

BOOKLETS

(Multiple Page, Double-Sided Print, *booklet-style*)

- 1) Go to Staples **BOOKLETS** page: <https://www.staples.com/services/printing/copies-documents-printing/booklets/>
- 2) Click **START PROJECT**:

Staples

Home > Document Printing > Booklets

Booklets

Same-day options available¹

Perfect for sharing informative content like event programs, instruction manuals and product catalogs.

From \$1.36 per 8 pages in black & white

Start Project

How it Works

- 1 Start your project**
Upload your chosen files straight from the cloud, or from your personal files.
- 2 Customize your document**
Choose the size and paper type for your project.
- 3 Place your order**
Continue to delivery and payment options to complete your purchase.

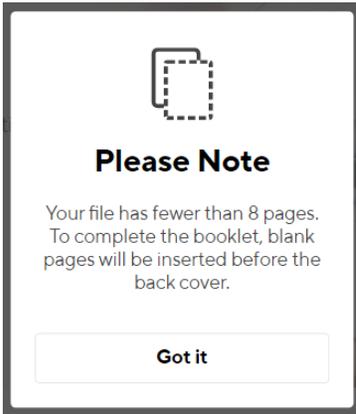
- 3) To upload your doc, choose **My Computer**:

Browse Your Files

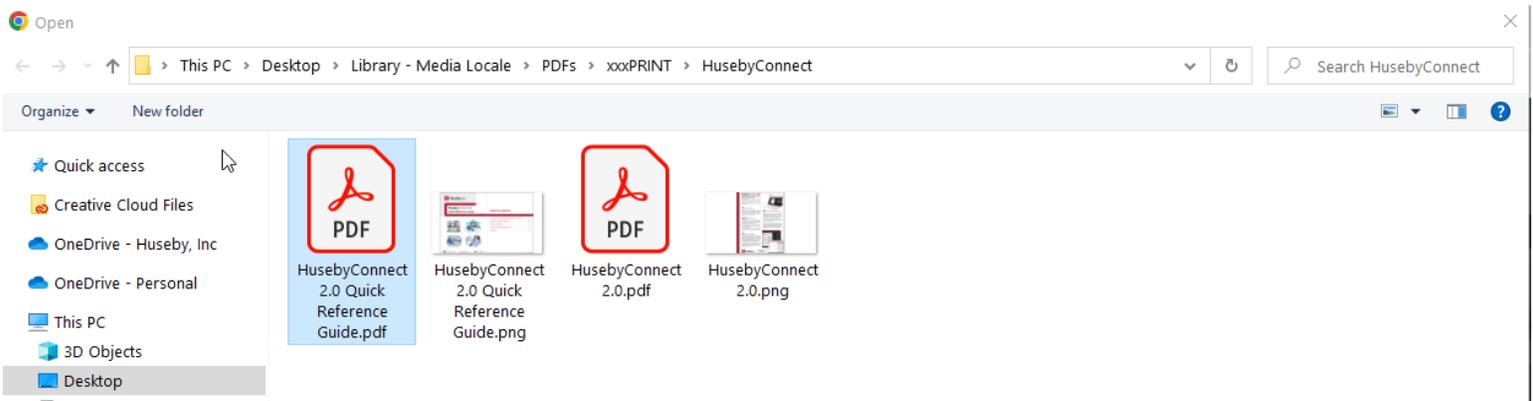
My Computer Dropbox Google Drive OneDrive

Supported formats: PDF DOC PPT PUB JPG PNG

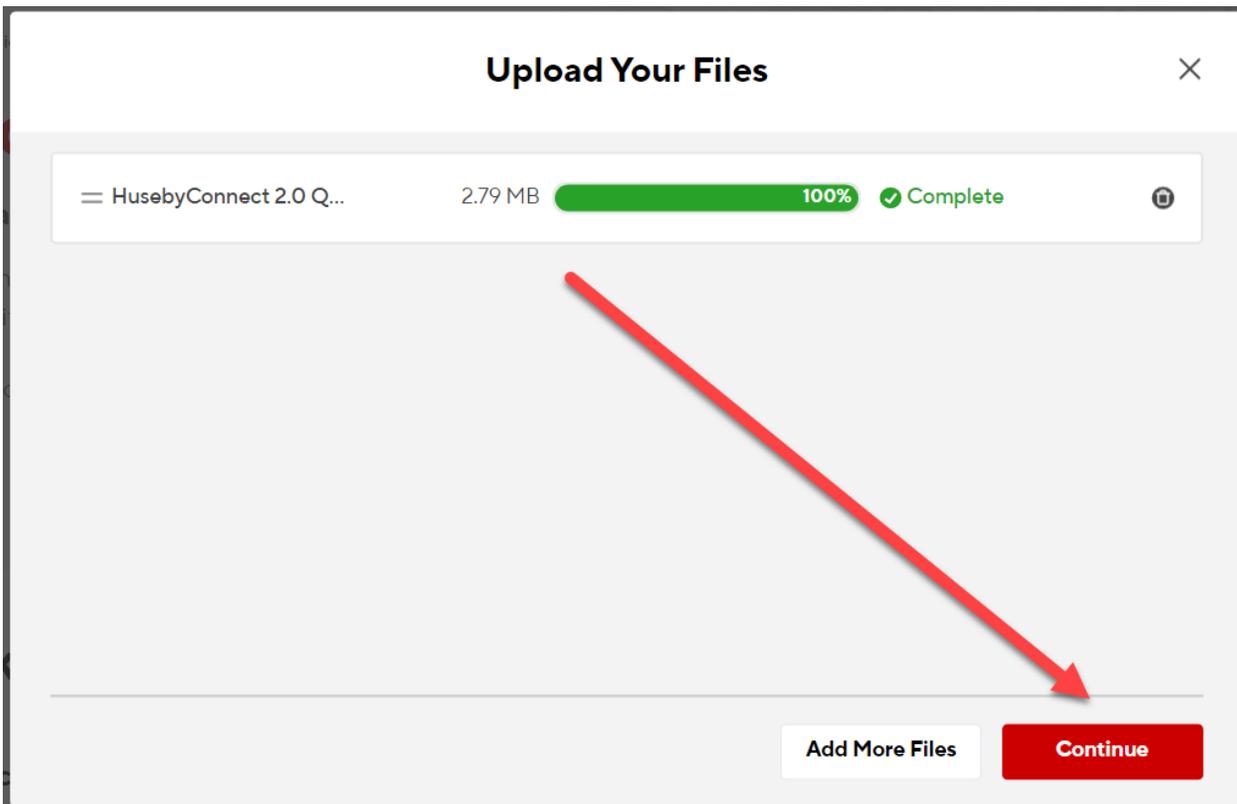
You may receive a notice like this. Just click **GOT IT**, if you do.



