



Online Print Center

A step-by-step guide



Print high or low volume professional quality documents every time online or at any Office Depot location

- **Fully integrated**, web-based ordering application
- **24/7 ordering convenience**
- **Active preview and proof**
- **Customize** your binding and finishing options
- **Confirmation within one day** from our print specialist, verifying your specifications, deadlines, deliverables and price
- **Online orders** ship at no additional charge
- **High quality**, consistent output
- **Dedicated Call Center support**

Logged in as odwww1@officedepot.com

Print Order Submission

Step 1 Add Documents Step 2 Print Options

Quantity:

Order Value \$1.83

Online Preview: Please proof your document before printing

File Information:

Name:	CPD Referral Pr...	Original Size:	Letter
Pages:	2	Final Size:	Letter

Printing & Binding: Close

Format:

Paper:

Binding:

Front Cover:

Back Cover:

Printed Covers & Exceptions

Paper Color:

Front Cover Color:

Back Cover Color:

Finishing Options: Edit

Gather Print Project Specifications First

Digital Printing projects can be placed on line. Before beginning the process, gather all the necessary information, such as:

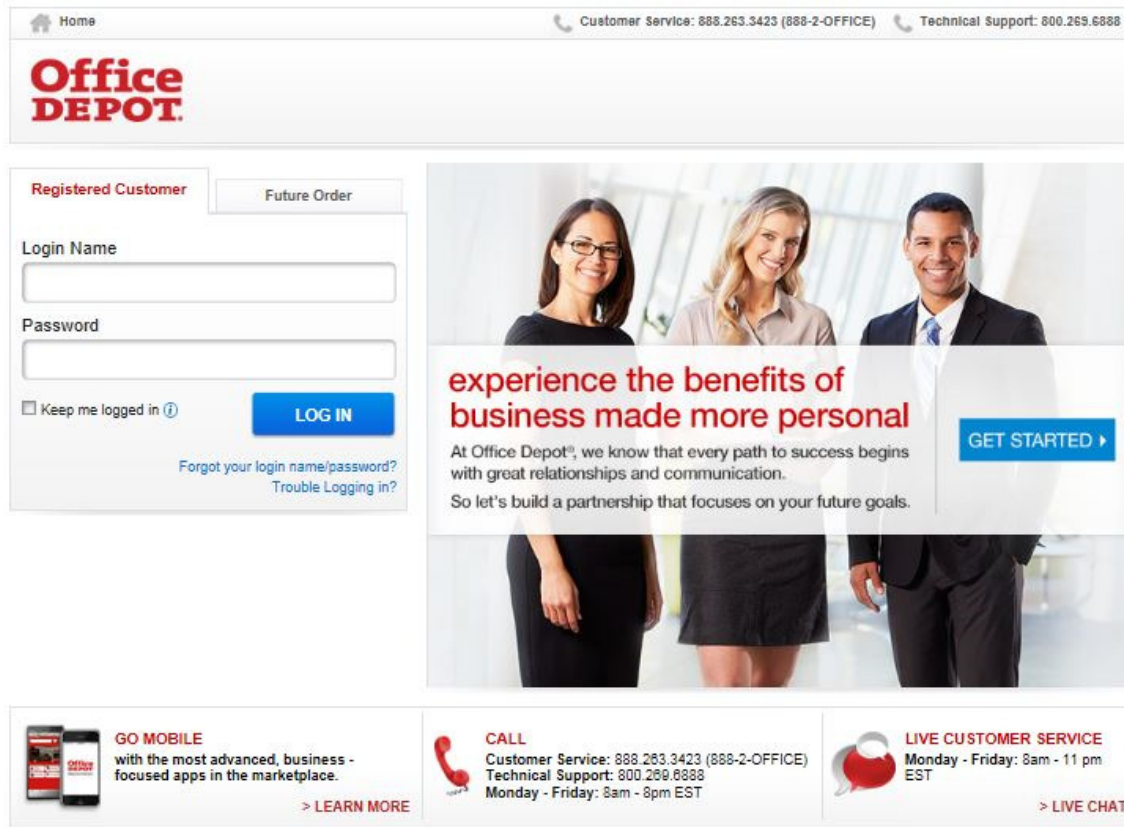
- Quantity
- Paper stock
- Page configuration
- Schedule
- Delivery information

