

BROCHURES (PRINT-TO-EDGE)

Very important:

- Brochures are PRINT-TO-EDGE (full bleed) – *without a white border*.
- Print-to-edge requires **advance ordering and must be shipped**. Same day/next day print - pick-up in store - is not available.
- Though an option will present during ordering to insert a white border/print in-store, brochures would print improperly if this choice were made.

1) Go to Staples BROCHURES page: <https://www.staples.com/services/printing/sales-marketing/brochures>

2) Choose **Upload Your Design**:

Brochures

Place in strategic locations
... more

Print & Marketing Services > Sales & Marketing Materials > **Brochures**

Upload Your Design
Upload your brochure design

Browse Designs
Use one of our designs and add your own text and images

Create Your Own
Start with your logo or a blank canvas

PEDIATRIC DENTAL CLINIC

Our Philosophy
This is where your young patients will receive all their dental care. We provide a safe, comfortable, and fun environment for your child's dental needs. Our pediatric dentists and staff are specially trained to provide the best care for your child's dental health.

Our Team
1. Meet our dentists
2. Meet our staff
3. Meet our hygienists
4. Meet our receptionists
5. Meet our assistants
6. Meet our front desk

Modify this sample text to suit your needs.

Service Options
This is where your child will receive all their dental care. We provide a safe, comfortable, and fun environment for your child's dental needs. Our pediatric dentists and staff are specially trained to provide the best care for your child's dental health.

Use this sample text area to tell customers about your products and services.

Tell people about your company here.

3) Upload the **FRONT** file first. Make sure brochure size is **8.5 x 11**.

View Pricing Details

Upload Your Own

Brochures Tri-Fold

Brochure Size

8.5 x 11

Color Themes

Starting at
\$29.99 / set of 25

Get Started

Front Back

4) Choose **MY COMPUTER**.

Staples

Untitled Project [Rename](#)

Upload Your Own - Brochures Tri-Fold - Starting At: \$29.99

Undo Redo PDF Help Save Continue

Your Uploads

Stock Images

QR Code

Design Guidelines

Safe Area

Upload from:

