

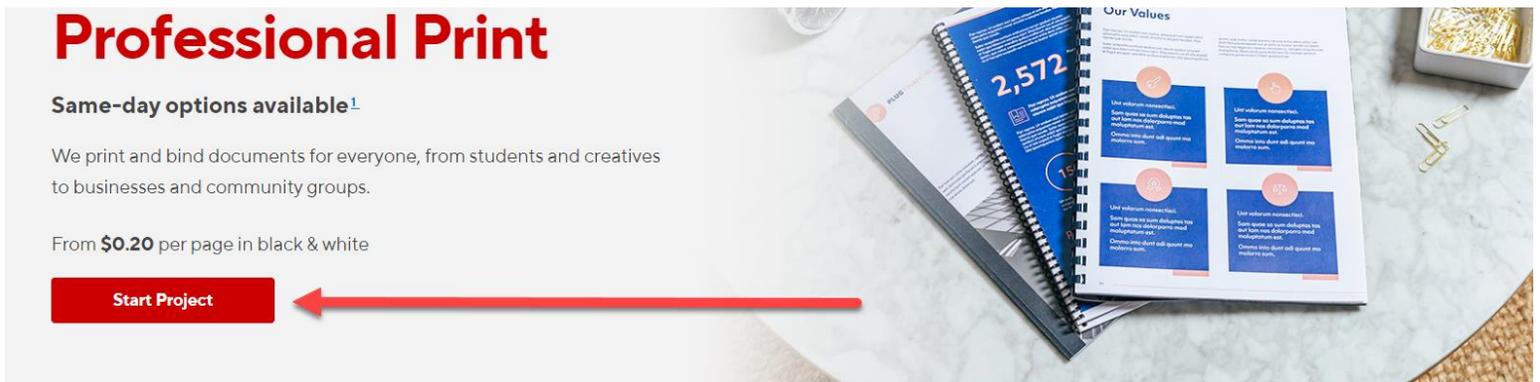
# DOCUMENTS

(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

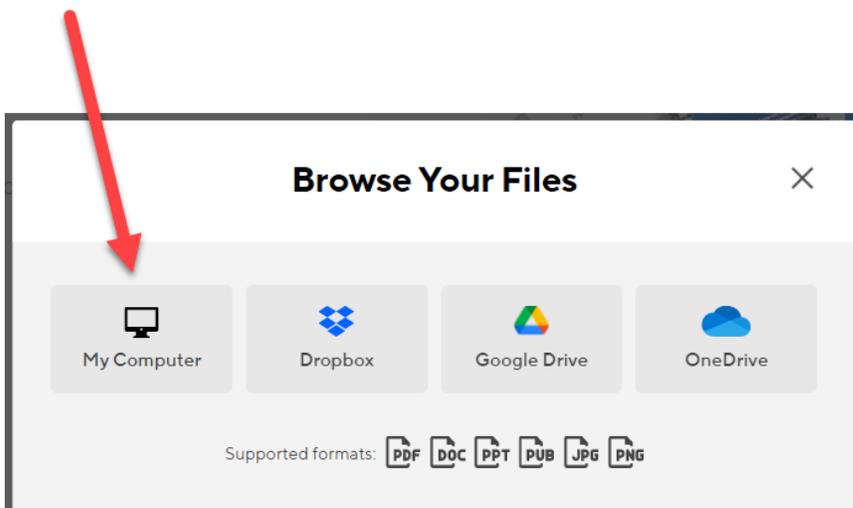
Choose the binding, finish, size and paper type for your project.

### 3

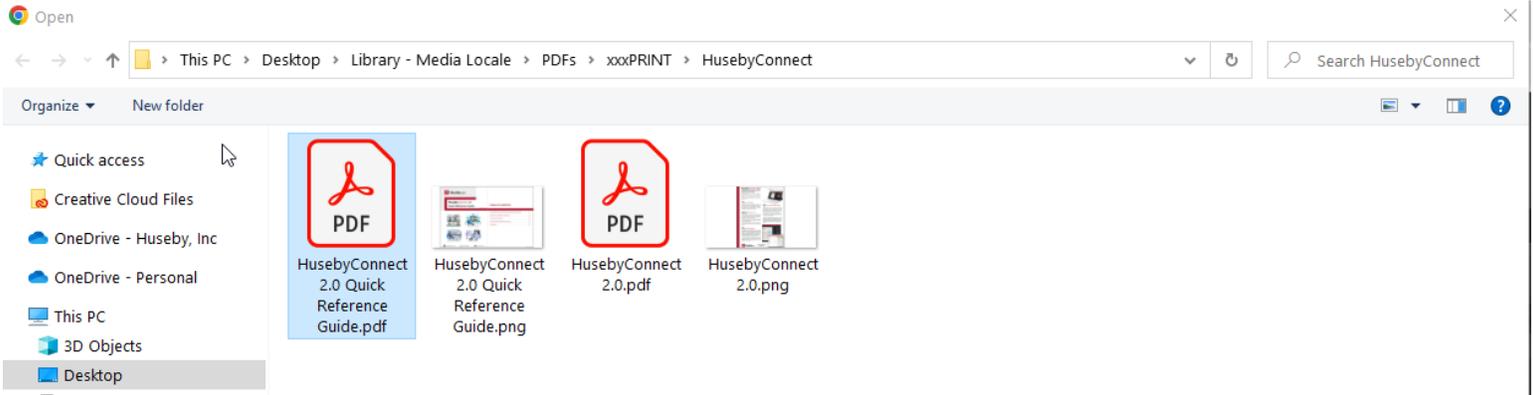
### Place your order

Continue to delivery and payment options to complete your purchase.

