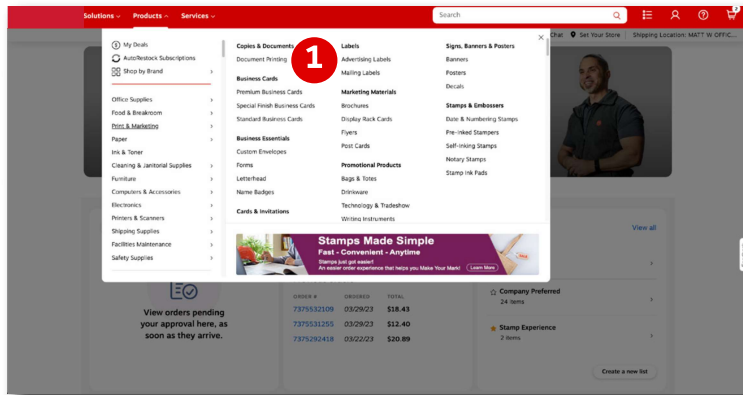
Contact any time!

Getting Started

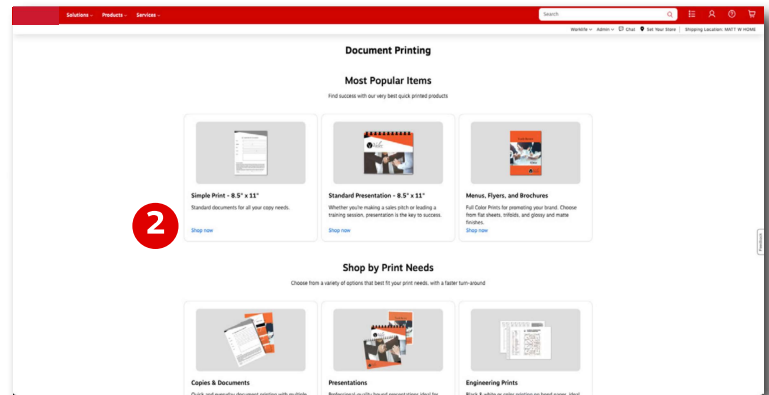
Our homepage is divided into sections to make ordering your print products easy. This guide explains how to use the section titled “Document Printing.”

You can order these Document Printing Projects online for pick up in-store or delivery:

- Banners
- Booklets
- Brochures
- Business Forms
- Presentations
- Flyers
- Manuals
- Posters
- Engineer Prints
- More

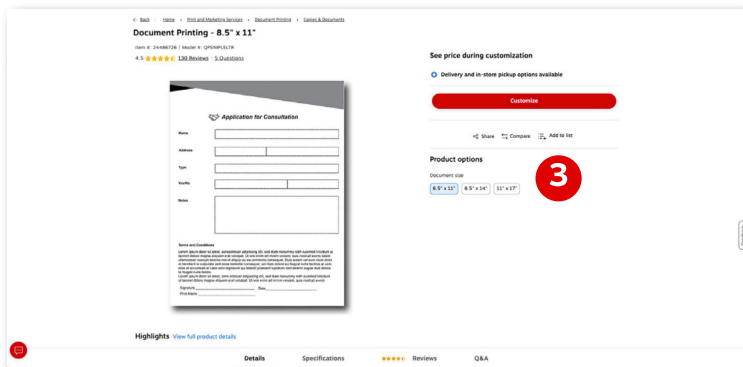


- 1** After logging into your StaplesAdvantage.com account, click **Products** (in the top navigation) then **Print & Marketing Services** (in the “By Category” menu) then **Document Printing**.

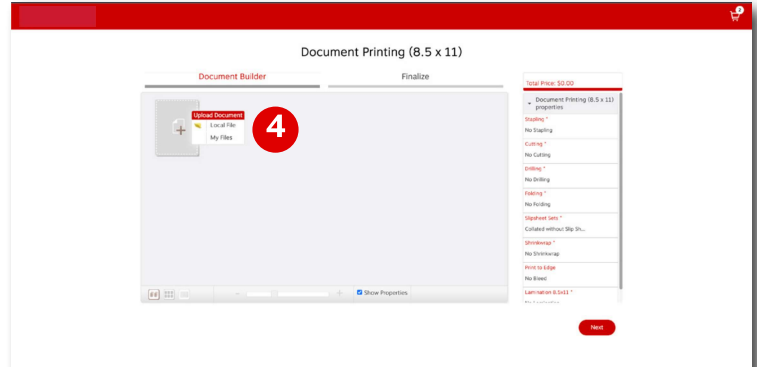


- 2** Select the **document type**.
- Most popular and by need - check **Shop Now**
- Shop all Document Printing - **Select Products**

Choosing Your Print Items

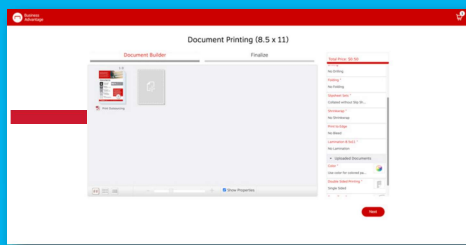


- 3** Choose your **document size**
- Click **Customize**

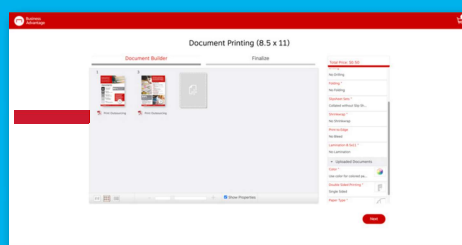


- 4** Select **upload file**, choose either **Local File**, **My Files**, or **drag and drop a new file**

