

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.

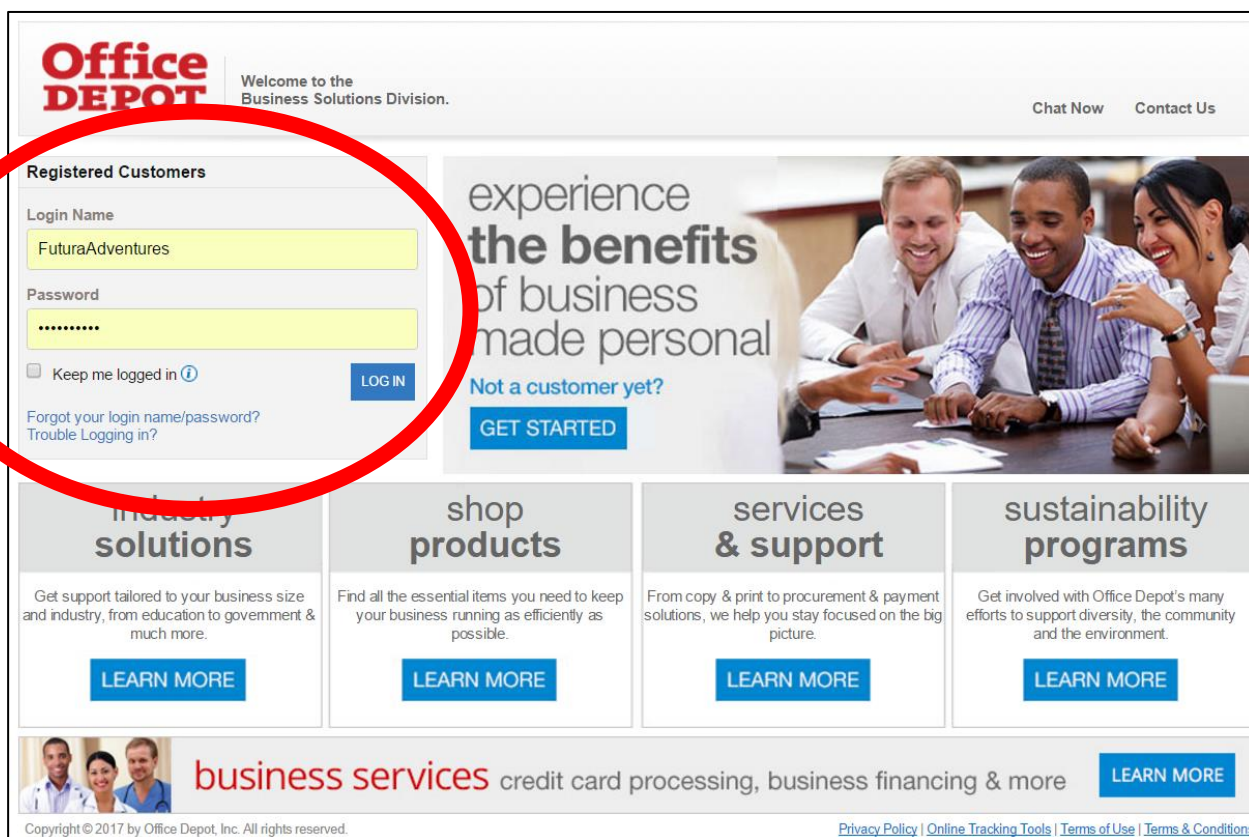
- 1.) <https://business.officedepot.com>
- 2.) Log in to our Account using the information below.
Login Name: **FuturaAdventures**
Password: **Prints2021**
- 3.) Hover over **Copy & Print**, and then select **My Print Center**.
- 4.) Select **Prints/Copies & Flyers**
- 5.) Upload your saved, updated 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



The screenshot shows the Office Depot Business Solutions Division login page. A red circle highlights the 'Registered Customers' login section. The login form includes fields for 'Login Name' (containing 'FuturaAdventures') and 'Password' (masked with dots). Below the password field is a checkbox for 'Keep me logged in' and a 'LOG IN' button. Links for 'Forgot your login name/password?' and 'Trouble Logging in?' are also present. To the right of the login form is a banner with the text 'experience the benefits of business made personal' and a 'GET STARTED' button. Below the banner are four columns of service categories: 'industry solutions', 'shop products', 'services & support', and 'sustainability programs', each with a 'LEARN MORE' button. At the bottom, there is a 'business services' section with a 'LEARN MORE' button. The footer contains copyright information and links to 'Privacy Policy', 'Online Tracking Tools', 'Terms of Use', and 'Terms & Conditions'.

