

## How to Order Prints Online from Office Depot / Office Max

See below for the step-by-step instructions on using the online Office Depot printing services for Futura Language Professionals. Print page 1 for your continued reference, and see pages 2-7 for step-by-step screen shots to assist in the instructions.

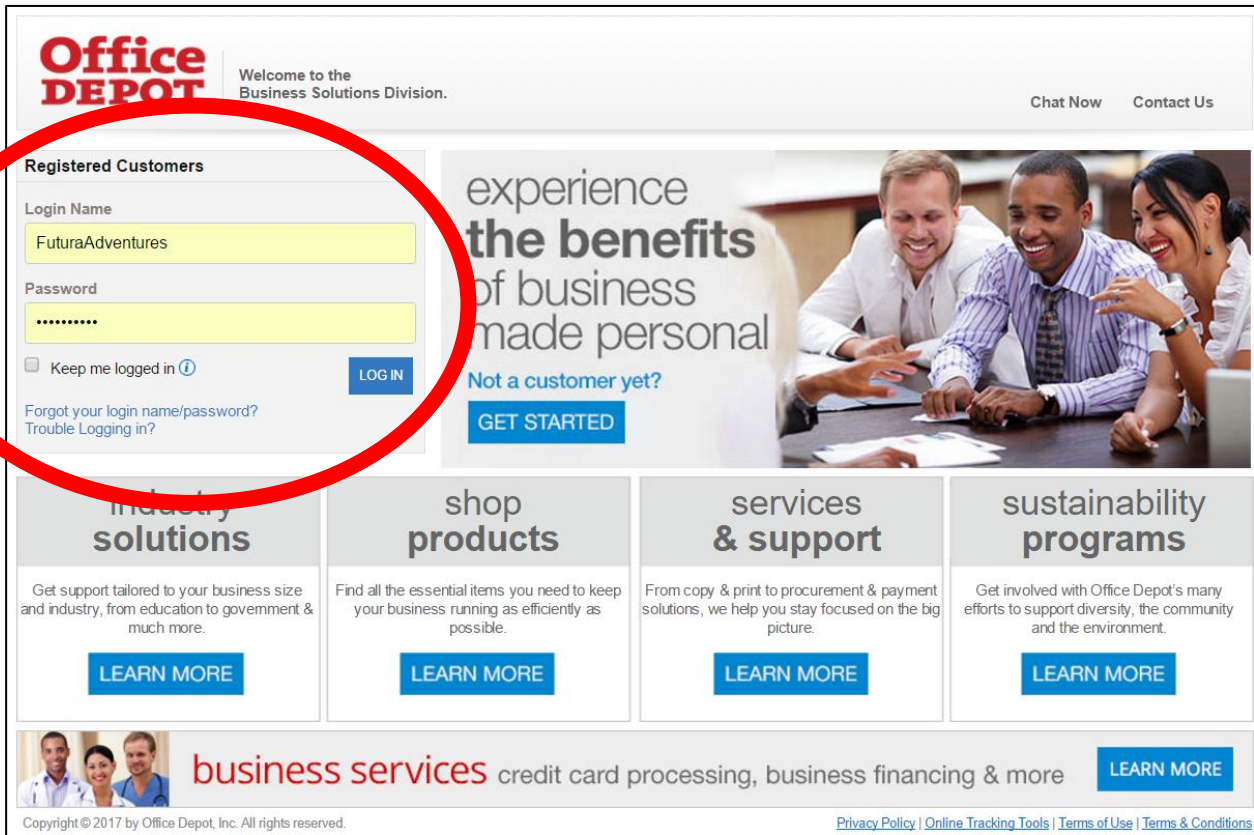
- 1.) <https://business.officedepot.com>
- 2.) Log in to our Account using the information below.  
Login Name: **FuturaAdventures**  
Password: **Futura2018**
- 3.) Hover over **Copy & Print**, and then select **My Print Center**.
- 4.) Select **Prints/Copies & Flyers**
- 5.) Upload your saved, updated documents from your folders from **My Computer**.
- 6.) Select **Upload**.
- 7.) Edit your prints. Make sure to:
  - a. Edit the print job name to include your FULL NAME and document name
  - b. Edit the quantity you wish print
  - c. Change the ink to Black & White from Color
- 8.) Select **Add to Cart**.
- 9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout**.
- 10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.
- 11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store**.
- 12.) You may then confirm your printing information and select **Checkout**.
- 13.) You will be brought to your checkout page. **Confirm all information listed as you scroll down, and enter your Credit or Debit Card payment information.**
- 14.) Then select **Place Order**.

