

# 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.

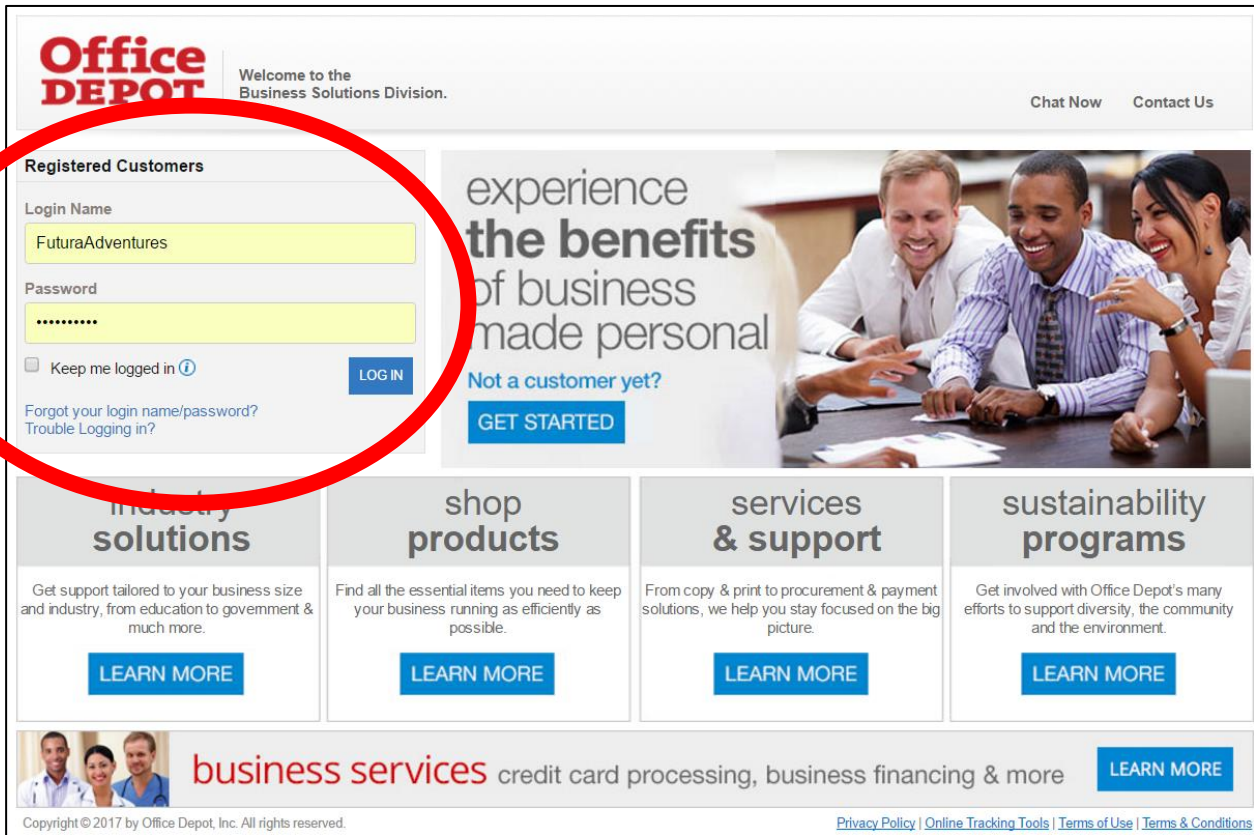
- 1.) <https://business.officedepot.com>
- 2.) Log in to our Account using the information below.  
Login Name: **FuturaAdventures**  
Password: **Prints1920**
- 3.) Hover over **Copy & Print**, and then select **My Print Center**.
- 4.) Select **Prints/Copies & Flyers**
- 5.) Upload your saved, updated 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!**