Office DEPOT

Welcome to the Business Solutions Division.

Chat Now Contact Us

Registered Customers

Login Name
FuturaAdventures

Password
.....

☐ Keep me logged in [i](#) [LOG IN](#)

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

experience the benefits of business made personal

[Not a customer yet? GET STARTED](#)

industry solutions
Get support tailored to your business size and industry, from education to government & much more.
[LEARN MORE](#)

shop products
Find all the essential items you need to keep your business running as efficiently as possible.
[LEARN MORE](#)

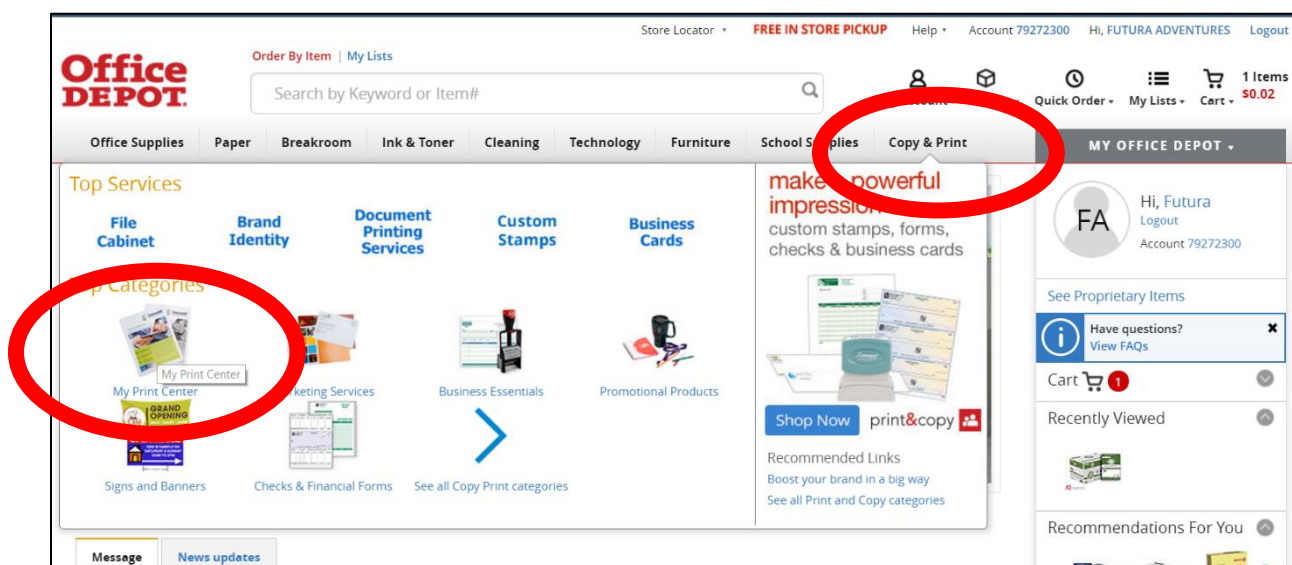
services & support
From copy & print to procurement & payment solutions, we help you stay focused on the big picture.
[LEARN MORE](#)

sustainability programs
Get involved with Office Depot's many efforts to support diversity, the community and the environment.
[LEARN MORE](#)

business services credit card processing, business financing & more [LEARN MORE](#)

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



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4.) Select Prints/Copies & Flyers

Home / Copy & Print Depot / Document Printing

order printing online
pick up in-store or select delivery

Convenient Online Ordering for Popular Printed Products
Order high-quality brochures, posters, presentations and other printed pieces online.