**\*make sure to check the following things before submitting your order!**

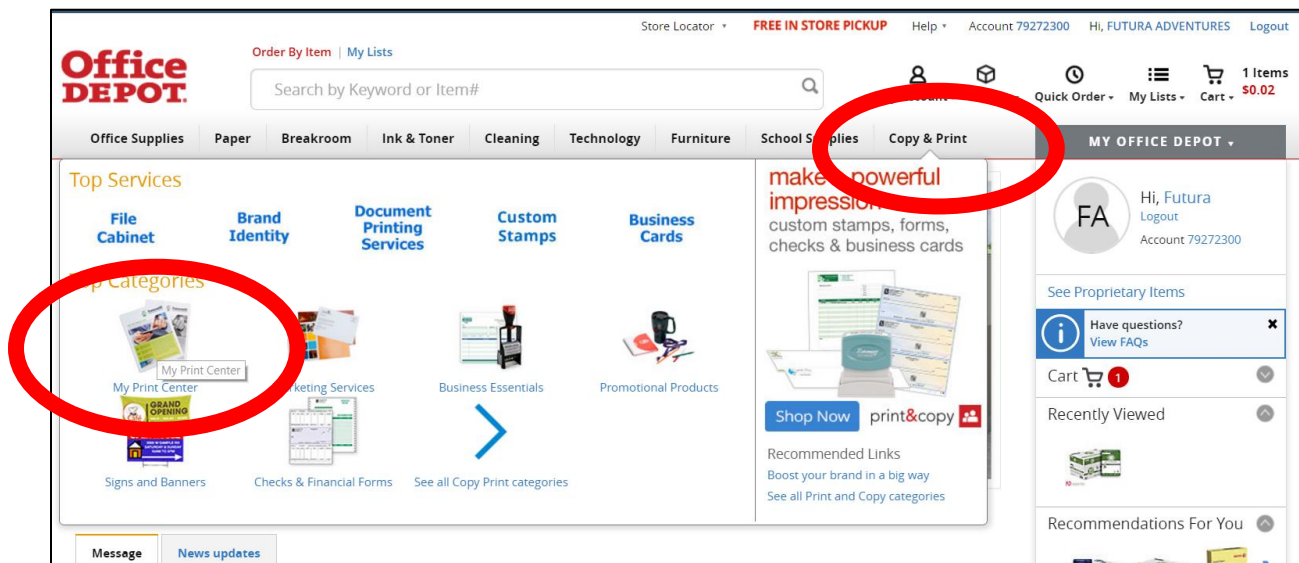
- Did you include your full name in the printing job name?
- Did you change to black & white printing?
- Did you include any special instructions (print front/back; etc)?
- Did you change your pick-up store location?

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2.) Log in to our Account



3.) Hover over **Copy & Print**, and then select **My Print Center**.



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## 4.) Select Prints/Copies & Flyers

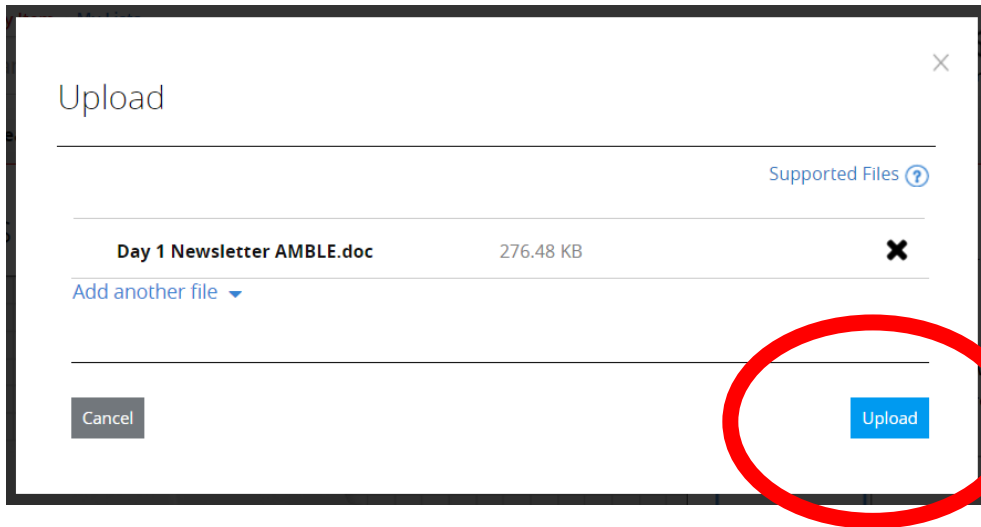
The screenshot shows the Office Depot website's product selection page. At the top, there is a navigation bar with the text 'Home / Copy & Print Depot / Document Printing'. Below this is a promotional banner for 'order printing online' with a subtext 'pick up in-store or select delivery' and an image of a smiling employee. The main content area is titled 'Convenient Online Ordering for Popular Printed Products' and lists several categories: 'Prints/Copies & Flyers', 'Presentations', and 'Manuals'. The 'Prints/Copies & Flyers' category is circled in red. Below each category is a representative image and a short description. On the right side of the page, there is a user account section for 'Hi, Futura' with a 'Logout' button and account number '79272300'. Below the account section are links for 'See Proprietary Items', 'Have questions? View FAQs', 'Cart' (with a red notification icon), 'Recently Viewed', 'Recommendations For You', 'Quick Order', and 'Store Near You'. At the bottom right, there is a 'We're here to help' section with icons for phone, chat, and email.