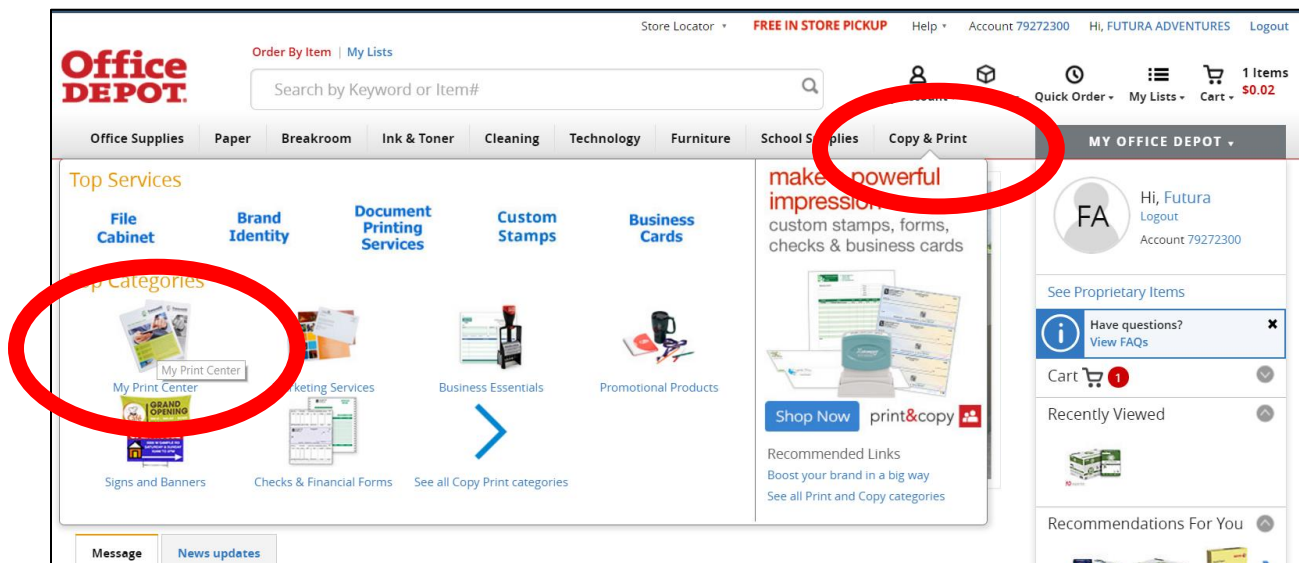
- Did you include your full name in the printing job name?
- Did you change to black & white printing?
- Did you include any special instructions (print front/back; etc)?
- Did you change your pick-up store location?

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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

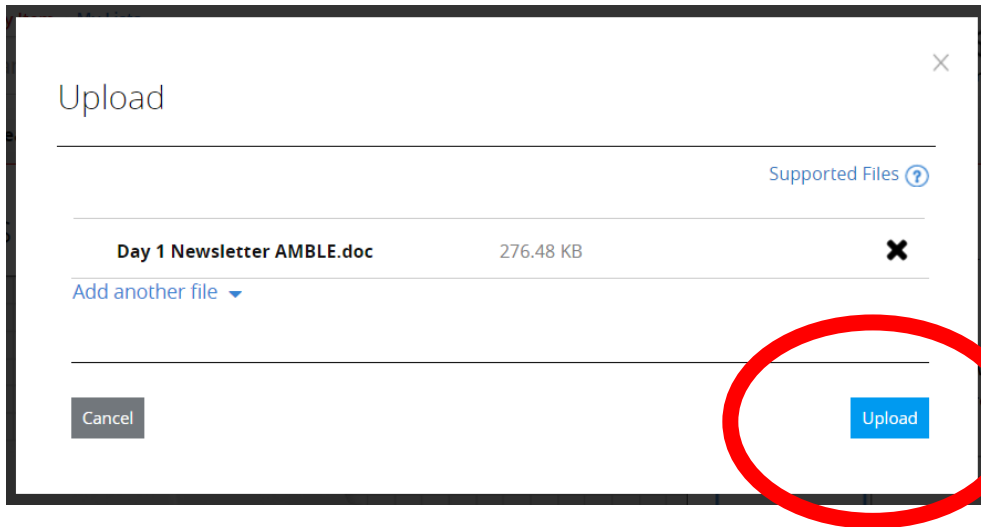
The screenshot shows the Office Depot website's product selection page. At the top, there is a navigation bar with the text 'Home / Copy & Print Depot / Document Printing'. A large banner features the text 'order printing online pick up in-store or select delivery' with an image of a smiling employee. Below the banner, a section titled 'Convenient Online Ordering for Popular Printed Products' lists various categories: 'Prints/Copies & Flyers', 'Presentations', and 'Manuals'. The 'Prints/Copies & Flyers' category is circled in red. To the right, 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, there are icons for 'We're here to help' and social media links.