Print On Demand Process – Overview

1. Login to www.business.officedepot.com with your user name and password.
2. Click on the Copy & Print tab at the top of the page.
3. Click on [Print Your Documents](#) section.
4. On the file upload screen, browse for your document, type a description and click continue. There are additional screens as part of this step, detailed in the following slides.
5. This screen is labeled “Choose your Print Options” and from this CPO screen you can always review your itemized pricing. This screen defaults to single side 8 ½ x 11 black and white on 20 lb. white stock. You can also change quantity, and configure your document by clicking on the [Configure Document](#) button.
6. The Configure Document screen allows stock changes, printing specifications updates, bindery specifications and special instructions with a live preview of the document. When the document is complete, save your material, exit to the Choose Print Options screen to check pricing and then click the [Add to Order](#) button to proceed to checkout.
7. The checkout screen is the last stop, which is the same screen that is used for supply orders. Here you indicate delivery information, confirm the order, and can even continue shopping.

On Line Print Center Directions – Step 1

1. Login to www.business.officedepot.com with your user name and password.



The screenshot shows the Office Depot Business website. At the top, there's a navigation bar with a 'Home' link, a customer service phone number (888.263.3423), and a technical support phone number (800.269.6888). Below this is the Office DEPOT logo. The main content area is divided into two sections. On the left, there's a login form for 'Registered Customer' with fields for 'Login Name' and 'Password', a 'Keep me logged in' checkbox, and a 'LOG IN' button. Below the login form are links for 'Forgot your login name/password?' and 'Trouble Logging in?'. On the right, there's a large banner image of three business professionals (two women and one man) smiling. Overlaid on the banner is the text 'experience the benefits of business made more personal' and 'At Office Depot®, we know that every path to success begins with great relationships and communication. So let's build a partnership that focuses on your future goals.' A 'GET STARTED' button is also present. Below the banner, there are three promotional boxes: 'GO MOBILE' with an image of a smartphone and a link to 'LEARN MORE'; 'CALL' with a phone icon and contact information for Customer Service and Technical Support; and 'LIVE CUSTOMER SERVICE' with a speech bubble icon and a link to 'LIVE CHAT'.

Home Customer Service: 888.263.3423 (888-2-OFFICE) Technical Support: 800.269.6888

Office DEPOT.

Registered Customer Future Order

Login Name

Password

☐ Keep me logged in [i](#) **LOG IN**

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

experience the benefits of business made more personal

At Office Depot®, we know that every path to success begins with great relationships and communication. So let's build a partnership that focuses on your future goals.

GET STARTED

GO MOBILE
with the most advanced, business - focused apps in the marketplace.
[> LEARN MORE](#)

CALL
Customer Service: 888.263.3423 (888-2-OFFICE)
Technical Support: 800.269.6888
Monday - Friday: 8am - 8pm EST

LIVE CUSTOMER SERVICE
Monday - Friday: 8am - 11 pm EST
[> LIVE CHAT](#)

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On Line Print Center Directions – Step 2