## 5.) Upload your saved, updated documents from your folders from **My Computer**.

The screenshot shows the 'Copies and Flyers' product page on the Office Depot website. The page title is 'Copies and Flyers' and there is a link to 'Choose a different product'. The main content area features a large image of a stack of printed documents. Overlaid on this image is a dialog box titled 'Upload Your Files' with a dropdown arrow. Below the title are three icons representing upload sources: 'My Computer', 'Google Drive', and 'Dropbox'. To the right of the dialog box, there is a 'Supported Files' link. On the right side of the page, there is a pricing section showing 'Your Price: \$0.22' and an 'Add To Cart' button. Below the pricing is a note: 'Applicable discounts and coupons will be applied at checkout. By choosing "Add to Cart", you agree to our Terms of Use'. There are three tabs for 'Print Options', 'Finishing', and 'Advanced', with 'Print Options' selected. Below the tabs is a 'Job Name' input field. The 'Pages' section has a 'Pages' dropdown set to '1' and a 'Quantity' dropdown set to '1'. The 'Paper Size' section has a 'Paper Size' dropdown set to 'Letter' and a 'Fit to Size' checkbox. The 'Color' section has radio buttons for 'Full Color', 'Black & White', 'Single Sided', and 'Double Sided'. The 'Orientation' section has radio buttons for 'Portrait', 'Landscape', 'Collated', and 'Not Collated'. The 'Paper Type and Color' section has a dropdown menu set to 'Standard Whites - 24lb'.

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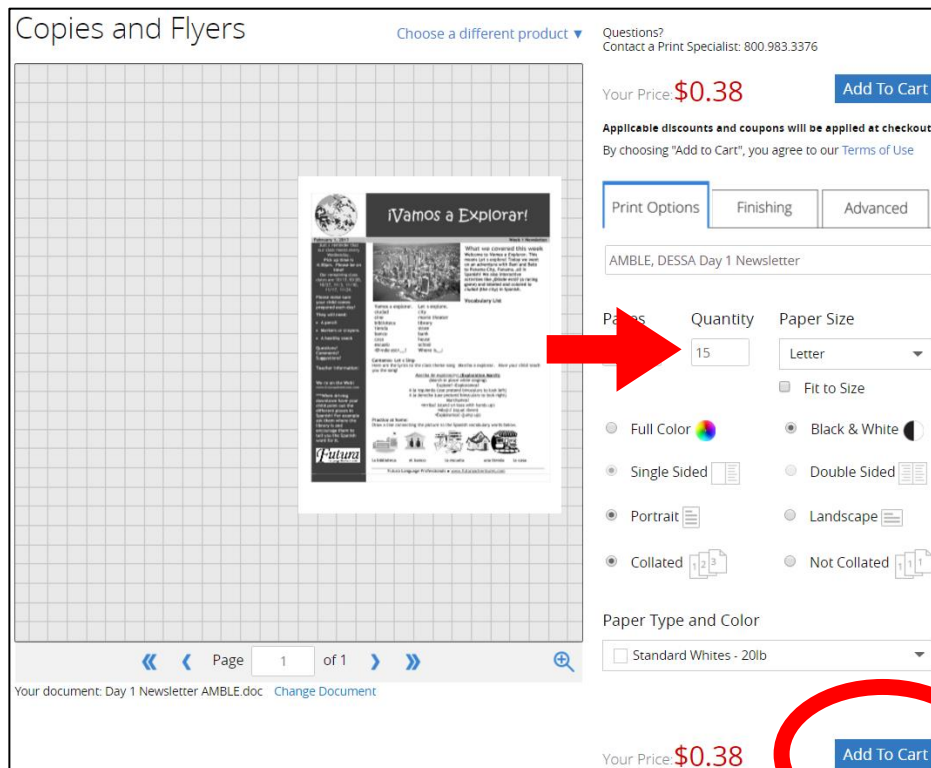
## 6.) Select Upload.