My Computer Dropbox Google Drive

Supported formats: JPG PNG PDF

Front Back

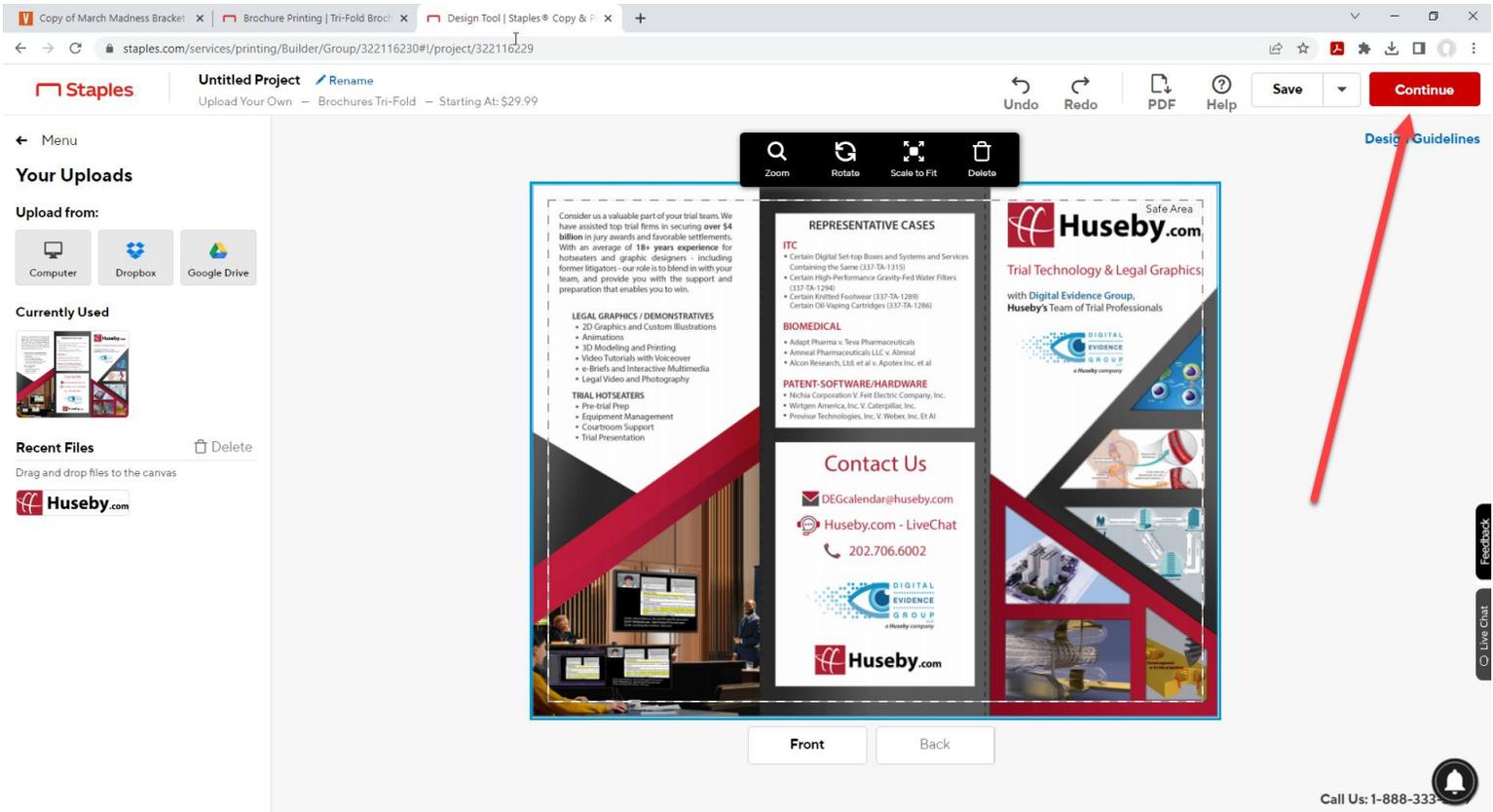
Feedback

Call Us: 1-888-333-3333

5) You will have already downloaded both print files (“Front” and “Back”). Go to your **DOWNLOADS** folder. Choose the **“Front”** file.



6) Choose **CONTINUE**:



7) Upload the BACK side:

The screenshot shows the Staples design tool interface. The top navigation bar includes the Staples logo, the project name "Untitled Project", and options for "Undo", "Redo", "PDF", "Help", "Save", and "Continue". The left sidebar contains a "Menu" button, "Your Uploads" section, and "Currently Used" files. The main canvas area is a large white rectangle with a dashed border, labeled "Safe Area". Inside the canvas, there are three upload options: "My Computer", "Dropbox", and "Google Drive". A red arrow points to the "My Computer" button. Below the upload options, it says "Supported formats: JPG PNG PDF". At the bottom of the canvas, there are two buttons: "Front" and "Back". The "Back" button is highlighted, indicating the current step. The bottom right corner of the interface shows a call number "Call Us: 1-888-333-3333" and a bell icon.

8) Click CONTINUE:

The screenshot shows the final review stage of the design tool. The top navigation bar is identical to the previous step, but the "Continue" button is now highlighted with a red arrow. The main canvas area displays a preview of the back side of the brochure, titled "LEGAL GRAPHICS". The preview includes sections for "LEGAL GRAPHICS", "PATENT ILLUSTRATIONS & ANIMATIONS", "PHARMACEUTICAL ILLUSTRATIONS", "CONSTRUCTION ANIMATIONS", "TIMELINES", and "TRIAL TECHNOLOGY / HOTSEATERS". Each section contains text and images. The "TIMELINES" section includes a diagram of a timeline. The "TRIAL TECHNOLOGY / HOTSEATERS" section includes a list of services and a photo of a courtroom. The bottom of the canvas has "Front" and "Back" buttons. The bottom right corner shows the call number "Call Us: 1-888-333-3333" and a bell icon.

9) Make certain this reads precisely as it appears below (Brochures for delivery will be printed to the edge.) If it does not, choose that. These brochures are designed ONLY for print-to-edge, which requires delivery. Store pickup is not an option. If you choose store pickup, a white edge will be added to both sides, cutting off critical information and your brochures will not print properly:

It should **NOT** look like this:



❶ Brochures for store pickup will be printed with a white border. [Preview Brochures for delivery.](#)

It should look like this:

Copy of March Madness Bracket | Brochure Printing | Tri-Fold Broc... | Approve | Staples®

staples.com/services/printing/review/group/322116230

Sign In

Approve Your Design

Please review product carefully and check the spelling. [Edit Design](#)

Front

Back

Brochures Tri-Fold

[Download PDF Proof](#)

I have reviewed my product and have checked the spelling.