2. Click on the Copy & Print tab at the top of the page.

The screenshot shows the Office Depot website interface. At the top, the Office DEPOT logo is on the left, followed by a search bar with the placeholder text 'Search by Keyword or Item#'. To the right of the search bar are links for 'Order by Item Number', 'Bulletin Board', and 'My Shopping Lists'. Further right are icons for 'My Account', 'Orders', 'Quick Entry', 'My Lists', and a shopping cart icon showing '0 items \$0'. Below this is a horizontal navigation bar with tabs for 'Office Supplies', 'Paper', 'Breakroom', 'Ink & Toner', 'Cleaning', 'Technology', 'Furniture', 'Copy & Print', and 'School Supplies'. The 'Copy & Print' tab is highlighted, and a red arrow points to it. Below the navigation bar is a 'Bulletin Board' section featuring a promotional banner for Valentine's Day with BIC pens and a 'SHOP NOW' button. To the right of the banner is a 'My Orders' section with links for 'My Orders (0)', 'Order Tracking', and 'Orders Pending Approval'. Below that is a 'My Tools' section with links for 'My Shopping Lists', 'Order by Item#', 'My Profile Overview', 'Online Reporting', and 'Proprietary Items'. Below the 'Bulletin Board' section is a 'My Messages' section with a 'Catalogs & More' button. The 'My Messages' section contains the text 'Last update by: CPD CUSTOMER PROGRAMS' and 'Welcome to the Office Depot DEMO SITE!!!' with an 'Edit' button. Below the 'My Messages' section is a 'HOME PAGE' button. At the bottom of the page is a footer section with five columns: 'Site Info' (links: Site Map, International, Terms & Conditions, Store Purchasing Card Terms, Terms of Use, Catalog Pricing, Privacy Policy), 'Customer Service' (links: Email Assistance, Phone Support, Gift & Rewards Card, Customer Services), 'Company Info' (links: Affiliate Program, International, About Office Depot), 'Specials' (link: GreenerOffice), and 'Customer Tools' (links: Order by Item#, Online Catalog, Store Locator). Below the footer section is a copyright notice: 'Copyright © 2014 by Office Depot, Inc. All rights reserved. Prices shown are in U.S. Dollars. Please login for your pricing. Prices are subject to change. All use of the site is subject to the Terms of Use. Prices and offers on www.officedepot.com may not apply to purchases made on business.officedepot.com. See Terms and Conditions for details.'

On Line Print Center Directions – Step 3

3. Click on the [Print Your Documents](#) section.

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 | Copy & Print | School Supplies

Home > Copy & Print Depot

Copy & Print Depot

[Print Your Documents](#)



Count on us for copies, brochures, forms, posters, banners and more.

[UPLOAD FILES](#)

[File Cabinet](#)



Easily retrieve and store documents from your dedicated file cabinet.

[GET STARTED](#)

[Custom Stationery Online](#)



Order your company's branded stationery products here!

[GET STARTED](#)

Featured Categories

[Marketing Services](#)

- Business Cards
- Stationery
- Greeting Cards
- Signs & Banners

[View All](#)

[Business Essentials](#)

- Business Envelopes
- Labels
- Checks & Financial Forms
- Custom Stamps

[View All](#)

[Promotional Products](#)

- Writing Instruments
- Drinkware
- Apparel
- Office & Desk

[View All](#)

[Holiday Cards & Custom Gifts](#)

- Personalized Cards
- Personalized Calendars
- Promotional Gifts

[View All](#)

On Line Print Center Directions – Step 4

4. On the file upload screen, browse for your document, type a description and click continue.

Office DEPOT

CONTACT US | HELP | FAQ

Logged in as odwwwr1@officedepot.com

File Upload

? File Upload Speed Estimator

Step 1 Add Documents Step 2 Print Options

Preferred applications and file types include:

Microsoft® Word	Adobe® Acrobat PDF	Corel® Word Perfect
Microsoft® Excel	Adobe® InDesign	Rich Text Format
Microsoft® PowerPoint	TIFF, GIF, JPG, PNG	Zip Files
Microsoft® Publisher		
Microsoft® Visio		

Please note that the recommended minimum resolution is 300 DPI for any images in the files.

Click the "Browse" buttons to select up to six files

File Name	Description
Browse...	
Browse...	
Browse...	
Browse...	
Browse...	
Browse...	

