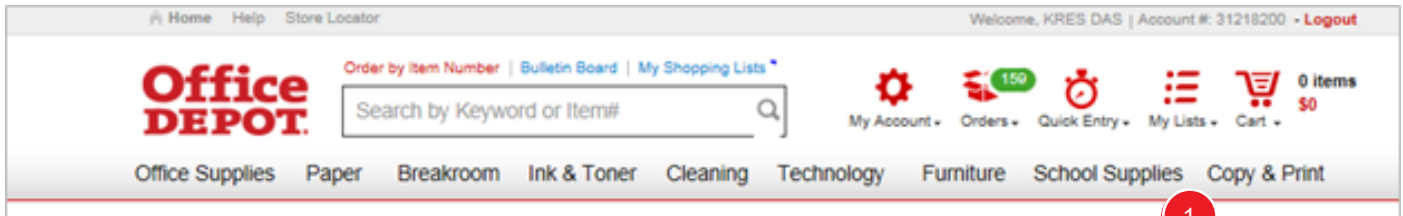
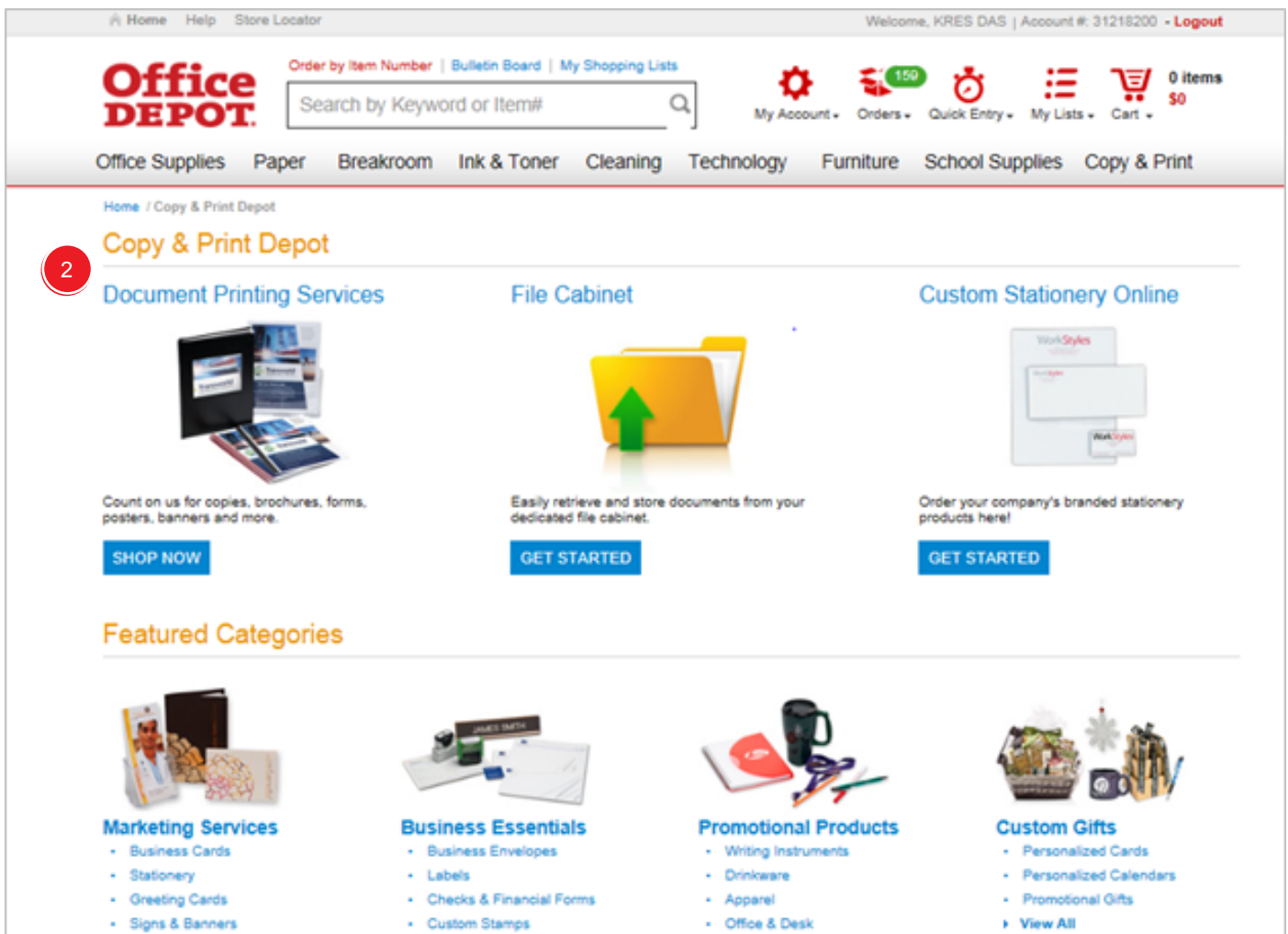