Subtotal **\$29.99**

[Continue](#)

❶ Brochures for delivery will be printed to the edge. [Preview Brochures for store pickup.](#)

10) Once you are certain your order is set for delivery AND the preview does not show a white edge around the front and back images, click the box to indicate you have reviewed the product:

Copy of March Madness Bracket | Brochure Printing | Tri-Fold Broc | Approve | Staples®

staples.com/services/printing/review/group/322116230

Staples

Sign In

Approve Your Design

Please review product carefully and check the spelling. [Edit Design](#)

Front

Back

I have reviewed my product and have checked the spelling.

Subtotal **\$29.99**

Continue

11) Click **CONTINUE**.

Copy of March Madness Bracket | Brochure Printing | Tri-Fold Broc | Approve | Staples®

staples.com/services/printing/review/group/322116230

Staples

Sign In

Approve Your Design

Please review product carefully and check the spelling. [Edit Design](#)

Front

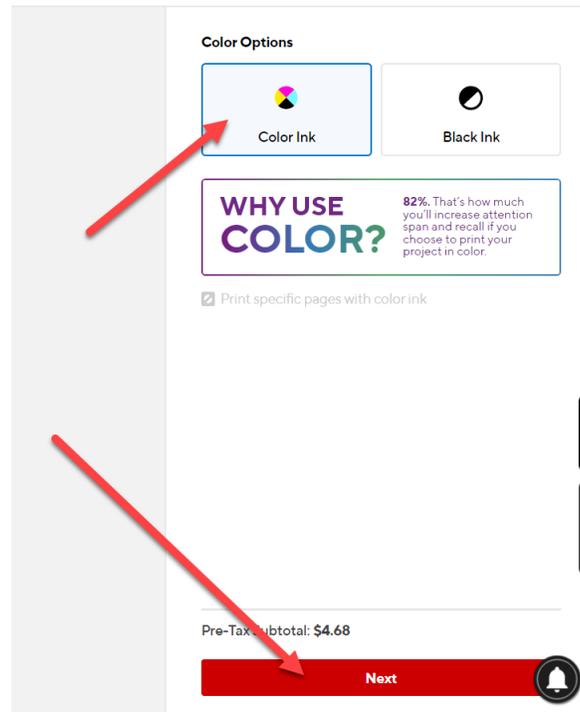
Back

I have reviewed my product and have checked the spelling.

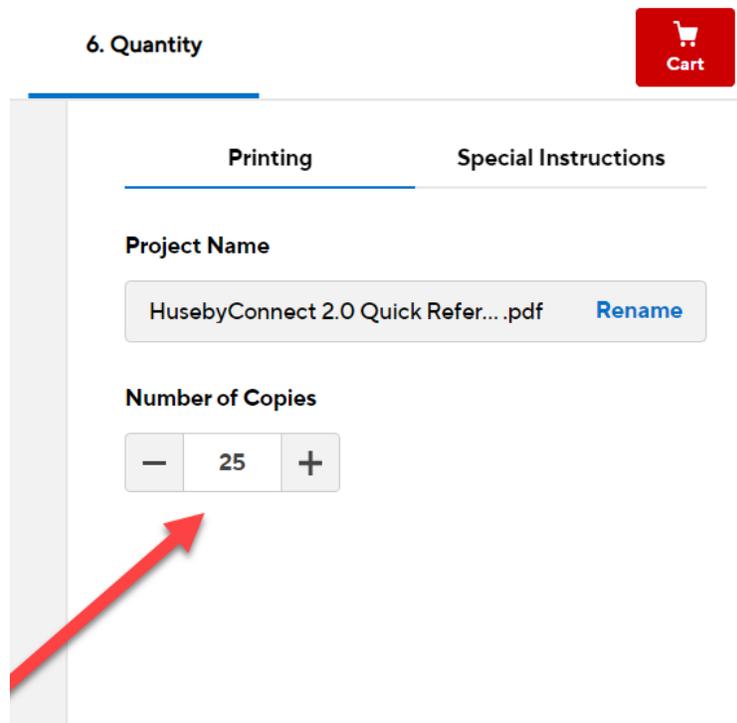
Subtotal **\$29.99**

Continue

12) Choose **COLOR**. Click **NEXT**. Then **QUANTITY**. Then click **NEXT**.



13) Then **QUANTITY**. Then click **NEXT**.



14) Complete your payment details, shipping details, and purchase.