## 7.) Edit your prints. Make sure to:

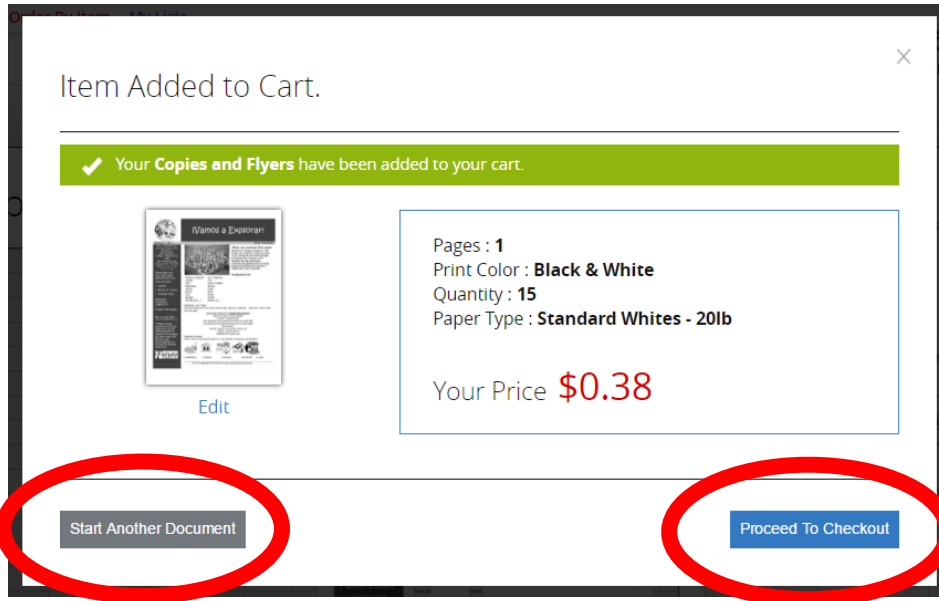
- Edit the print job name to include your FULL NAME and document name
- Edit the quantity you wish print
- Change the ink to Black & White from Color