Print on Demand

Online Print Center Ordering Process

Print on Demand



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, all customer documents will remain intact through file cabinet. It is only the document upload/configuration tool that is changing

Print on Demand

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

Home / Copy & Print Depot / Document Printing

Document Printing

Upload and order print marketing materials for delivery or pick up in-store.

3



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



Saddle Stapled Book



Paperback Book



Hardcover

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

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

3A

Choose a different product ▾ Your Price: **\$3.38**

- Copies and Flyers
- Spiral Bound Book
- Comb Bound Book
- Tape Bound Book
- 3-Ring Binder
- Saddle Stapled Book
- Paperback Book
- Hardcover**
- Softcover
- Brochures
- Posters
- Banner
- Carbonless Forms

See what you need? Switch to a different product

Product Info

Copies: 1

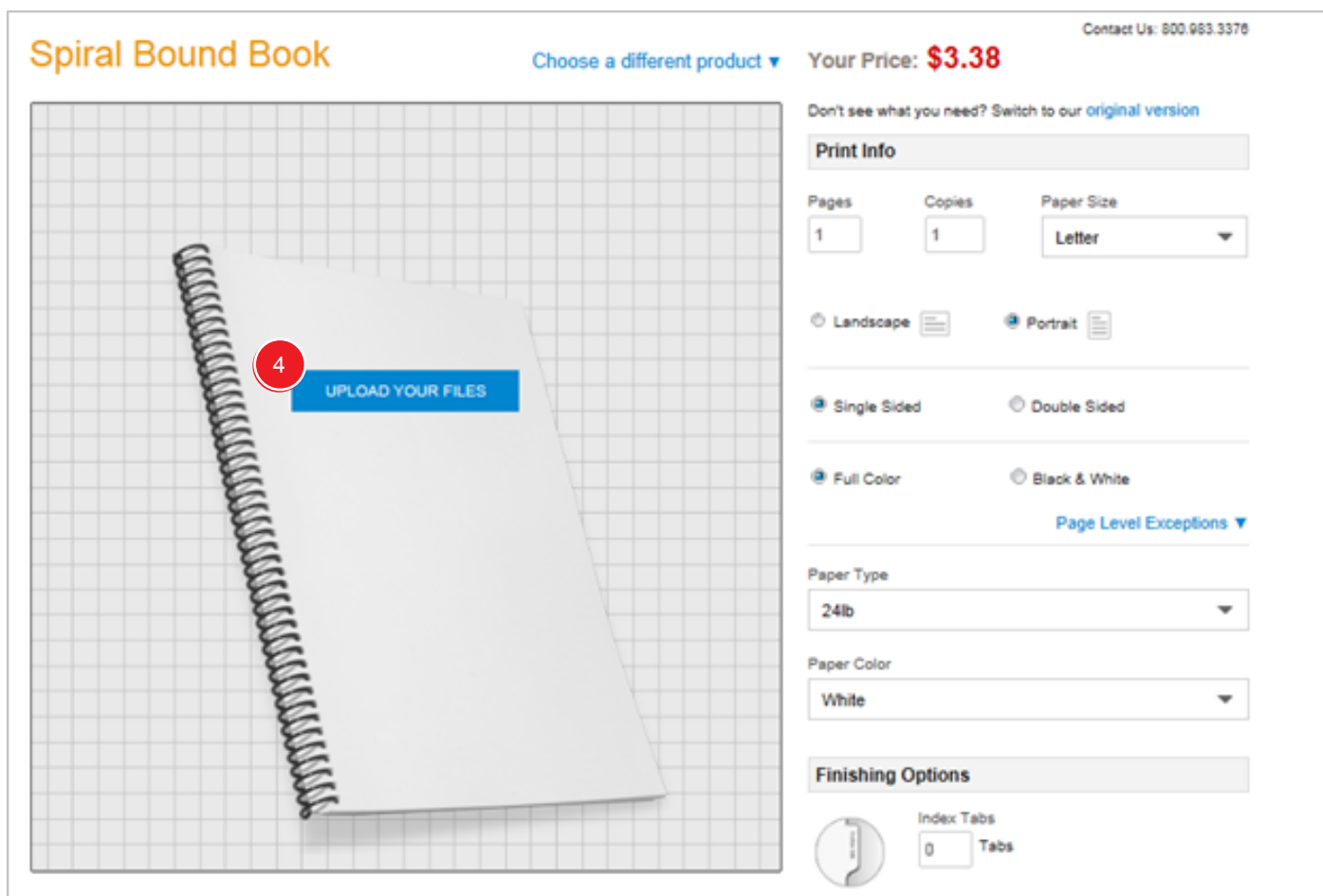
Portrait

Double Sided

Full Color

Type

Print on Demand



Spiral Bound Book [Choose a different product ▼](#) **Your Price: \$3.38** [Contact Us: 800.963.3376](#)

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

Print Info

Pages: Copies: Paper Size:

☒ Landscape ☒ Portrait

☒ Single Sided ☐ Double Sided

☒ Full Color ☐ Black & White [Page Level Exceptions ▼](#)

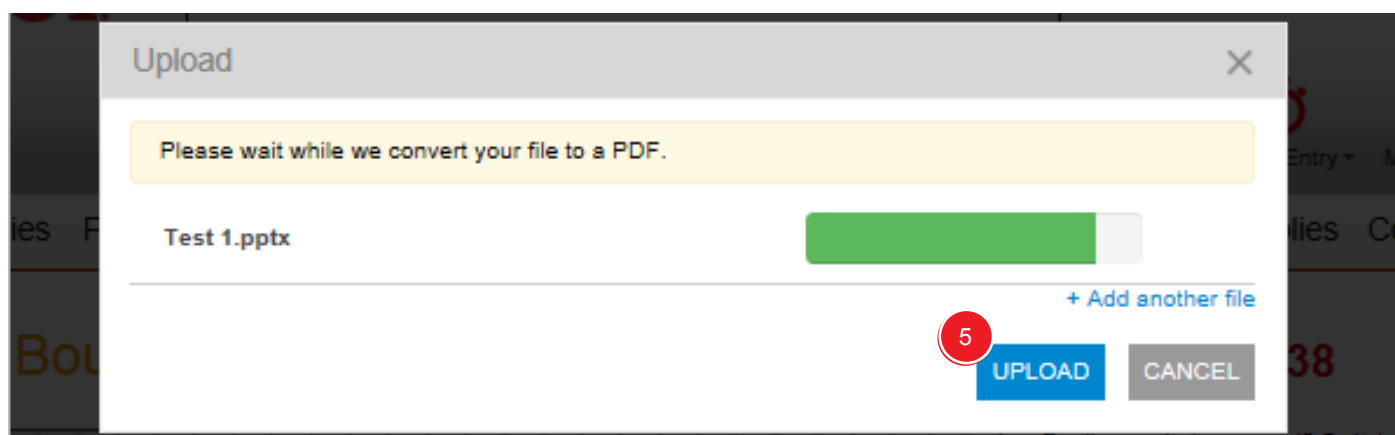
Paper Type:

Paper Color:

Finishing Options

☒ Index Tabs Tabs

Step 4: Once you have selected your product you will have the ability to upload the document you wish to print.



Upload [X]

Please wait while we convert your file to a PDF.

