



BUSINESS IS **HUMAN**

# Document Printing User Guide

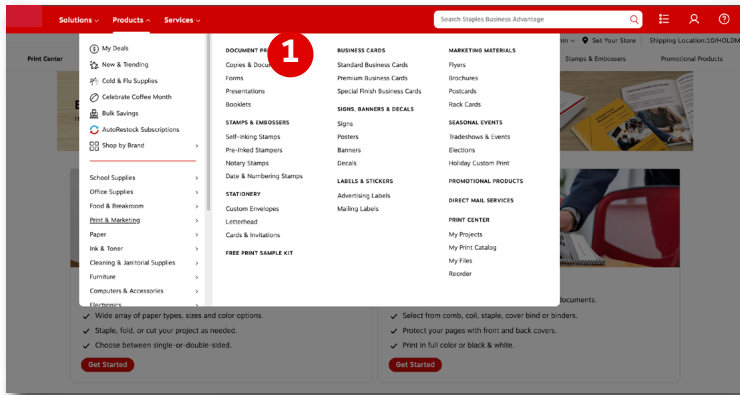
Staples Advantage online tools make it easy.

# Document Printing

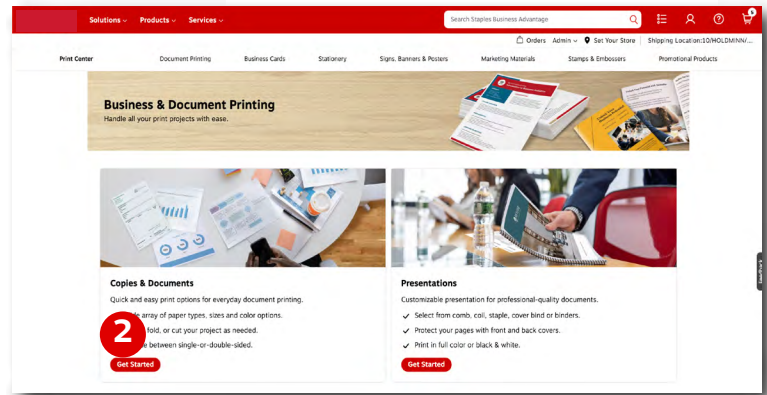
Our homepage is divided into sections to make ordering your print products easy. This guide explains how to use the section titled “Document Printing.”

**You can order these Document Printing Projects online for pick up in-store or delivery:**

- Banners
- Booklets
- Brochures
- Business Forms
- Presentations
- Flyers
- Manuals
- Posters
- Engineer Prints
- More

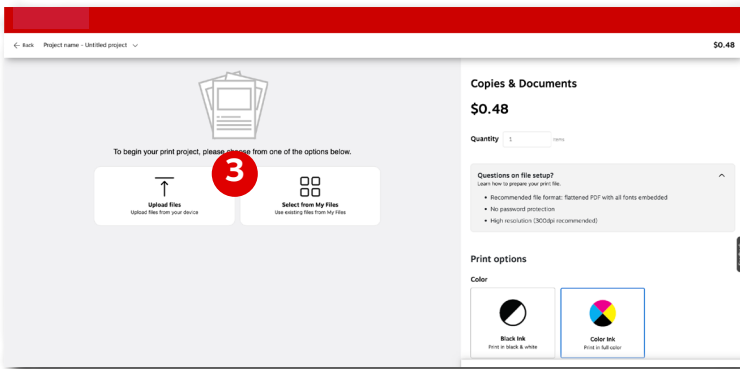


- 1** After logging into your StaplesAdvantage.com account, click **Products** (in the top navigation) then **Print & Marketing Services** (in the “By Category” menu) then **Document Printing**.

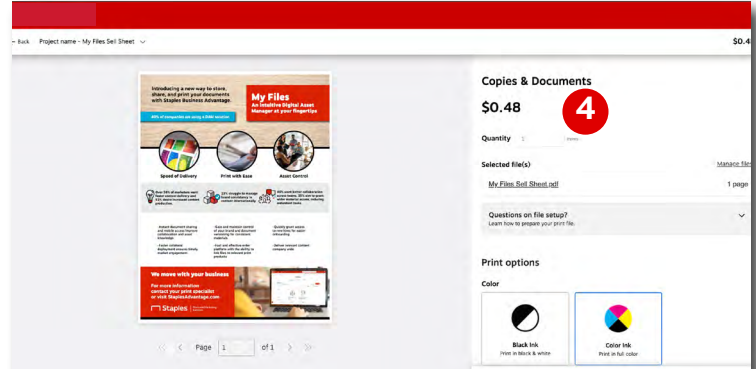


- 2** Select either **Copies & Documents** or **Presentations**.
- Copies & Documents - for everyday print needs
- Presentations - for page by page customization