Prints/Copies & Flyers

Get your message noticed with a colorful print, copy or flyer. Colored paper or printing in color will add interest so your message gets attention.

Presentations

Give your presentations a polished, professional look with unique finishing options ranging from spiral and comb binding to paperback and hard covers.

Manuals

Make your manuals stand out. Select from a variety of assorted paper options and tabs. Binders are available in a variety of colors.

Booklets

Brochures

Menus

FA Hi, FUTURA
Logout
Account 79272300

See Proprietary Items

Have questions?
View FAQs

Cart 1

Recently Viewed

Recommendations For You

Quick Order

Store Near You

We're here to help

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

Copies and Flyers

Choose a different product

Questions?
Contact a Print Specialist: 800.983.3376

Your Price: **\$0.22** [Add To Cart](#)

Applicable discounts and coupons will be applied at checkout
By choosing "Add to Cart", you agree to our [Terms of Use](#)

Print Options Finishing Advanced

Job Name

Pages 1 Quantity 1 Paper Size Letter

☐ Fit to Size

☒ Full Color ☐ Black & White

☒ Single Sided ☐ Double Sided




☒ Portrait ☐ Landscape

☒ Collated ☐ Not Collated

Paper Type and Color
☐ Standard Whites - 24lb

Upload Your Files

Supported Files

 My Computer  Google Drive  Dropbox

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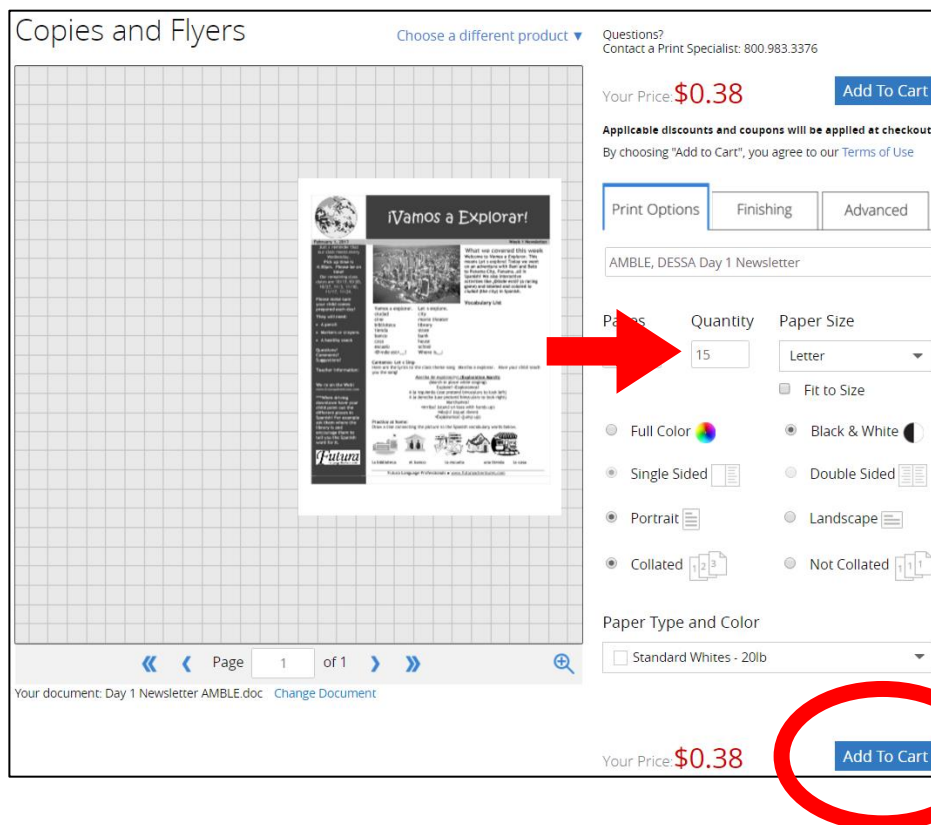
6.) Select **Upload**.