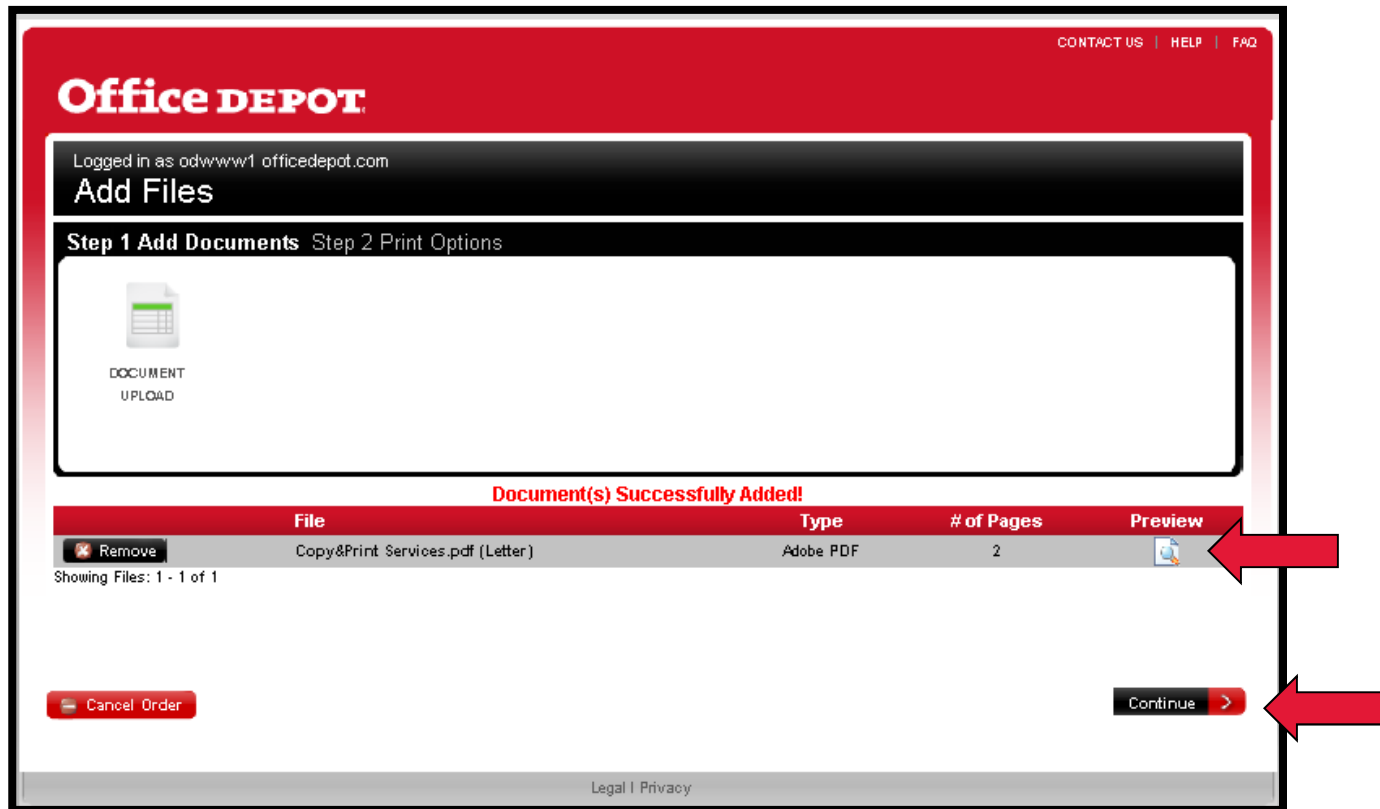
Legal | Privacy

The accepted file types are listed on this screen. All files are converted to pdf format during the upload process. For best results, convert your documents to pdf and upload high resolution (print-ready) pdf files.

Photos and graphics should have a resolution of at least 300 dpi (dots per inch).

