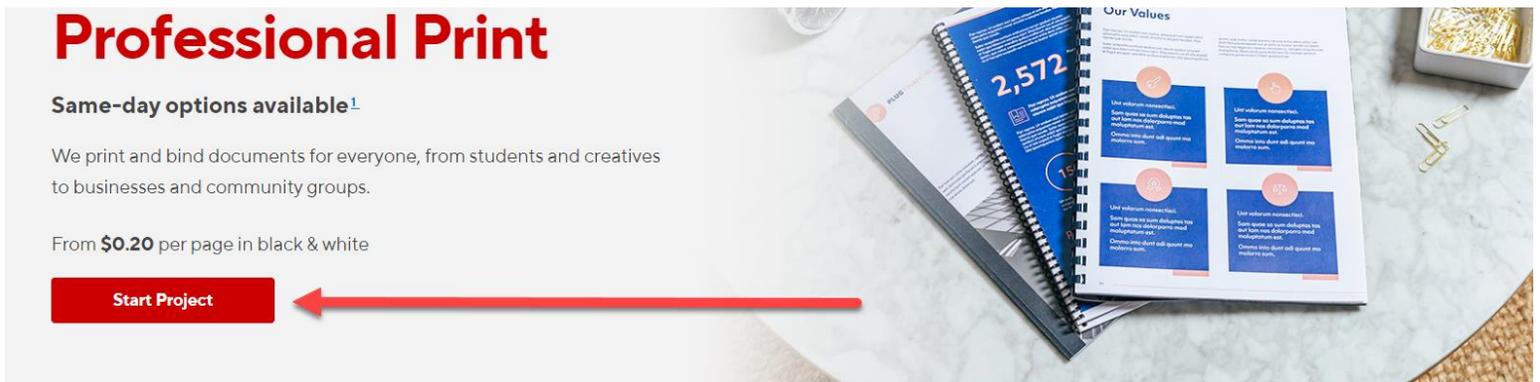# DOCUMENTS

(Single or Multi-Page; Front Print or Double-Sided Print)

Want 'BOOKLET-STYLE'? Click HERE for a different set of instructions.

1) **Go to Staples PROFESSIONAL PRINT page:** https://www.staples.com/services/printing/copies-documents-printing/professional-print/