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

The screenshot shows the 'Copies and Flyers' product page. The page title is 'Copies and Flyers' with a link to 'Choose a different product'. The price is listed as '\$0.22' with an 'Add To Cart' button. Below the price, there is a note: 'Applicable discounts and coupons will be applied at checkout. By choosing "Add to Cart", you agree to our Terms of Use'. The page has three tabs: 'Print Options', 'Finishing', and 'Advanced'. The 'Print Options' tab is 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 set to 'Standard Whites - 24lb'. A red circle highlights the 'Upload Your Files' button, which has a dropdown arrow and is positioned over a stack of papers. Below the button are icons for 'My Computer', 'Google Drive', and 'Dropbox' under the heading 'Supported Files'.

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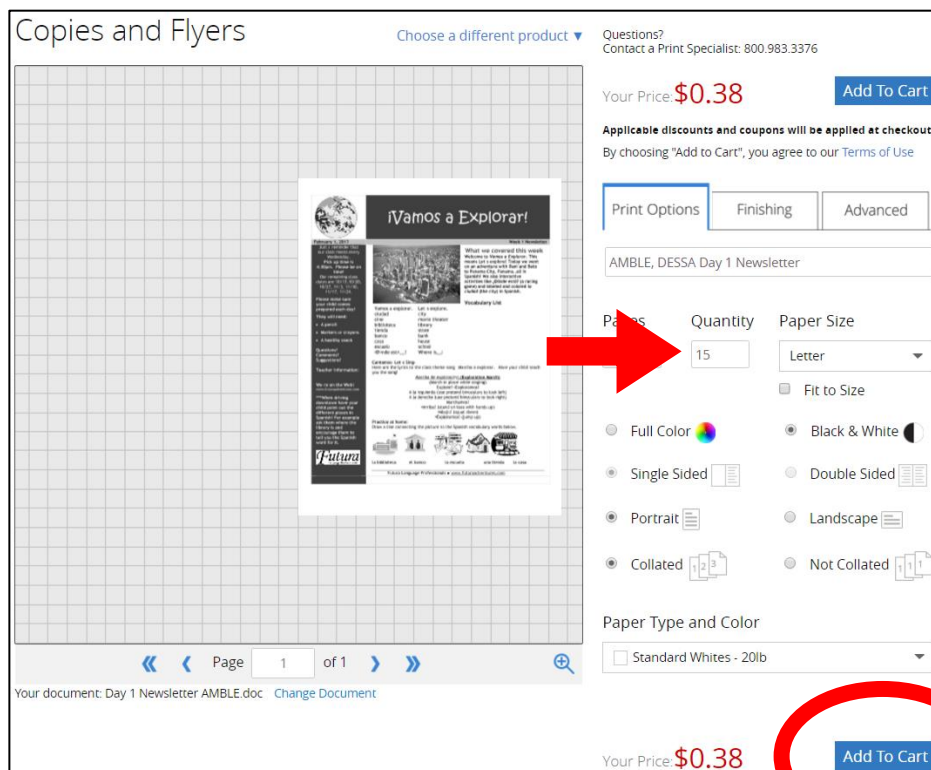
## 6.) Select Upload.



