



Online Print Center Order Guide

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ACCESS Copy & Print

- Select **Copy & Print**

The screenshot shows the Office Depot website interface. At the top, there's a navigation bar with 'Office DEPOT' logo and 'Taking Care of Business' tagline. A search bar is present with a 'GO' button. Below the search bar is a 'Bulletin Board' section. On the right side, there's a 'My Account' menu with a dropdown arrow. A purple arrow points to the 'Copy & Print' link within this menu. Other links in the menu include 'My Messages', 'What's New', 'My Orders', and 'My Tools'. The 'My Orders' section shows 'Order Tracking'. The 'My Tools' section lists 'My Shopping Lists', 'Order by Item#', and 'Proprietary Items'. The main content area displays a 'UNIVERSITY of WASHINGTON' account page with contact information for Scott Komine and a link to 'Need to order a custom stamp or engraved sign?'. A note mentions that users can now order these items online through the Office Depot catalog by clicking on the 'Copy & Print' link located beneath 'My Account'.

UPLOAD FILES

- Click **UPLOAD FILES** or **Print your documents** to start the order process

The screenshot shows the Office Depot website interface, specifically the 'Copy & Print Depot' section. The 'Print your documents' option is highlighted with a purple box and an arrow pointing to the 'UPLOAD FILES' button. The 'File Cabinet' option is also visible. A large banner on the right side of the page reads 'copy and print done right. guaranteed*' and 'Free Delivery Everyday on all custom printed orders'. Below the banner, there's a 'Free print assessment' section with a link to 'SIGN ME UP'. The bottom of the page features four categories: 'Custom Printing', 'Promotional Products', 'Large Format Prints', and 'Custom Stationery Online'. Each category has a corresponding image and a brief description of the services offered.

UPLOAD FILES

- Click **Browse** to locate your file

The screenshot shows the Office DEPOT website's 'File Upload' interface. At the top, it says 'Logged in as odwww1@officedepot.com'. Below this, the page is titled 'File Upload' and 'Step 1 Add Documents'. A list of preferred applications and file types is provided, including Microsoft Word, Excel, PowerPoint, Publisher, Visio, Adobe Acrobat PDF, Illustrator, PageMaker, Photoshop, InDesign, Corel Word Perfect, Rich Text Format, EPS, TIFF, GIF, JPG, PNG, and Zip Files. A red banner instructs users to 'Click the "Browse" buttons to select up to six files'. Below this, there is a table with two columns: 'File Name' and 'Description'. Each row in the table has a 'Browse...' button next to the 'File Name' input field. A purple arrow points to the first 'Browse...' button. At the bottom of the page, there are 'Cancel' and 'Upload and Continue' buttons.

- Locate your file
- Click **Open**

NOTE: This step opens a new window to locate and select files saved in your computer or network to be uploaded to the Office Depot® Online Print Center system

This screenshot shows the same Office DEPOT 'File Upload' page as the previous one, but with a 'Choose file' dialog box open. The dialog box shows the 'Look in' dropdown set to 'Print' and a list of files including 'return.pdf'. A purple arrow points to the 'Open' button in the dialog box. The background page shows the same 'Step 1 Add Documents' section with the 'Browse...' buttons. The 'Cancel' and 'Upload and Continue' buttons are still visible at the bottom.

UPLOAD FILES

- Enter a **Description** for uploaded document
- Click **Upload and Continue**

Office DEPOT

CONTACT US | HELP | FAQ

Logged in as odwww1 officedepot.com

File Upload

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® Illustrator	Rich Text Format
Microsoft® PowerPoint	Adobe® PageMaker	EPS, TIFF, GIF, JPG, PNG
Microsoft® Publisher	Adobe® PhotoShop	Zip Files
Microsoft® Visio	Adobe® InDesign	

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

File Name	Description
C:\Documents a Browse...	return guide
Browse...	
Browse...	
Browse...	
Browse...	
Browse...	

DOCUMENT CONVERSION

This process prepares document for printing by converting the contents into a standard Portable Document Format (PDF) for online customization.

Office DEPOT

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Conversion Status

Your documents are now converting...

Please note that this process may take a few minutes or longer depending on the size of the attachments and speed of your internet connection.