2) **Click START PROJECT:**

How it Works

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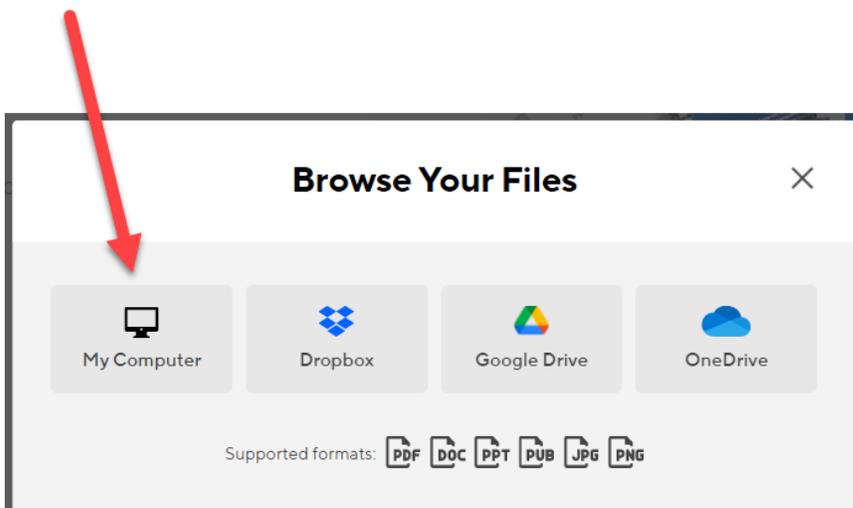
2 **Customize your document**
Choose the binding, finish, size and paper type for your project.
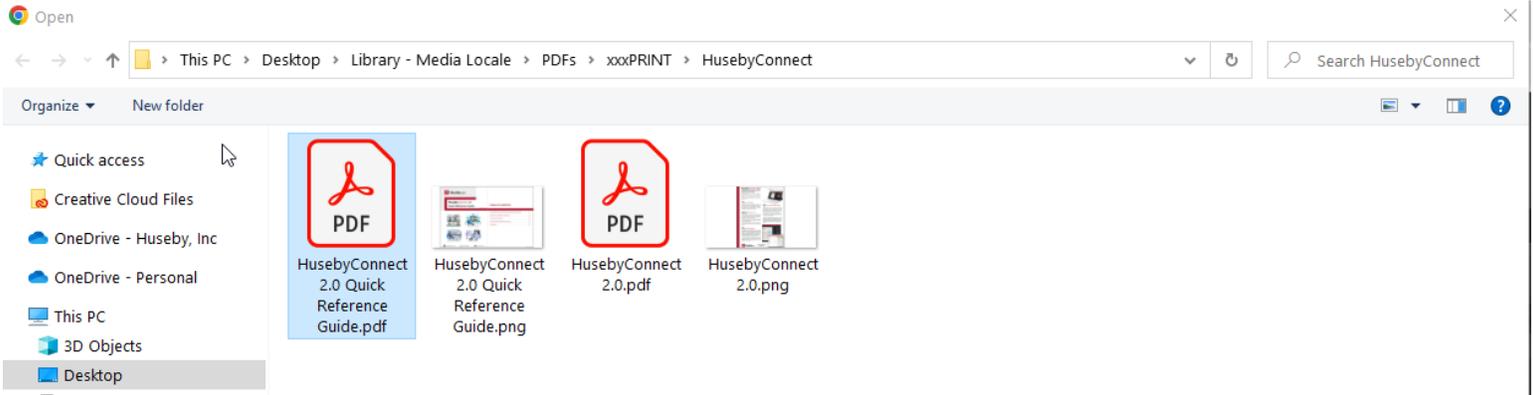
3 **Place your order**
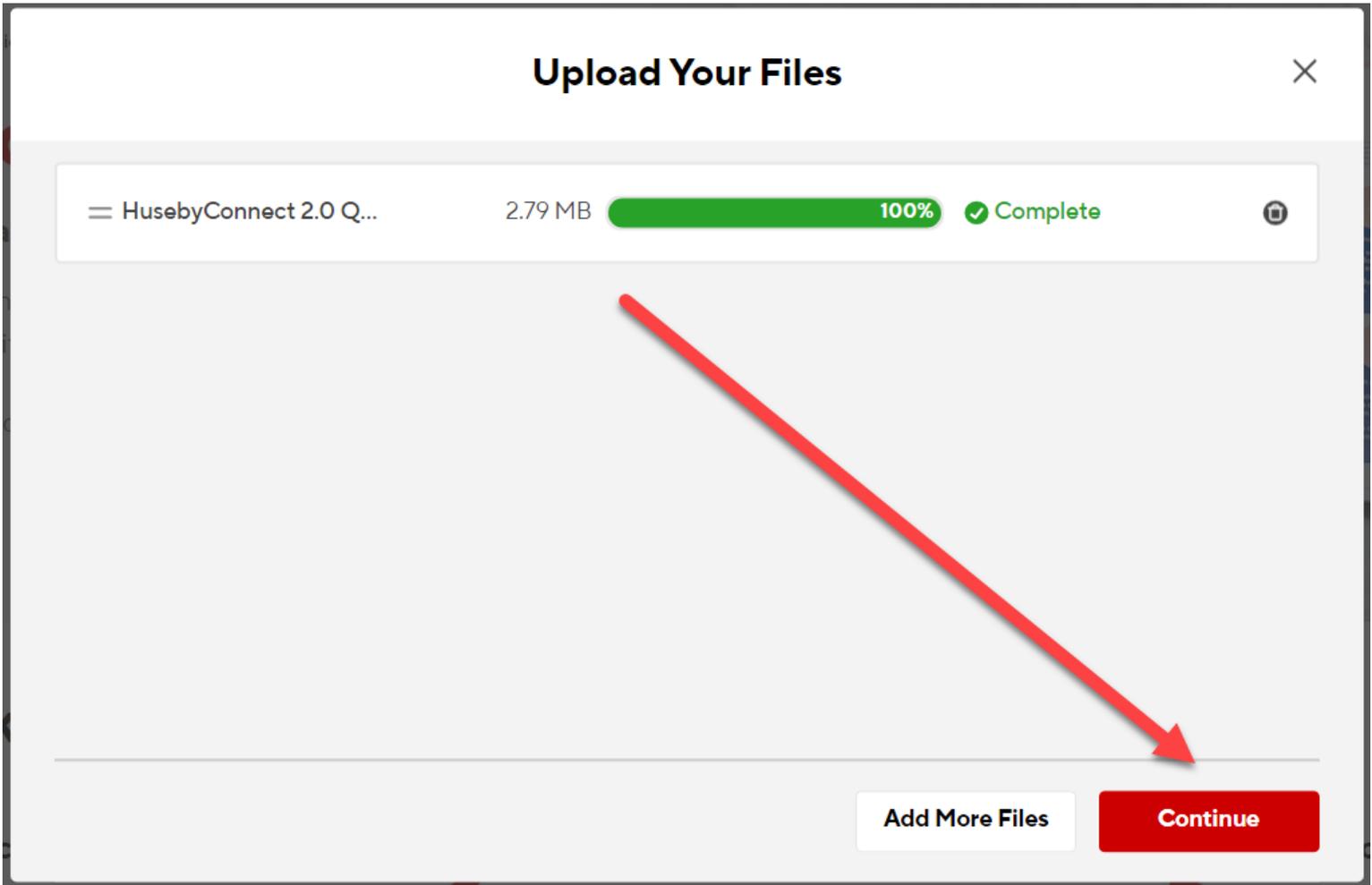Continue to delivery and payment options to complete your purchase.