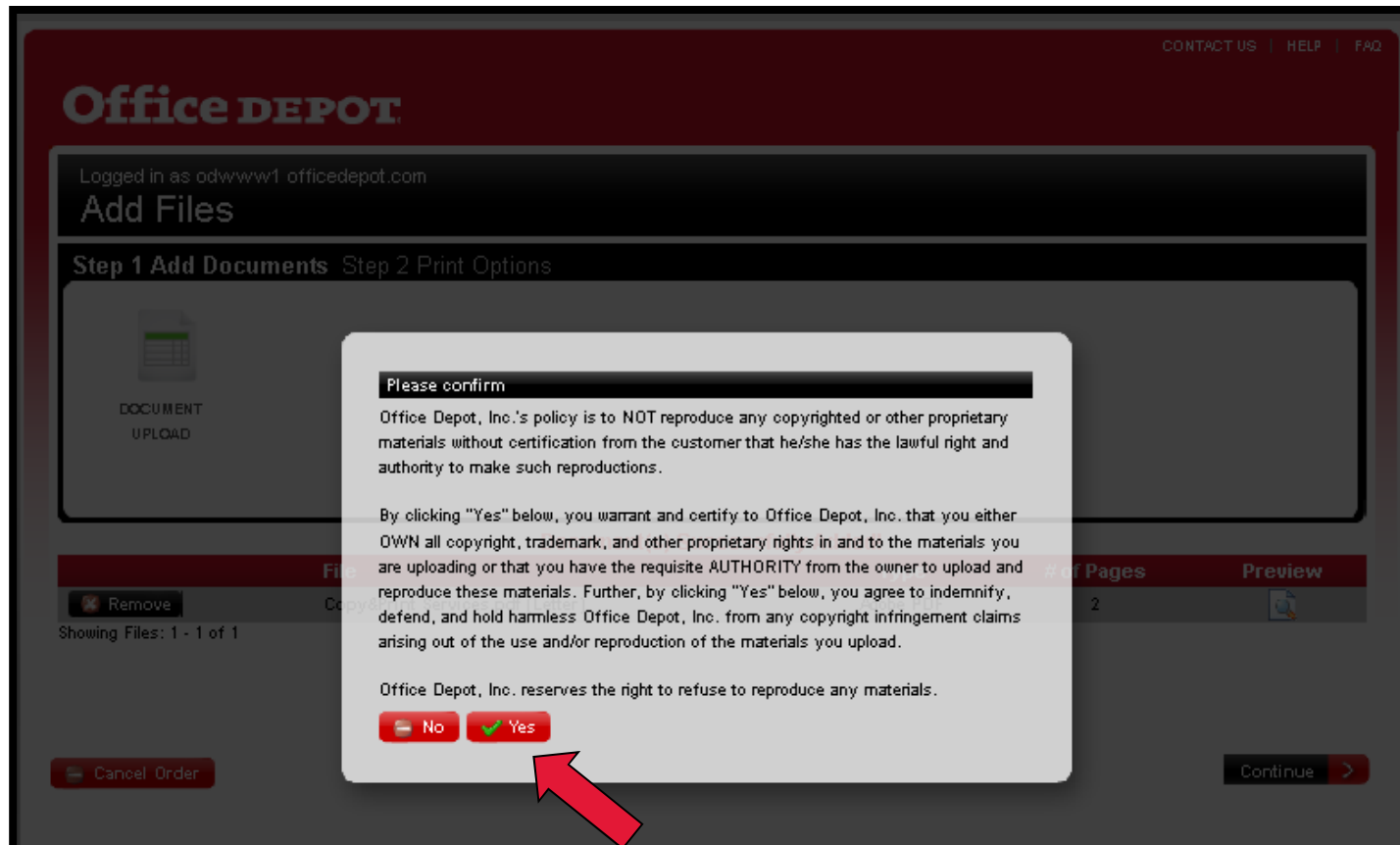
On Line Print Center Directions – Step 4A

4A. The next screen confirms the upload. You can preview the document on this screen, and then continue.



On Line Print Center Directions – Step 4B

- 4B. The next screen is confirmation of the ownership of the documents about to be copied. To proceed with the project, the “Yes” box must be clicked.



On Line Print Center Directions - Step 5

5. This screen is labeled “Choose Print Options” and from this CPO screen you can always review your itemized pricing. This screen defaults to single side 8 ½ x 11 black and white on 20 lb. white stock. You can also change quantity, and configure your document by clicking on the [Configure Document](#) button.