## 8.) Select **Add to Cart**.

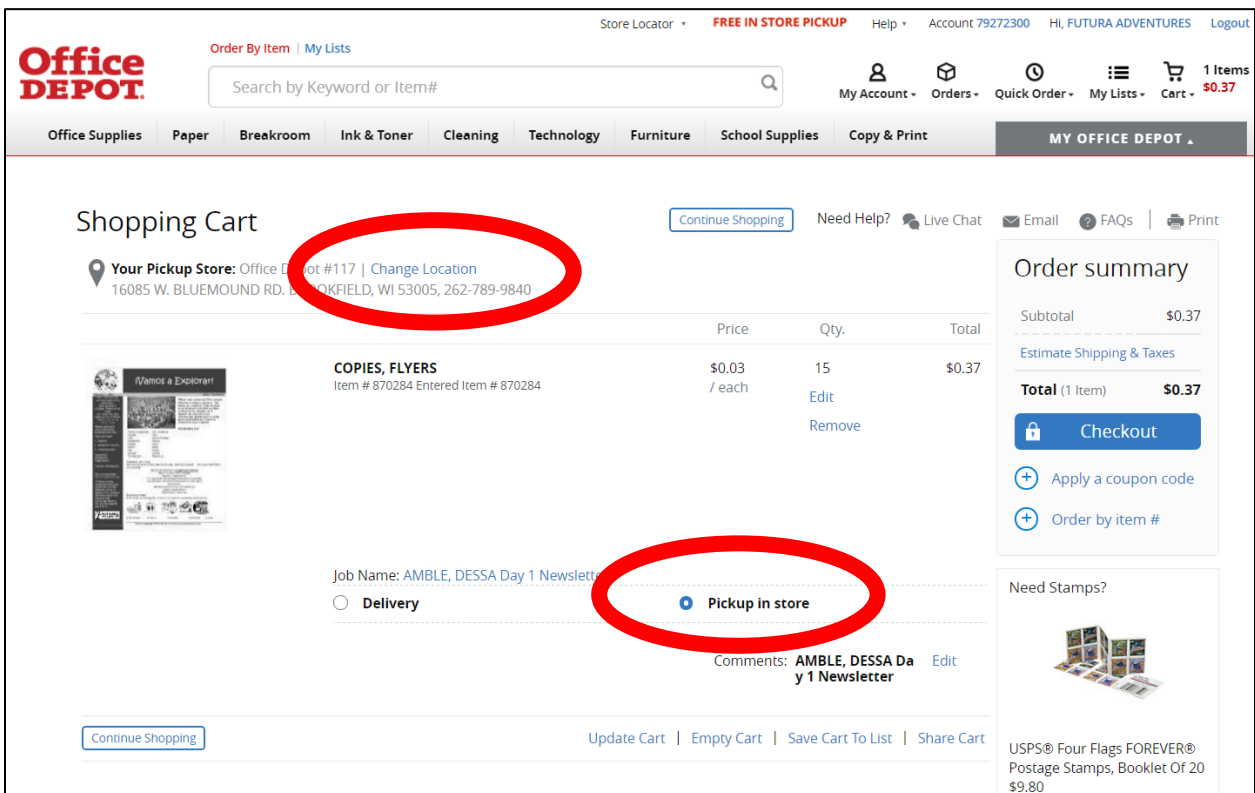


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9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout**.



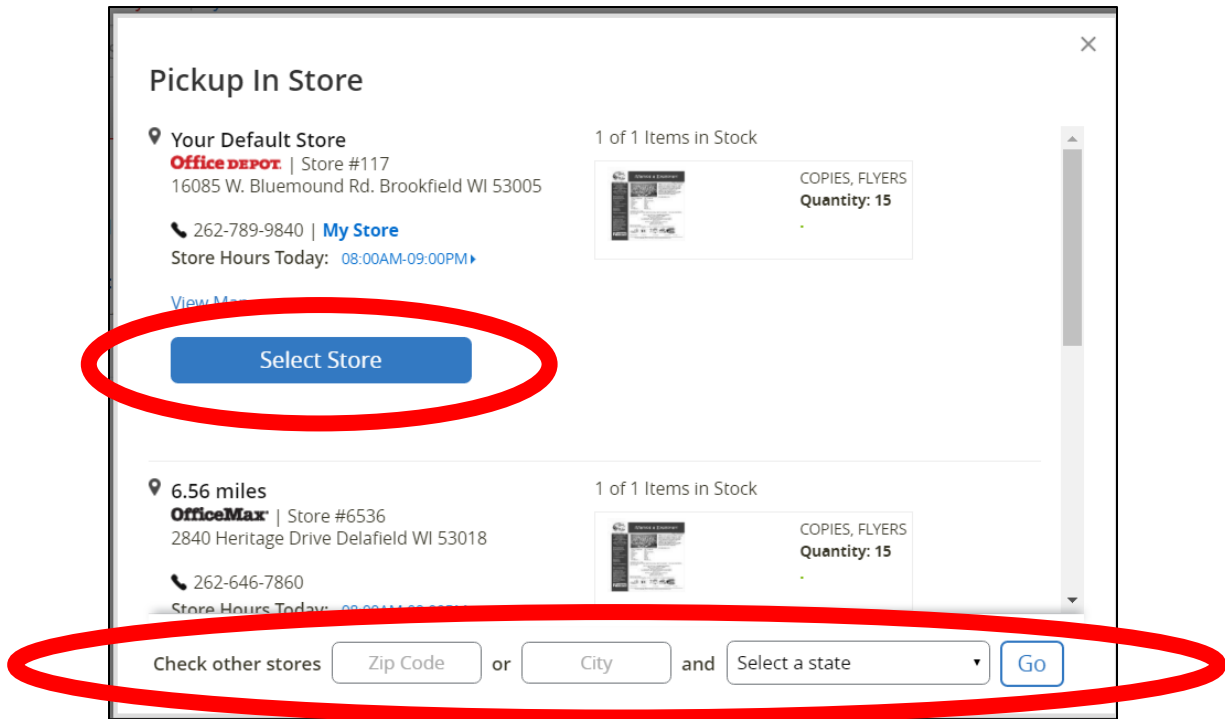
10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.