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

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.

7) For documents such as a Reference Guide (that you will simply staple at the top edge), choose **PRINT TO EDGE**, **DOUBLE-SIDED**, **HEAD TO HEAD**. For a single page document, simply choose **PRINT TO EDGE**. Once all choices are set, click **NEXT**:

8)   **Click the standard paper drop-down to choose paper type. STANDARD WHITE works well (see below).**

Then click NEXT:

9) Choose COLOR ink. Then click NEXT:

10) BINDING defaults to NO BINDING. Here you can choose your binding, such as STAPLE. Then click NEXT.

11) Choose NO FINISHING. Then click NEXT.

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

13) Choose your QUANTITY.
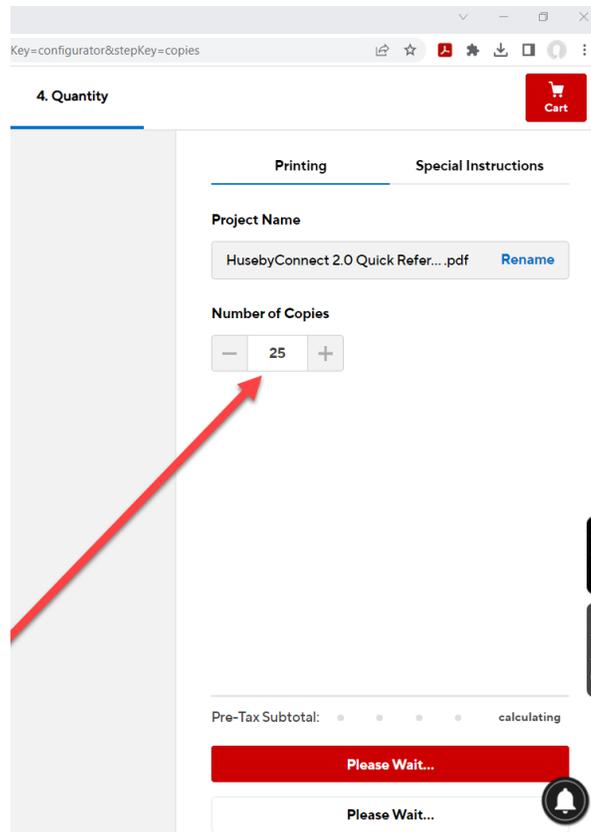
14) Continue to choose SHIPPING and PAYMENT details to complete your order.