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

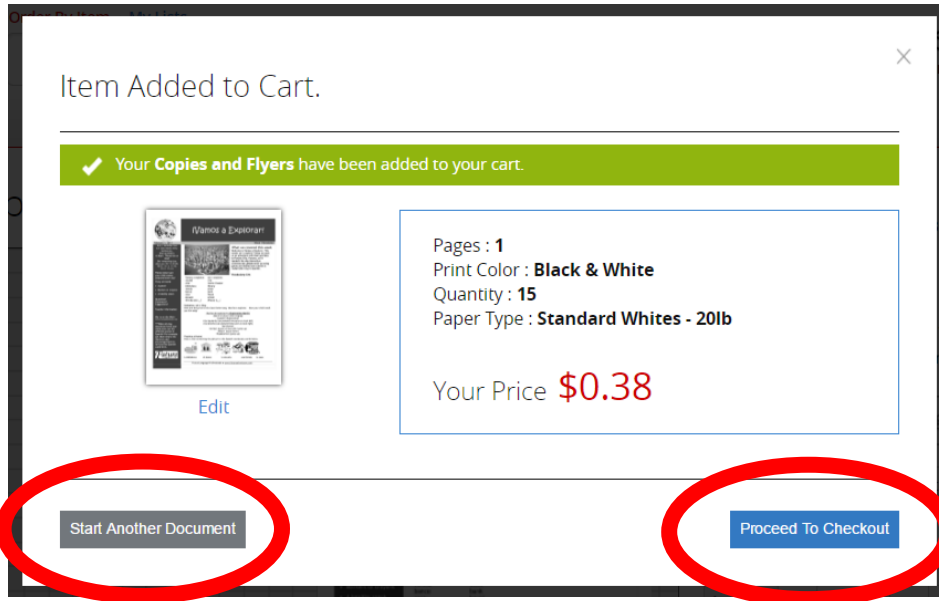
- Edit the print job name to include your FULL NAME and document name
- Edit the quantity you wish print
- Change the ink to Black & White from Color