Please do not close this browser window during this process.

Filename	Status
return.pdf	Converting document to PDF.

PREVIEW DOCUMENT

- **Preview** your document

Office DEPOT

Logged in as odwww1 officedepot.com

Add Files

Step 1 Add Documents Step 2 Print Options

DOCUMENT UPLOAD

	File	Type	# of Pages	Preview
 Remove	return.pdf (Letter) return guide	Adobe PDF	17	

Showing Files: 1 - 1 of 1

 Cancel Order  Continue

- Preview Document
- Click **Exit and return**

Office DEPOT

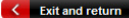
Logged in as odwww1 officedepot.com

Print Preview

Images 1 through 9 of 17 

Go to image: 

Click on any image to view a full-screen enlargement.





PREVIEW DOCUMENT

- Click **Continue**

Office DEPOT

Logged in as odwww1 officedepot.com

Add Files

Step 1 Add Documents Step 2 Print Options

DOCUMENT UPLOAD

File	Type	# of Pages	Preview
Remove return.pdf (Letter) return guide	Adobe PDF	17	

Showing Files: 1 - 1 of 1

[Cancel Order](#) [Continue](#)

CHOOSE PRINT OPTIONS

- To adjust amount ordered, enter the new **Quantity** and click **Update**
- Click **Print Options** to configure your document
- Click **Change Final Size** to change the document size
- Click **Add tabs** to add tabs

Office DEPOT

Logged in as odwww1 officedepot.com

Choose Print Options

Step 1 Add Documents Step 2 Print Options

Below is a summary of the current print specifications for each document. You can customize each document by clicking "Print Options". You can proof the entire document, including binding and tab settings, by clicking "Print Options or Add Tabs".

Document	Quantity	Options
return.pdf 17 Letter-sized pages Desc: return guide Date: 2/3/2011 6:03:23 PM Format: B & W - Single Sided Paper: 20lb B/W - 24lb Color (White)	1 Update	Print Options Change Final Size Add tabs

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

CHOOSE PRINT OPTIONS

- Choose your Printing & Binding options
- Choose additional advanced finishing options such as **laminating, folding, cutting, stapling and more...**
- Enter **Special Instructions**
- Click **Save**

Office DEPOT

Logged in as odwww1@officedepot.com

Print Order Submission

Step 1: Add Documents Step 2: Print Options

Quantity: 1

Online Preview: Please proof your document before printing

File Information:

Name:	return.pdf
Original Size:	Letter
Pages:	17
Final Size:	Letter

Printing & Binding:

Format: Color - Single Sided

Paper: 20lb BWV - 24lb Color

Binding: None

Front Cover: None

Back Cover: None

Printed Covers & Exceptions

Change Final Size

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

PAGE LEVEL EXCEPTIONS

- Click Printed Covers & Exceptions to edit or delete selected pages

Office DEPOT

Logged in as odwww1@officedepot.com

Print Order Submission

Step 1: Add Documents Step 2: Print Options

Quantity: 1

Online Preview: Please proof your document before printing

File Information:

Name:	return.pdf
Original Size:	Letter
Pages:	17
Final Size:	Letter

Printing & Binding:

Format: Color - Single Sided

Paper: 20lb BWV - 24lb Color

Binding: None

Front Cover: None

Back Cover: None

Printed Covers & Exceptions

Change Final Size

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

PAGE LEVEL EXCEPTIONS

- Click **Edit** to select alternate configurations or **Delete** to remove the page