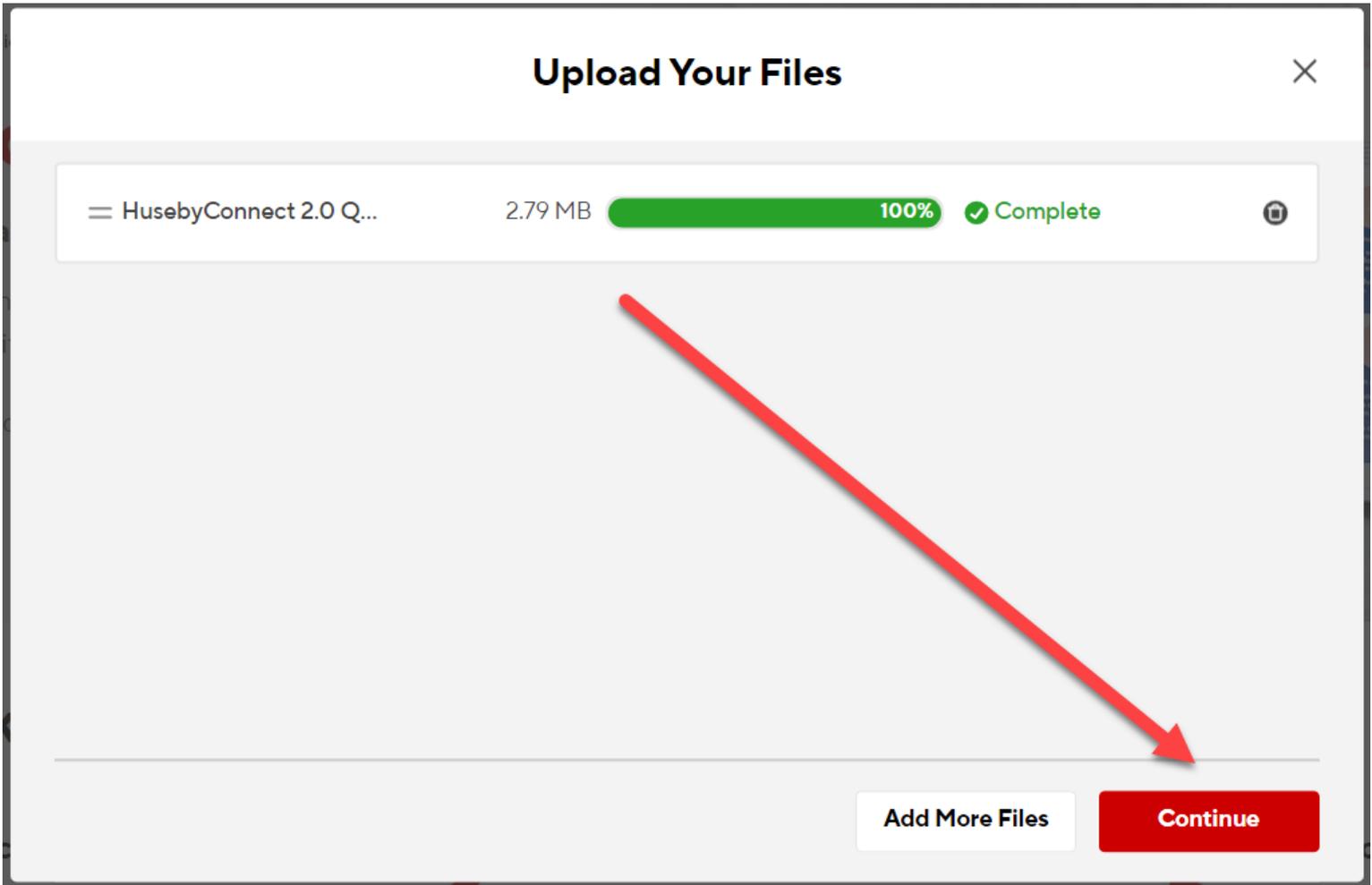
3) To upload your doc, choose **My Computer**:



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).