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

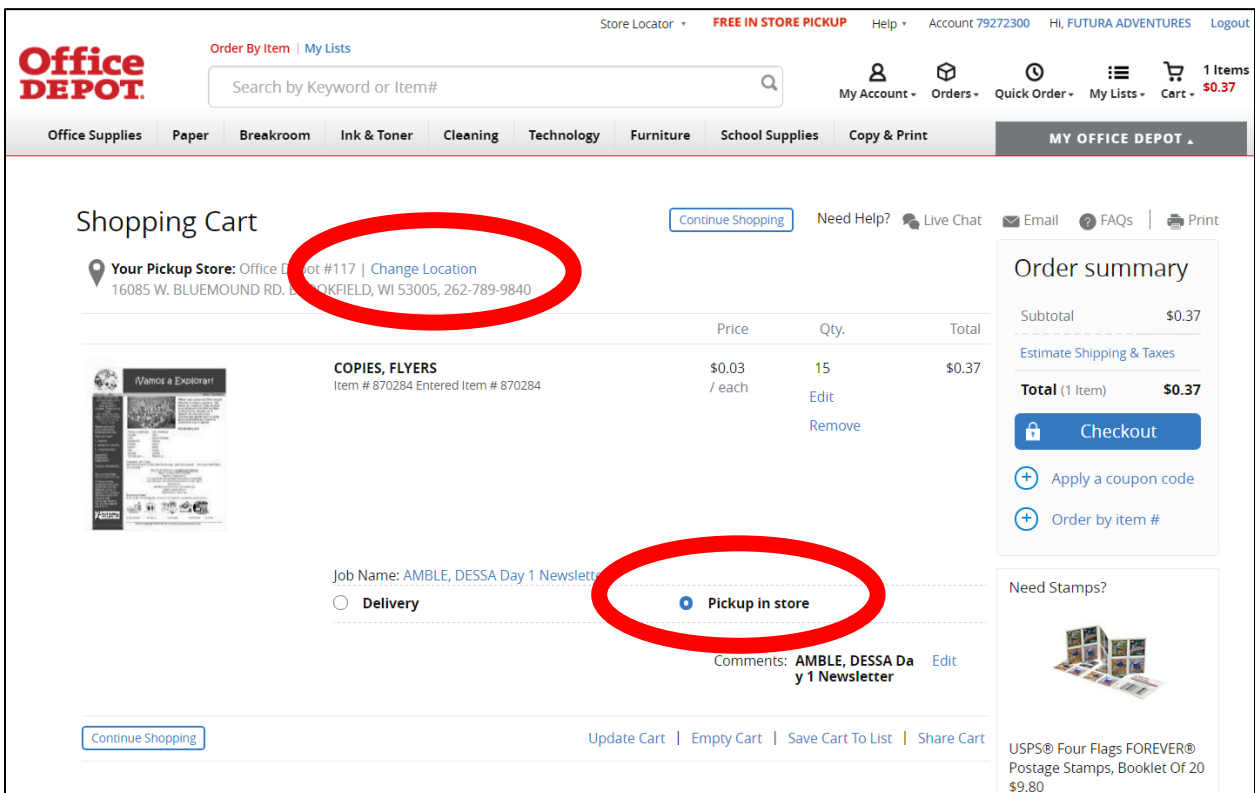


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9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout**.

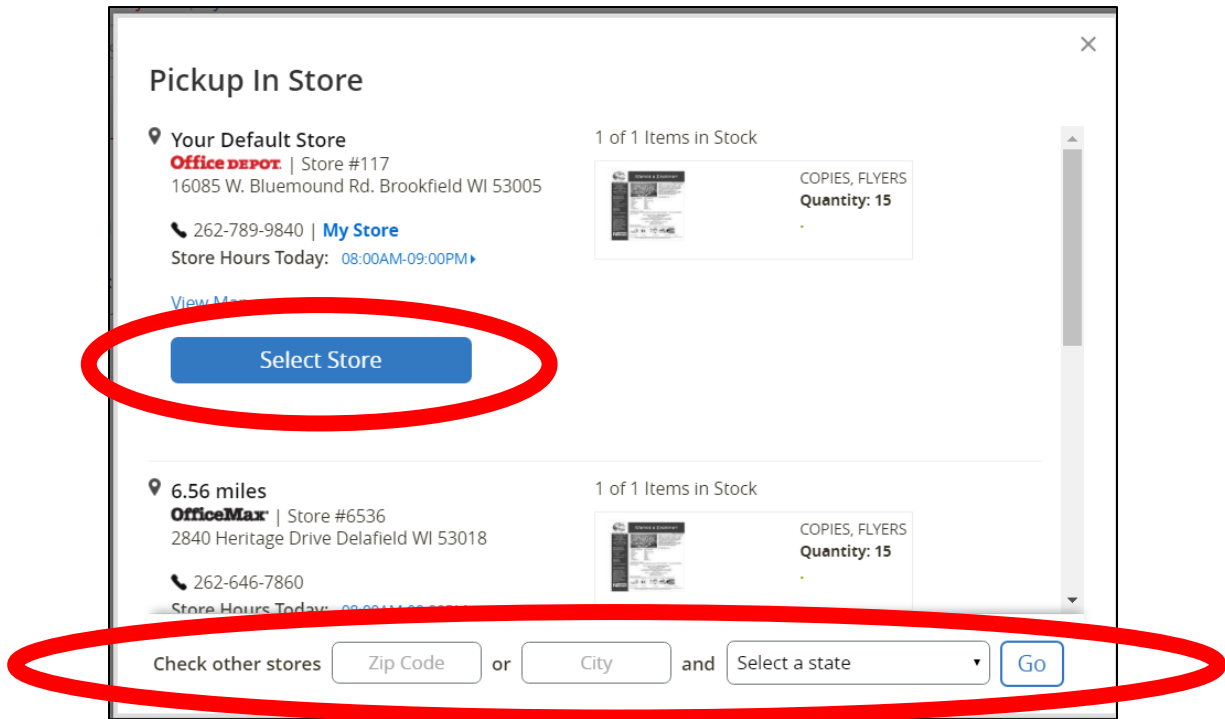


10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.