- Edit **Paper Options** and **Format**
- Click **Save**

PAGE LEVEL EXCEPTIONS

- Click **Exit and return**

CHANGE FINAL SIZE

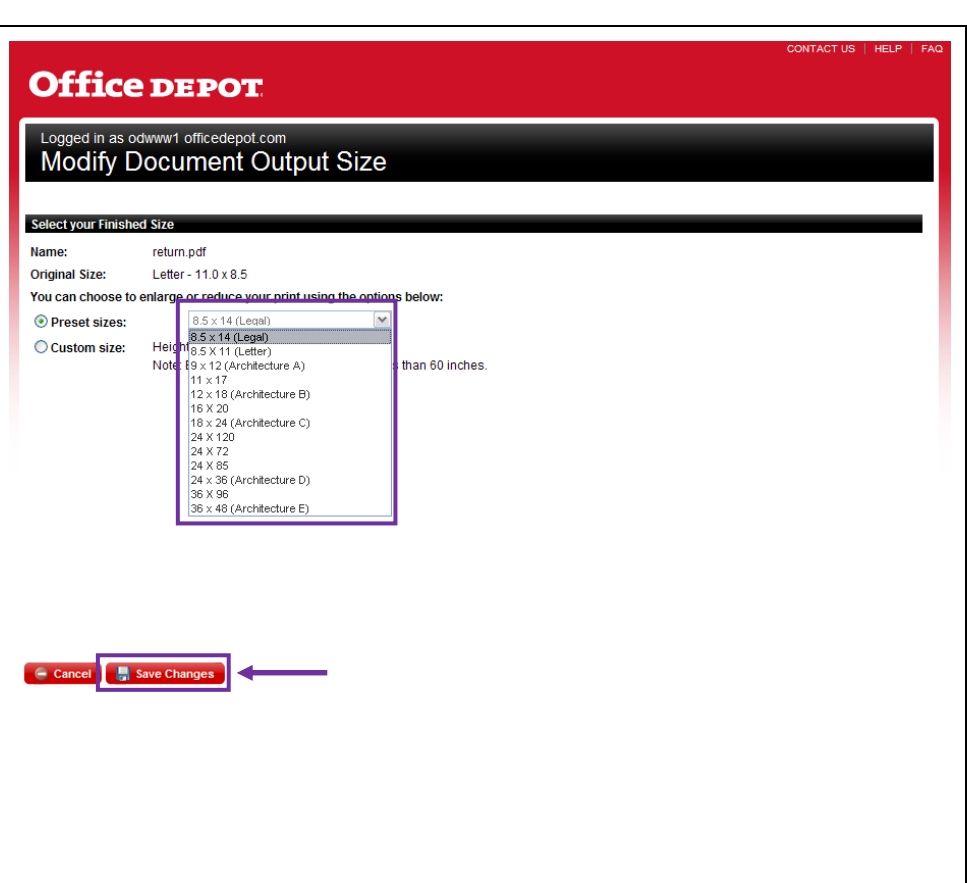
- Click **Change Final Size**

Document	Quantity	Options
return.pdf 17 Letter-sized pages Desc: return guide Date: 2/3/2011 6:03:23 PM Format: B & W - Single Sided Paper: 20lb B/W - 24lb Color (White)	1 Update	Print Options Change Final Size Add tabs

CHANGE FINAL SIZE

- Select **Preset sizes** and choose a size from the drop down list
- Select **Custom size** and enter height and width
- Click **Save Changes**

NOTE: For custom size, height or width must be less than 60 inches



Office DEPOT

Logged in as odwww1@officedepot.com

Modify Document Output Size

Select your Finished Size

Name: return.pdf

Original Size: Letter - 11.0 x 8.5

You can choose to enlarge or reduce your print using the options below:

☒ **Preset sizes:** 8.5 x 14 (Legal)

☐ **Custom size:** Height: 8.5 x 11 (Letter)

Note: 19 x 12 (Architecture A) is less than 60 inches.

11 x 17

12 x 18 (Architecture B)

16 X 20

18 x 24 (Architecture C)

24 X 120

24 X 72

24 X 85

24 x 36 (Architecture D)