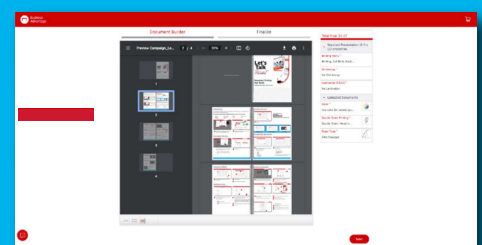
Three document views



Document View

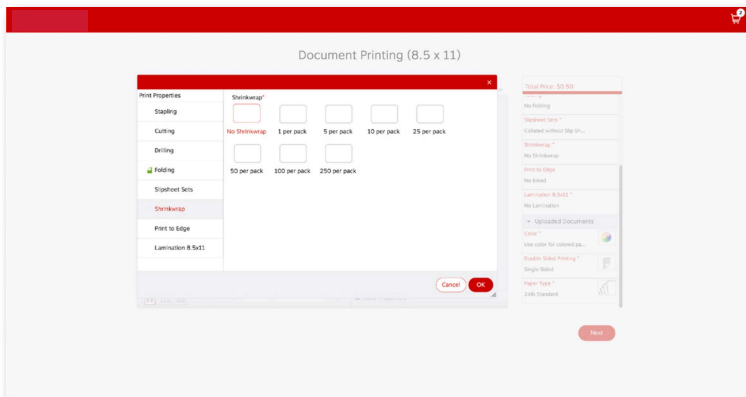


Page-by-Page View



Live Preview

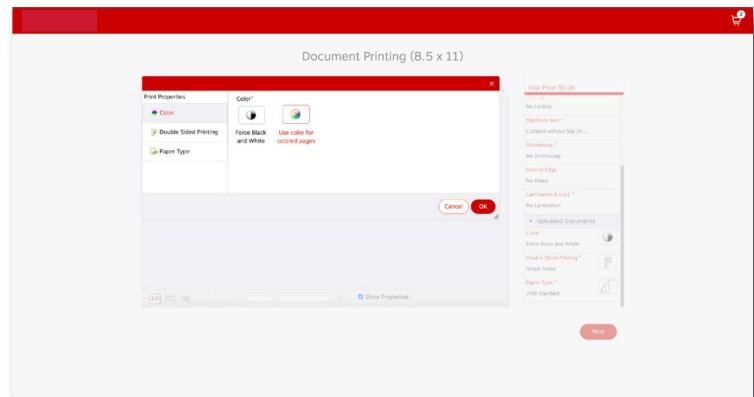
Choosing Project Specifications



- 5 After selecting your document view, choose the **finishing** options on the right side menu.

Here you can customize:

- Stapling
- Cutting
- Drilling
- Folding
- Slipsheet sets
- Bleed options
- Shrinkwrapping
- Lamination



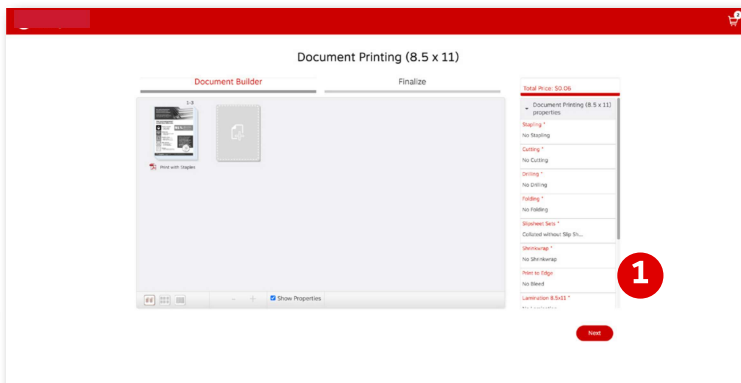
- 6 After deciding on your finishing options, select **uploaded documents** section.

Here you can customize:

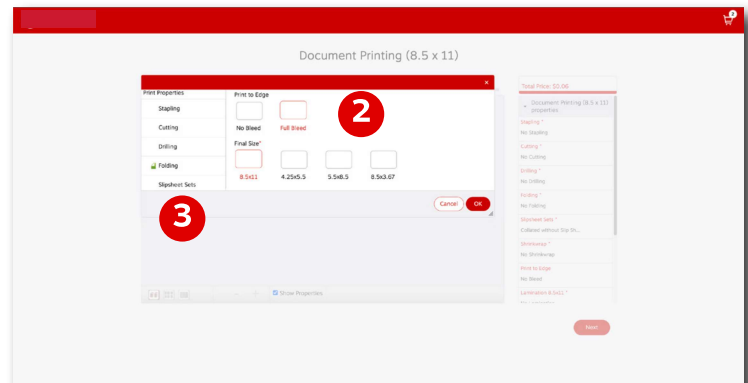
- Color / Black and white
- Double / Single sided
- Paper stock and color

*You can customize your document per page by hovering over the page and selecting the wrench option

Documents with Bleed



- 1 On the Document printing properties menu select **Print- to-edge**



- 2 Choose **full bleed**
- 3 Choose your **final size** and press okay

Finalizing Your Order

1 After making your selection and pressing next, you will arrive at the **finalize** page.

Here you will decide:

- Quantity
- Delivery or Pickup in-store
- Due date
- Delivery address (this will default to your ship-to address)

2 After selecting your quantity and delivery or pickup options, **recalculate the cost of the order**

*If selecting pick up in store, the default store will be the one closest to the ship-to location you are logged in with. To select a different store, click **Change Pickup Store**, search for the one you would like, and click **Make My Store**.*

3 After reviewing your document, select **“Proof is approved”**

4 **Add to cart**