7.) Edit your prints. Make sure to:

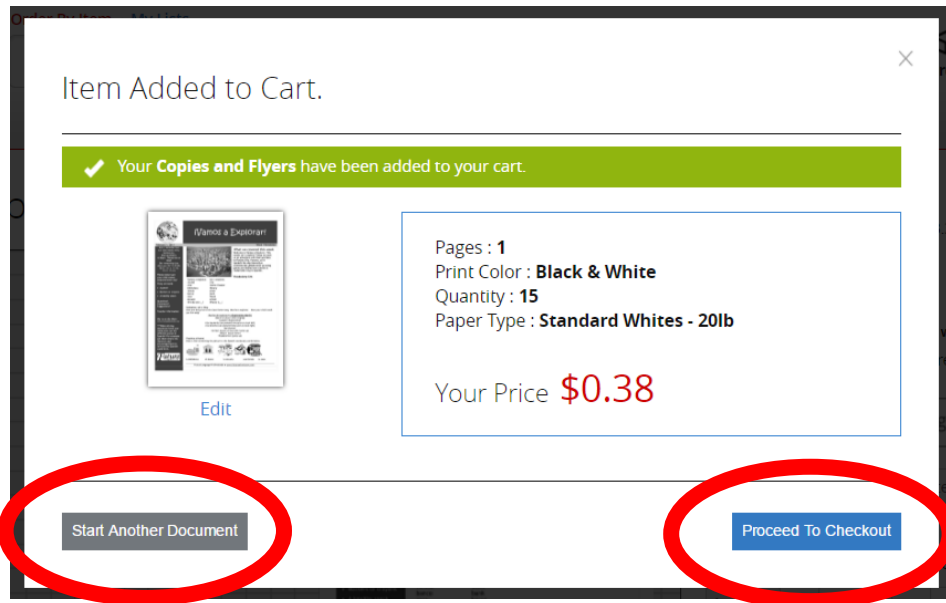
- Edit the print job name to include your FULL NAME and document name
- Edit the quantity you wish print
- Change the ink to Black & White from Color