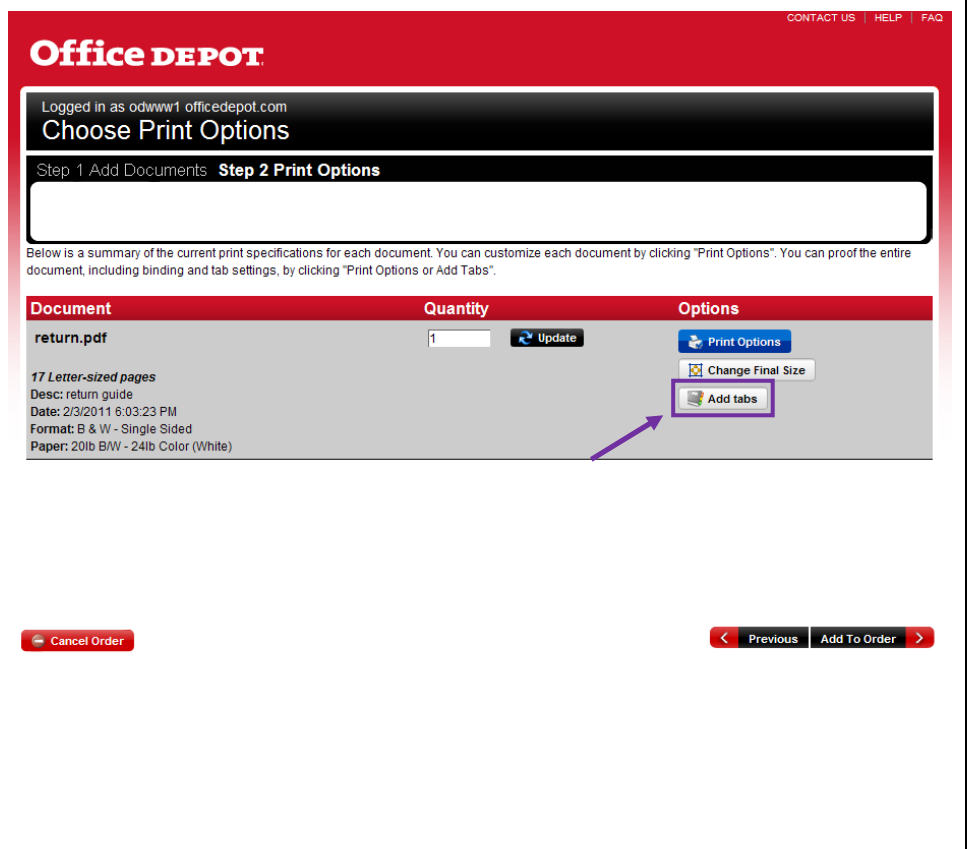
36 X 96

36 x 48 (Architecture E)

Cancel Save Changes

ADD TABS

- Click **Add tabs**



Office DEPOT

Logged in as odwww1@officedepot.com

Choose Print Options

Step 1: Add Documents Step 2: Print Options

Below is a summary of the current print specifications for each document. You can customize each document by clicking "Print Options". You can proof the entire document, including binding and tab settings, by clicking "Print Options or Add Tabs".

Document	Quantity	Options
return.pdf	1 Update	Print Options Change Final Size Add tabs
17 Letter-sized pages Desc: return guide Date: 2/3/2011 6:03:23 PM Format: B & W - Single Sided Paper: 20lb B/W - 24lb Color (White)		

Cancel Order

Previous Add To Order

ADD TABS

- Click **Insert** to add individual tabs or separators
- Click **Add Tabs by CSV** to upload a list of tabs

NOTE: Upload a list of tabs by downloading the template, adding the tab names using Excel and saving the file on your desktop. Then select the tab type and browse for the file.

The screenshot shows the Office DEPOT Print Preview interface. At the top, it says "Logged in as odwww1@officedepot.com" and "Print Preview". Below this, there's a navigation bar with "Images 1 through 8 of 17" and a "Next" button. A "Go to image:" field with a dropdown menu is present, with a "Go" button and an "Add Tabs by CSV" button. A purple arrow points to the "Add Tabs by CSV" button. Below the navigation bar, there's a grid of document pages. Each page has a thumbnail preview, a title (e.g., "return.pdf", "Page: 1 of 17"), and an "Insert" button. A purple arrow points to one of the "Insert" buttons. The pages shown are "return.pdf" pages 1 through 5, each with a thumbnail preview and an "Insert" button. The "Insert" button is highlighted with a red box and a purple arrow.