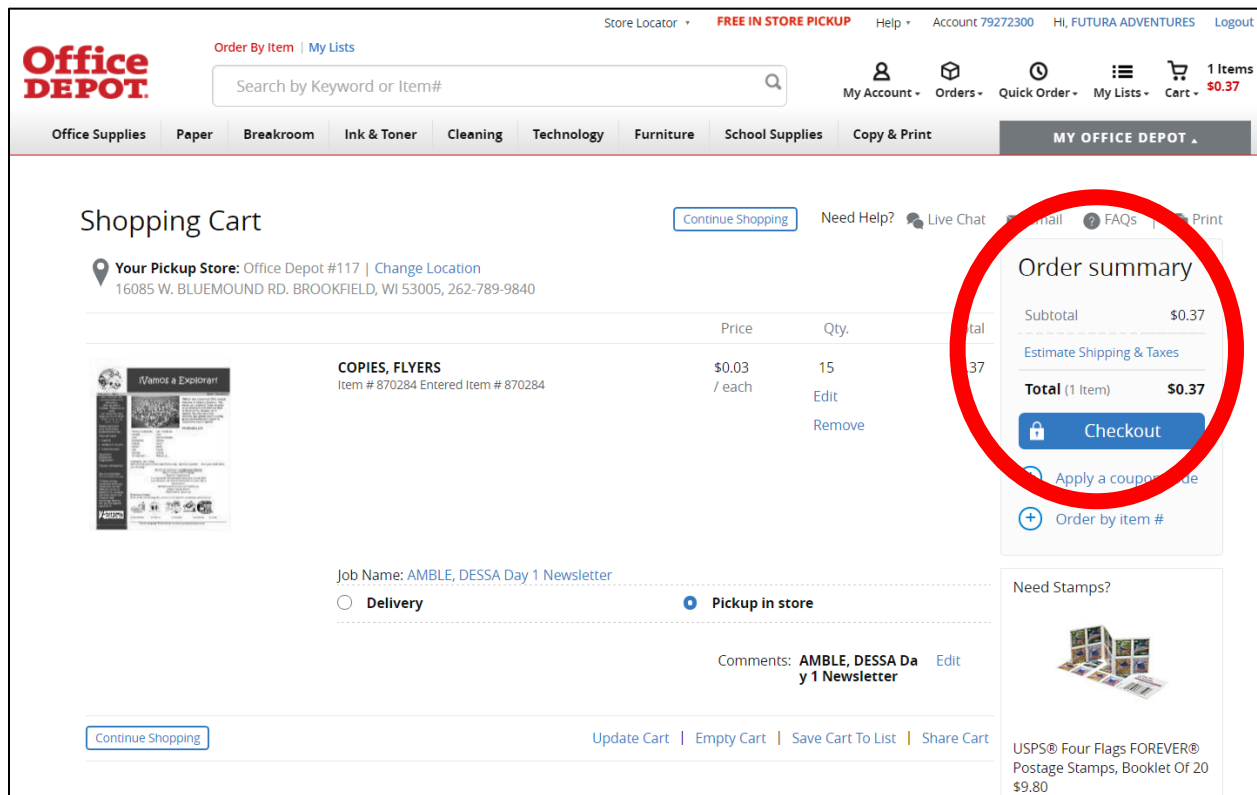


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11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store** once you have found it.



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](#)