Test 1.pptx [Progress Bar]

[+ Add another file](#)

5 **UPLOAD** **CANCEL**

Step 5: Upload your document. 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)

Print on Demand

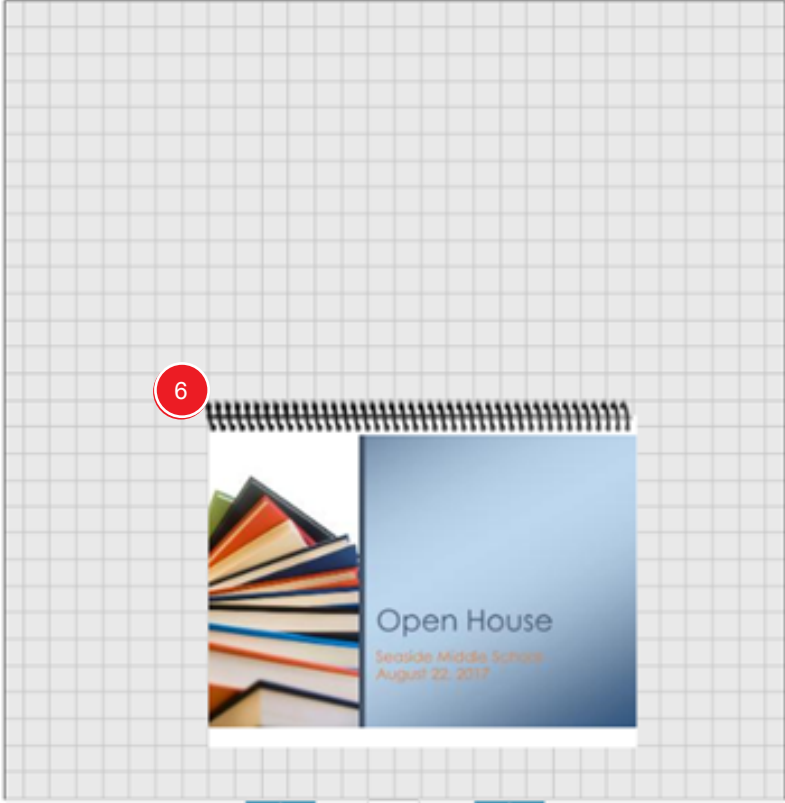
Spiral Bound Book

Choose a different product ▾

Your Price: **\$6.89**

Contact Us: 800.983.3376

6



« < Page 1 of 10 > »

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

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

Print Info

Pages10

Copies1

Paper SizeLetter ▾

☒ Landscape ▾

☐ Portrait ▾

☒ Single Sided

☐ Double Sided

☒ Full Color

☐ Black & White

[Page Level Exceptions ▾](#)

Paper Type24lb ▾

Paper ColorWhite ▾

Finishing Options



Index Tabs0

Tabs

Front Cover

No Front Cover ▾

Step 6: View your document. You will have the ability to flip through each page of your document to review how it will be printed.

Your Price: \$3.38

Note: prior to uploading a document you will have the ability to choose all your finishing options and get a real time quote for the job you intend to create.

Print on Demand

7

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

☐ 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](#)

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

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

[Page Level Exceptions ▼](#)

Note: Page level exceptions will be available if you need to select specific pages within your document to have printed on different paper or in Color or Black & White

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](#)

Print on Demand

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
Picture Not Available BOOK, SPIRAL BOUND Item # 870293 Entered Item # 870293	\$0.00 / each	1	1	0	\$6.89
Test 2.pptx Comments: Test 2.pptx Update					

Remove Item

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

Step 8: Once your document is configured select “add to cart” and proceed to check out.

Print on Demand

Having Problems?

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

☒ Full Color ☐ Black & White

[Page Level Exceptions ▼](#)

Paper Type: 24lb ▼

Paper Color: White ▼

Finishing Options

☒ Index Tabs 0 Tabs

Note: If you cannot find what you are looking for or something is missing from what you are used to click on “original version” to go back to the old print on demand tool.

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](#)

Note: If you have 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 re-visit the site you will not be directed to this new version. After 30 days you will be auto directed to the new version.

If you are experiencing problems please call 800-983-3376