- Click drop down and select tab option

NOTE: A slipsheet can also be selected to insert between pages

The screenshot shows the Office DEPOT Tab and Separator Wizard interface. At the top, it says "Logged in as odwww1@officedepot.com" and "Tab and Separator Wizard". Below this, there's a section titled "Choose your tab or separator settings below and click the 'Insert' button. The system will create a new tab or separator and insert it between the two pages below." Under "Tabs and Separators", there's a "Type:" dropdown menu. A purple arrow points to the dropdown menu, which is open, showing a list of options: "Blank Page", "Drilled - 3 hole - 5 bank - Blue", "Drilled - 3 hole - 5 bank - Gray", "Drilled - 3 hole - 5 bank - White", "Non-Drilled - 5 bank - Blue", "Non-Drilled - 5 bank - Gray", "Non-Drilled - 5 bank - White", and "Slipsheet". To the right of the dropdown menu, there's a preview of a document page titled "return.pdf", "Page: 1 of 17", with a thumbnail preview and an "Insert" button. The "Insert" button is highlighted with a red box and a purple arrow.

ADD TABS

- Select **Font Choice**
- Enter **Tab Label** into Line 1 and or Line 2
- Click **Insert**

Office DEPOT

Logged in as odwww1@officedepot.com

Tab and Separator Wizard

Choose your tab or separator settings below and click the "Insert" button. The system will create a new tab or separator and insert it between the two pages below.

Tabs and Separators

Type:

Font Choice:

Tab Label

Line 1:

Line 2:

Upload CSV File

Upload the completed tabs csv file. For help, download this [template](#) and edit it using MS Excel or another spreadsheet application.

return.pdf
Page: 1 of 17

Office DEPOT
Online Return/Exchange
Process & Website Overview

Format: Color
Cover Paper: 20lb BW - 2...
Color: White

- Click **Exit and return**

Office DEPOT

Logged in as odwww1@officedepot.com

Print Preview

Images 1 through 8 of 18

Go to image:

Click on any image to view a full-screen enlargement.

Edit Delete

return.pdf
Page: 1 of 17

Office DEPOT
Online Return/Exchange
Process & Website Overview

Format: Color
Paper: 20lb BW - 2...
Color: White

Drilled - 3 hole - 5 bank - Blue
Tab

return.pdf
Page: 2 of 17

return.pdf
Page: 3 of 17

return.pdf
Page: 4 of 17

CHECKOUT

- Verify quantity is correct and click **Add To Order**

Office DEPOT

Logged in as odwww1@officedepot.com

Choose Print Options

Step 1: Add Documents Step 2: Print Options

Below is a summary of the current print specifications for each document. You can customize each document by clicking "Print Options". You can proof the entire document, including binding and tab settings, by clicking "Print Options or Add Tabs".

Document	Quantity	Options
return.pdf 17 Letter-sized pages Desc: return guide Date: 2/3/2011 6:03:23 PM Format: Color - Single Sided Paper: 20lb B/W - 24lb Color (White)	1 Update	Print Options Change Final Size Modify tabs

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

- Click **CHECKOUT**

Office DEPOT

Order by Item #

1 Item(s): \$7.34

[View Cart](#) [Check Out](#) [My Shopping Lists](#)

Account #: 43271349
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

[Office Supplies](#) [Furniture](#) [Technology](#) [Our Services](#) [My Account](#)

SEARCH [GO](#) [View All Products A-Z](#) [Ink & Toner](#) [Paper](#) [Copy & Print](#) [Bulletin Board](#)

[Home](#) > Find Your Product

Shopping Cart

[Continue Shopping](#) [CHECK OUT](#) [Print This Page](#)

Description	Price/unit	Qty.	Backorder	Total	Subtotal
Online Print Center Item # 102842 Entered Item # 102842 return guide	\$7.35 / each	1 EDIT	0	\$7.34	\$7.34

[Remove Item](#)

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

Save for Later [MY SHOPPING LIST](#)

Need Help?
[Email Assistance](#)
[FAQs](#)

Order By Item #
Qty [ADD TO CART](#)

don't forget your ink
[SHOP NOW](#)

CHECKOUT

- Click **CONTINUE** to return to Ariba and submit the order

NOTE: Production & delivery of your print order will be determined by the personalized options you selected.

Once the order is submitted, Office Depot will call to confirm order details and delivery availability.



Description	Price/unit	Qty.	Backorder	Total
 Online Print Center Item # 102842 Entered Item # 102842	\$7.35 / each	1	0	\$7.34
return guide				
CONTINUE				