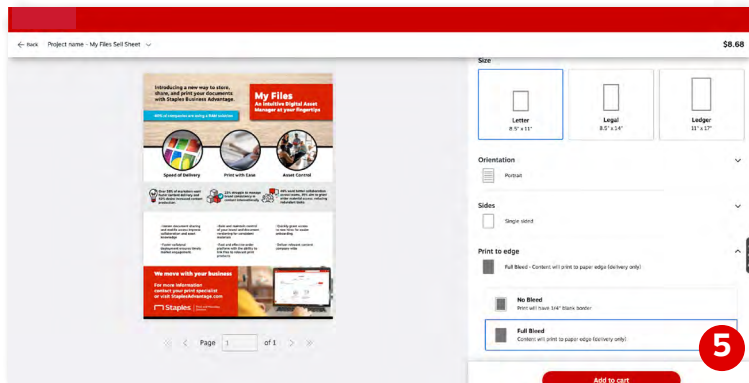
## Copies & Documents



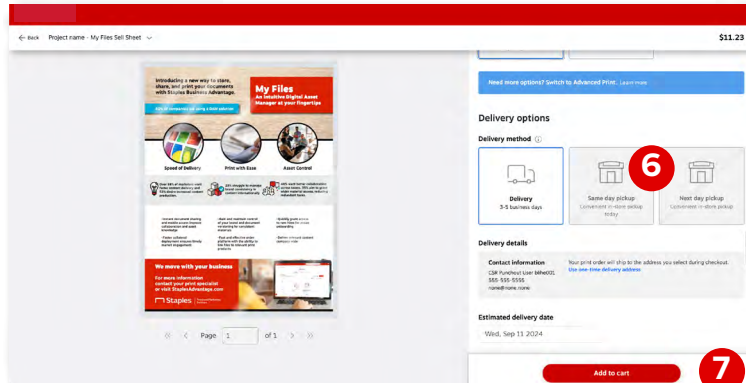
- 3** After arriving to Documents & Copies, select upload file to upload to choose from your computer or select from My Files which are files stored on StaplesAdvantage.com



- 4** After uploading your document, input your quantity.



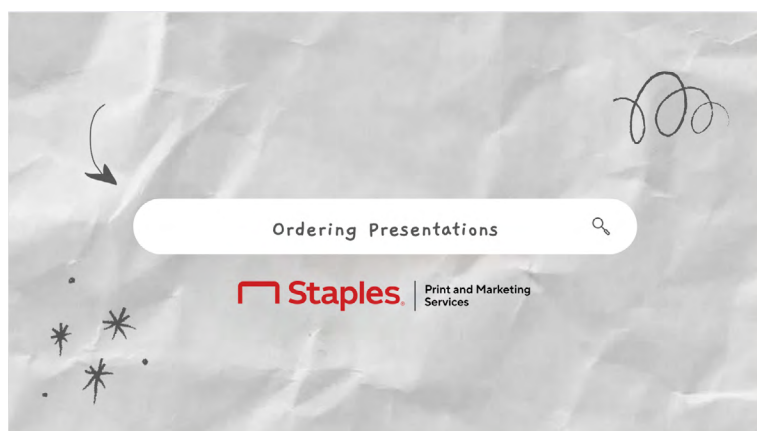
- 5** Select:
- Size
  - Orientation
  - Duplexing
  - Full Bleed
  - Paper Type
  - Color or Black and White



- 6** Select your finishing options (i.e. Stapling, Folding, Quarters, and Lamination)

Verify your Fulfillment method and delivery details

- 7** Add to Cart



**Click [here](#)  
for a video  
tutorial**

## FAQ's

Q: What is Full Bleed?

A: Full bleed is when your document's printed area goes to the edge of the paper.

Q: Should I choose Copies and Documents or Presentations?

A: For documents with minimal customization, select Copies and Documents

For documents that require a page by page customization select Presentations (see next page for instructions)

Q: Where can I upload additional documents to My Files?

A: Navigate to your print center then to My Files to upload or change documents

Q: What if I need additional assistance?

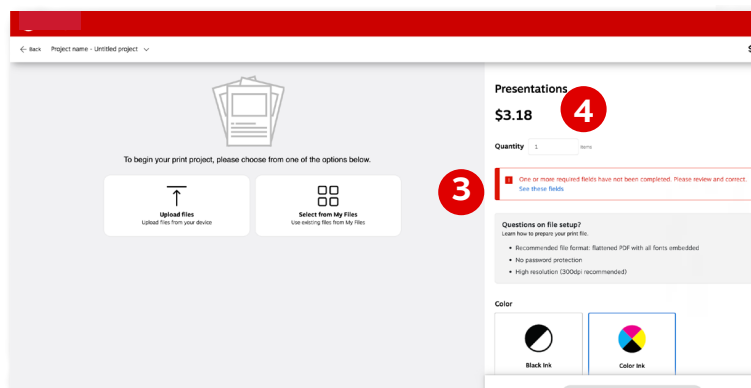
A: Our chat feature on Staples Advantage has a live print expert on the other end ready to assist with questions or product specifications or contact your Print Expert for assistance ordering or for post order support.