Staples

Layout 2. Paper 3. Ink 4. Binding 5. Finishing 6. Quantity

Paper Type: Standard White

- Standard Paper  
Everyday paper, 24-32 lb
- Premium & Specialty Paper  
White heavyweight, shiny finish & special uses
- Standard Color Paper  
Everyday colored paper, 20-32 lb
- Cardstock Color Paper  
Mid-heavy-weight colored paper, 45-110 lb

Secondary Paper Option

Include a second paper type

Pre-Tax Subtotal: \$4.68

Next

4. Binding 5. Finishing 6. Quantity

Paper Type: Standard White

- Standard Paper  
Everyday paper, 24-32 lb
- Basic White  
24lb • Lightweight • For single-sided printing
- Standard White**  
28lb • Smooth, mid weight • For images, everyday printing  
Top Pick
- Executive White  
32lb • Smooth, thicker weight • For presentations, brochures  
Top Pick
- Premium & Specialty Paper  
White heavyweight, shiny finish & special uses
- Standard Color Paper

Pre-Tax Subtotal: \$4.68

Next

Then click **NEXT**:

9) Choose **COLOR** ink. Then click **NEXT**:

Copy of March Madness Bracket x Marketing OKRs x Staples® Official Online Store x Builder | Copies & Documents Pr x +

staples.com/services/printing/Document-Printing/Builder#wizard/71083041-575e-4797-80bb-0b407d36ab82/pto-product-p227-simple-print?builderViewKey=configurator&stepKey=ink

Staples

Layout Paper **3. Ink** 4. Binding 5. Finishing 6. Quantity

Color Options

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.

Print specific pages with color ink

Pre-Tax Subtotal: \$4.68

Next

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

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staples.com/services/printing/Document-Printing/Builder#wizard/71083041-575e-4797-80bb-0b407d36ab82/pto-product-p227-simple-print?builderViewKey=configurator&stepKey=binding

Staples

Layout Paper Ink **4. Binding** 5. Finishing 6. Quantity

No Binding

Binding Options: No Binding

Comb Round plastic spine holds pages together and lays flat

Coil Durable spiral coil lets pages flip 360 degrees

Cover Bind Book-like spine with clear front cover and black back

3 Ring Binder D-ring binder with clear plastic sleeves on outer covers

Stapled Corner or side stapling

Pre-Tax Subtotal: \$4.68

Next

11) Choose **NO FINISHING**. Then click **NEXT**.

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staples.com/services/printing/Document-Printing/Builder#wizard/71083041-575e-4797-80bb-0b407d36ab82/pto-product-p227-simple-print?builderViewKey=configurator&stepKey=finishing

Staples Layout Paper Ink Binding **5. Finishing** 6. Quantity

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1 of 7

Pre-Tax Subtotal: \$4.71

**Next**

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

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staples.com/services/printing/Document-Printing/Builder#wizard/94494ab0-4fcb-4fa6-a1d4-ab428e94661d/pto-product-p301-booklets?builderViewKey=configurator&stepKey=ink

Staples Layout Paper **3. Ink** 4. Quantity

**MANAGE EXHIBITS MODULE** **YOUR LIVE EVENT**

**CREATE & NAVIGATE FOLDERS** **UPLOAD EXHIBITS**  
**ORGANIZE & EDIT EXHIBITS** **PREVIEW EXHIBITS**  
**FILE PERMISSIONS** **MOVE FILES & FOLDERS**

**JOINING YOUR EVENT**  
**TILES**  
**CONNECTING AUDIO & VIDEO**  
**DUAL MONITOR OPTIONS**  
**SCREENSHARE**

**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.

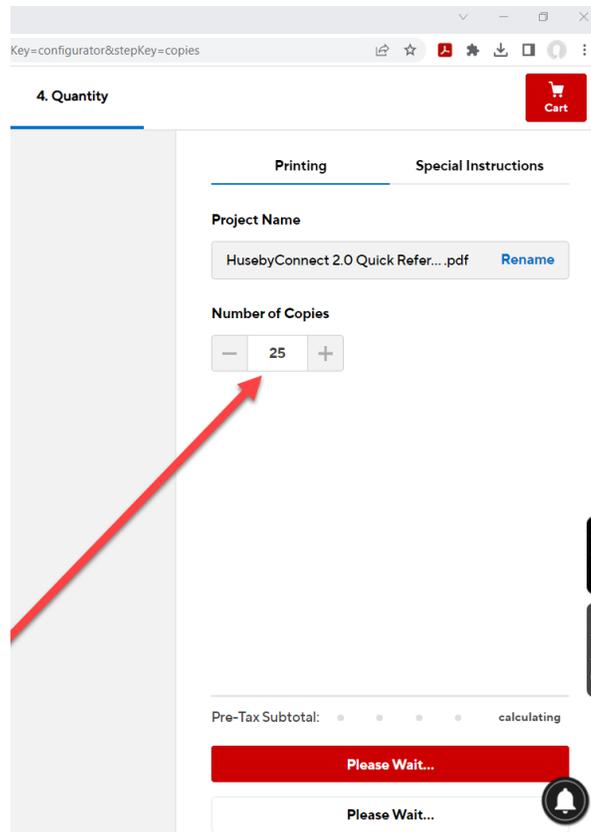
**Cover Color**  
Color Ink Black Ink

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Pre-Tax Subtotal: \$6.35

**Next**

13) Choose your **QUANTITY**.



14) Continue to choose **SHIPPING** and **PAYMENT** details to complete your order.