4) Upload the **DOCUMENT** you downloaded from the library:



5) When 100% uploaded, click **CONTINUE**.



6) Make sure 8.5" x 11" is chosen; **PORTRAIT** is chosen.

The screenshot shows the Staples Builder interface for a document titled "HusebyConnect 2.0 Quick Reference Guide". The document is displayed in a preview window, showing a cover page with the Huseby.com logo and several sections with icons. To the right of the preview, there are configuration options for "Size" and "Orientation". The "Size" options are Small (5.5" x 8.5"), Medium (7" x 8.5"), and Large (8.5" x 11"). The "Orientation" options are Portrait and Landscape. Red arrows point to the "Large" size option and the "Portrait" orientation option. Below the preview, there are navigation arrows and a page indicator showing "1 of 8". At the bottom right, there is a "Pre-Tax Subtotal: \$6.35" and a red "Next" button.

You can scroll through the document to preview how it will print:

The screenshot shows the Staples Builder interface for a document titled "MANAGE EXHIBITS MODULE" and "YOUR LIVE EVENT". The document is displayed in a preview window, showing two pages of text and images. To the right of the preview, there are configuration options for "Size" and "Orientation". The "Size" options are Small (5.5" x 8.5"), Medium (7" x 8.5"), and Large (8.5" x 11"). The "Orientation" options are Portrait and Landscape. Below the preview, there are navigation arrows and a page indicator showing "4-5 of 8". At the bottom right, there is a "Pre-Tax Subtotal: \$6.35" and a red "Next" button.

7) Choose both your COVER and INSIDE paper types. Then click NEXT.

Copy of March Madness Bracket x Builder | Copies & Documents P | x +

staples.com/services/printing/Document-Printing/Builder/#/wizard/94494ab0-4fbc-4fa6-a1d4-a8428e94661d/pto-product-p301-booklets?builderViewKey=configurator&stepKey=paper

Staples

Layout 2. Paper 3. Ink 4. Quantity

Cart

MANAGE EXHIBITS MODULE

YOUR LIVE EVENT

JOINING YOUR EVENT

TILES

CONNECTING AUDIO & VIDEO

DUAL MONITOR OPTIONS

SCREENSHARE

CREATE & NAVIGATE FOLDERS

UPLOAD EXHIBITS

ORGANIZE & EDIT EXHIBITS

PREVIEW EXHIBITS

MOVE FILES & FOLDERS

File Permissions

Inside Paper: Standard White

Same as inside paper

Use a different cover paper

Pre-Tax Subtotal: \$6.35

Next

8) Choose COLOR ink for both COVER and INSIDE. Click NEXT.

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staples.com/services/printing/Document-Printing/Builder/#/wizard/94494ab0-4fbc-4fa6-a1d4-a8428e94661d/pto-product-p301-booklets?builderViewKey=configurator&stepKey=ink

Staples

Layout Paper 3. Ink 4. Quantity

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MANAGE EXHIBITS MODULE

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PREVIEW EXHIBITS

MOVE FILES & FOLDERS

File Permissions

Inside Pages Color

Color Ink

Black Ink

WHY USE COLOR? 82% That's how much you'll increase attention span and recall if you choose to print your project in color.

Cover Color

Color Ink

Black Ink

Pre-Tax Subtotal: \$6.35

Next

9) Choose your QUANTITY.

Copy of March Madness Bracket x Builder | Copies & Documents P... x

staples.com/services/printing/Document-Printing/Builder/#wizard/a48cf349-4d6b-4c24-9b99-ef231c2784aa/pto-product-p301-booklets?builderViewKey=configurator&stepKey=copies

Staples

Layout Paper Ink 4. Quantity

Printing Special Instructions

Project Name

HusebyConnect 2.0 Quick Refer...pdf [Rename](#)

Number of Copies

– 25 +

Pre-Tax Subtotal: \$153.85

[Choose Delivery Method](#)

[Review Summary](#)

10) Then click CHOOSE DELIVERY METHOD to continue finalizing your order.