Q: When will I get my order?

A: Please note that all delivery dates provided are estimates and not guaranteed. We recommend confirming availability directly with the store for Same Day and Next Day store pickups. Depending on the store's current capacity, your order may be transferred to a production facility to ensure the highest quality and service efficiency, which could extend the time frame of when your project would be ready.

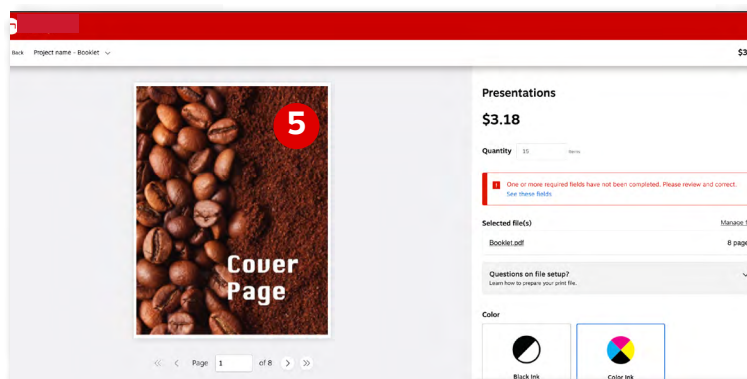


# Presentations



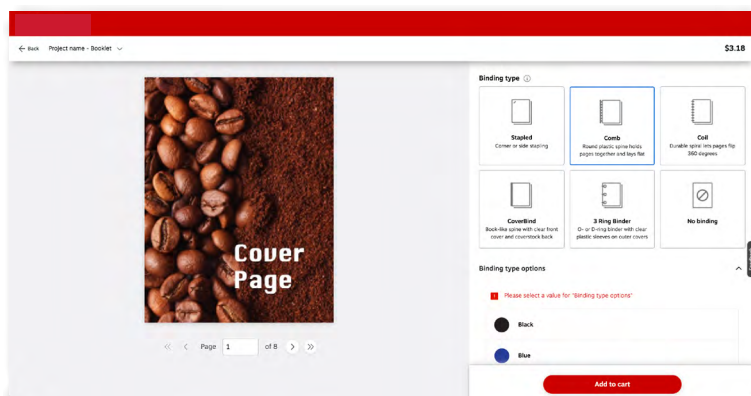
**3** After arriving to Presentations, select upload file to upload to choose from your computer or select from My Files which are files stored on StaplesAdvantage.com

**4** Input your Quantity



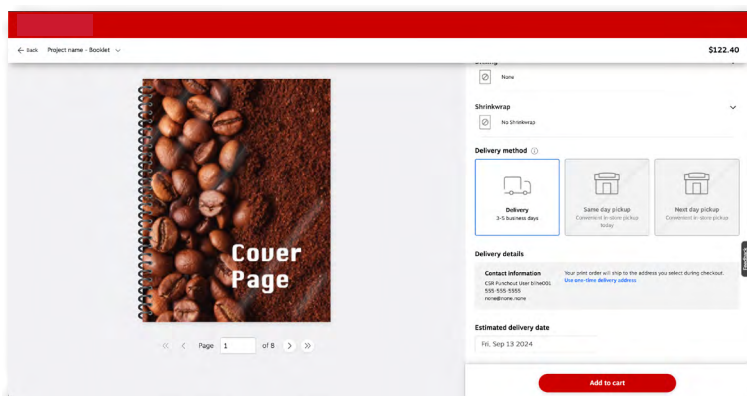
**5** Select:

- Orientation
- Duplexing
- Stock options
- Bleeds

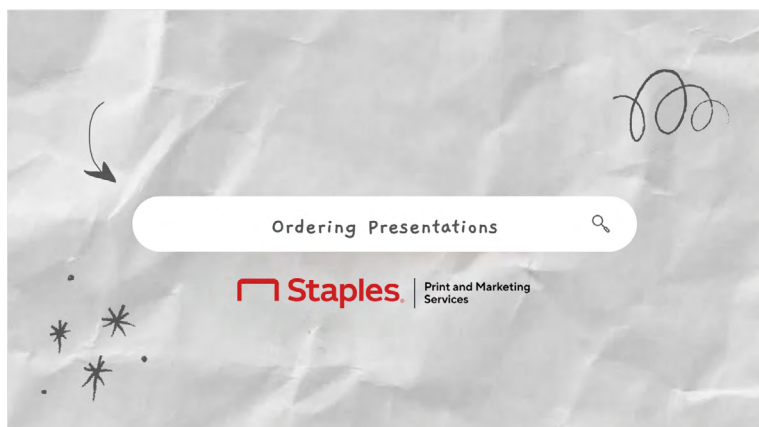


**6** Select:

- Binding type
- Bing Color
- Cover options



**7** After deciding on your finishing options, review your delivery method then add to cart.



**Click [here](#)  
for a video  
tutorial**