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

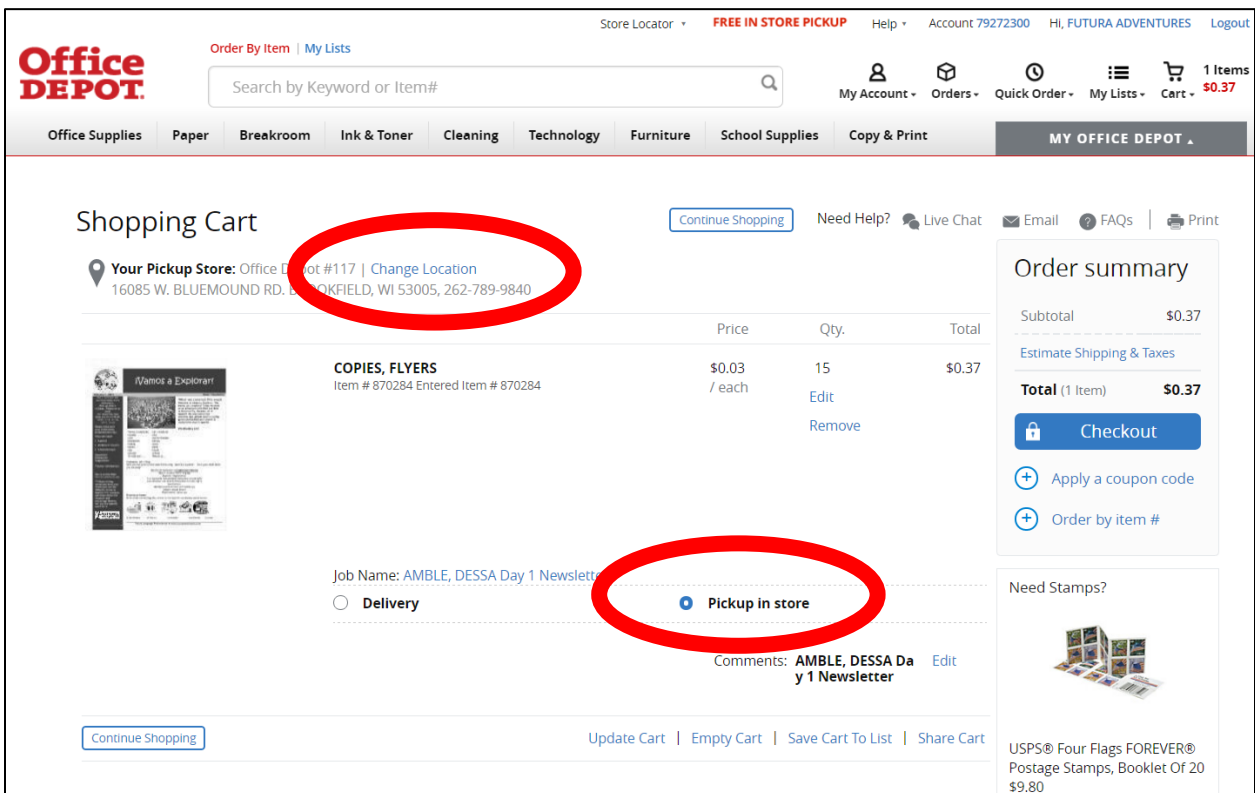


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- 9.) To order more prints, select **Start Another Document**, or to finish select **Proceed to Checkout**.

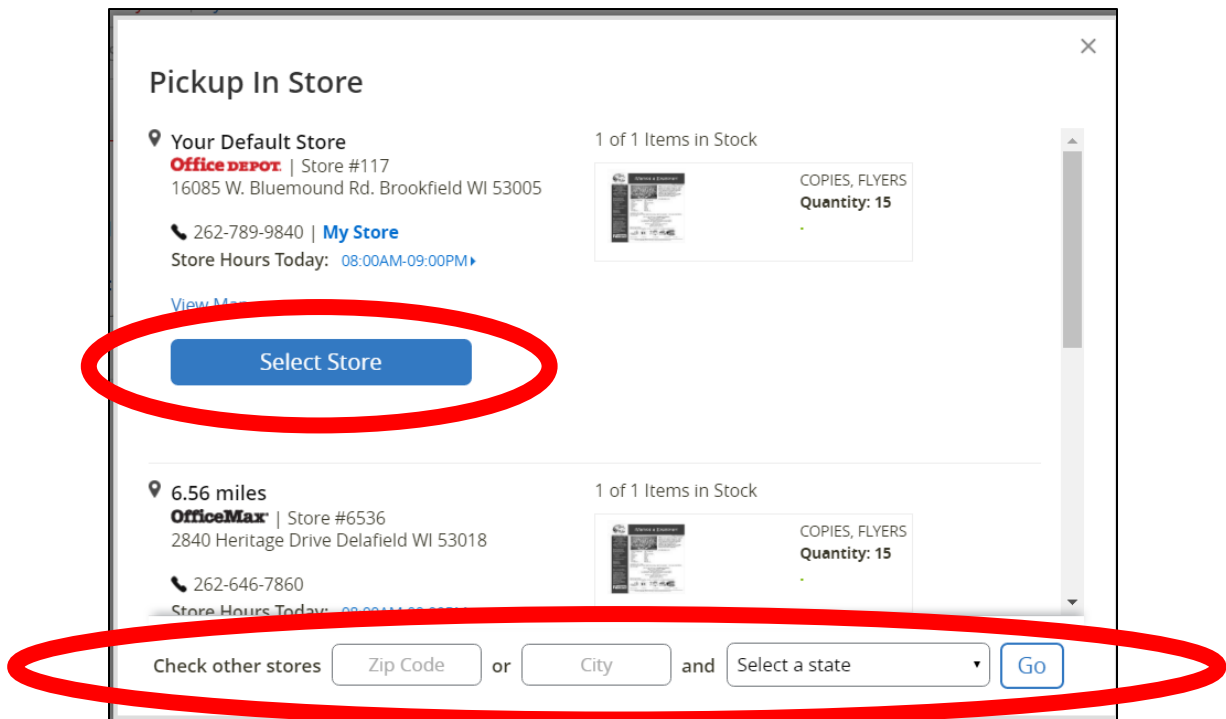


- 10.) When you have all the prints ready how you want them and you have Proceeded to Checkout, select **Pickup in Store**, and then **Change Location**.