Office DEPOT

Logged in as odwww1@officedepot.com

Choose Print Options

Step 1 Add Documents Step 2 Print Options

Order Value: \$0.05 [Itemized Price Summary](#)

Below is a summary of the current print specifications for each document. You can review and customize each document by clicking "Configure Document".
View an itemized list of prices for your order by clicking on the "Itemized Price Summary" button above. Note: Some items in your document(s) may have pre-defined prices; updating Configuration Options may impact your order total.

Document	Quantity	Options
Copy&Print Services.pdf	1 Update	Configure Document Modify Output Size Add tabs

2 Letter-sized pages
Date: 11/8/2013 9:47:01 AM
Document Configurations
Format: B & W - Single Sided
Paper: 20lb B/W - 24lb Color (White)

[Cancel Order](#) [Previous](#) [Add To Order](#)

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On Line Print Center Directions - Step 6

6. The Configure Document screen allows stock changes, printing specifications updates, bindery specifications and special instructions while previewing the document. Once completed, save your material, exit to the CPO screen to check pricing and then click the **Add to Order** button to proceed to checkout.

Office DEPOT
Logged in as odwww1@officedepot.com
Print Order Submission
Step 1 Add Documents Step 2 Print Options
Quantity: 1 Order Value: \$0.05

Online Preview: Please proof your document before printing

File Information:
Name: Copy&Print Services.pdf
Original Size: Letter
Pages: 2
Final Size: Letter

Printing & Binding:
Format: 8.5 x 11 - Single Sided
Paper: 20lb BW - 24lb Color
Binding: None
Front Cover: None
Back Cover: None
Paper Color: White
Front Cover Color: None Available
Back Cover Color: None Available

Lamination, Folding, Cutting, Stapling, And More: Edit
Special Instructions: Edit

Cancel Save

Office DEPOT
Logged in as odwww1@officedepot.com
Choose Print Options
Step 1 Add Documents Step 2 Print Options
Order Value: \$0.05 [Itemized Price Summary](#)

Below is a summary of the current print specifications for each document. You can review and customize each document by clicking "Configure Document".
View an Itemized list of prices for your order by clicking on the "Itemized Price Summary" button above. Note: Some items in your document(s) may have pre-defined prices; updating Configuration Options may impact your order total.

Document	Quantity	Options
Copy&Print Services.pdf	1	Configure Document Modify Output Size Add tabs

2 Letter-sized pages
Date: 11/8/2013 9:47:01 AM
Document Configurations
Format: 8.5 x 11 - Single Sided
Paper: 20lb BW - 24lb Color (White)

[Cancel Order](#) [Previous](#) [Add To Order](#)

On Line Print Center Directions – Step 7

7. The checkout screen is the last stop, which is the same screen that is used for supply orders. Here you indicate delivery information, confirm the order, and can even continue shopping.

The screenshot shows the Office Depot website's checkout page. At the top, there's a navigation bar with links like Home, Store Locator, Tech Depot, Copy & Print, Customer Services, and contact numbers. The Office Depot logo is on the left, and a search bar is in the center. On the right, a shopping cart icon shows '1 item(s): \$0.05'. Below the navigation bar, there's a category menu with options like Office Supplies, Paper, Ink & Toner, Breakroom, Cleaning, Technology, Furniture, Our Services, and My Account. The main section is titled 'Shopping Cart' and contains a table with the following items:

Description	Price/Unit	Qty.	Available	B/O	Total
Online Print Center Item # 102842 Entered Item # 102842	\$0.05 /each	1	1	0	\$0.05

Below the table, there are links for 'Continue Shopping', 'Check Out', and 'Print This Page'. A 'Save for Later' section is also visible. On the right side, there's a summary of the cart contents, including the subtotal (\$0.05) and a 'Need Help?' section with links for Email Assistance, FAQs, and a Live Chat option.



If you have any questions, contact:

Ken Howitt, Sales Consultant

Copy & Print Depot, Office Depot Business Solutions Division

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