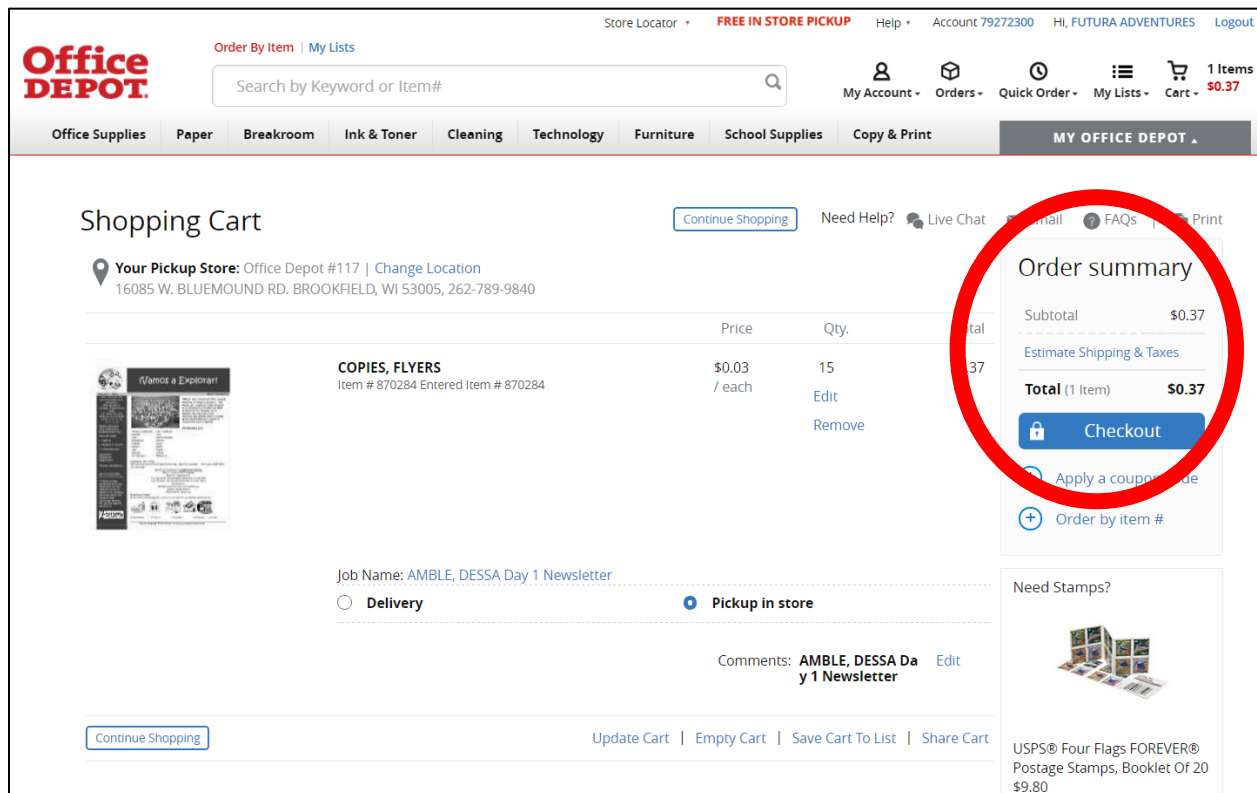


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11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store** once you have found it.



12.) You may then confirm your printing information and select **Checkout**.



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13.) You will be brought to your checkout page. **Confirm all information listed as you scroll down, and enter your Credit or Debit Card payment information.**

14.) Then select **Place Order**.

Payment information

**Credit Card**

- Credit Card Number:



No spaces or dashes (i.e. 000000000000)

- Expiration Date:  /  (mm/yyyy)

+ Redeem a Gift Card or Rewards Certificate

+ Apply a coupon code

Pickup order : # 899832845-001  
Ready for pickup on 02/01/2017 2:24 PM

	Price	Qty.	Total	Remove Item
 COPIES, FLYERS Item # 0870284 Entered Item # 870284	\$0.03 / each	15 <a href="#">Edit</a>	\$0.38	

Comments: **AMBLE, DESSA Day 1 Newsletter**

Subtotal	\$0.38
Delivery fee	FREE
Miscellaneous	\$0.00
Taxes	\$0.02
<b>Total</b>	<b>\$0.40</b>

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#)

[Continue Shopping](#) [Save Cart to List](#) [Put This Order On Hold](#) [Place Order](#)