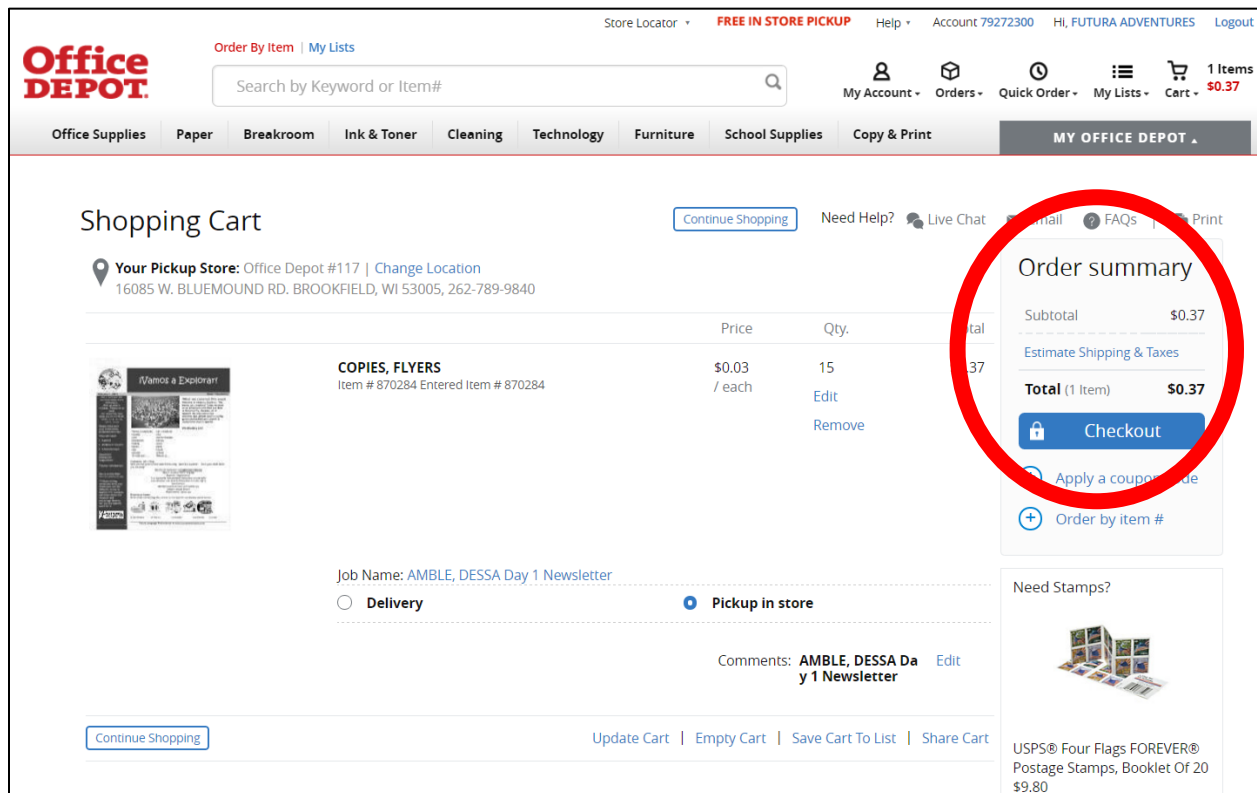


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11.) First find the store you wish to pick up your prints at using the search function in the pop-up, and then **Select the Store** once you have found it.



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:

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▼

/

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▼

(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
<div><div></div><div>COPIES, FLYERS Item # 0870284 Entered Item # 870284</div></div> <div>\$0.03 / each</div> <div>15</div> <div><div>Edit</div></div> <div>\$0.38</div> <div><div></div></div>				

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

Subtotal \$0.38

Delivery fee FREE

Miscellaneous \$0.00

Taxes \$0.02

Total \$0.40

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