



Quick Reference Guide

Ordering your custom print items on Staples Business Advantage

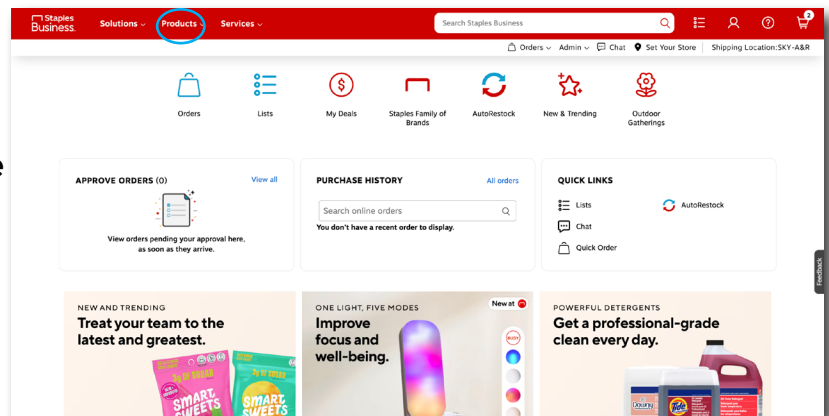
SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

 **Staples**Business™

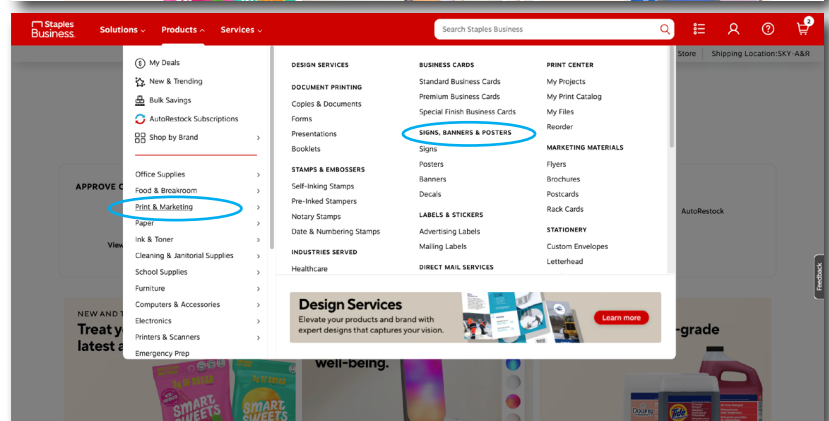
Getting Started

San Mateo County Community College District has partnered with Staples Business to create a seamless process for ordering all of your print needs. The below process explains how to order your custom print items.

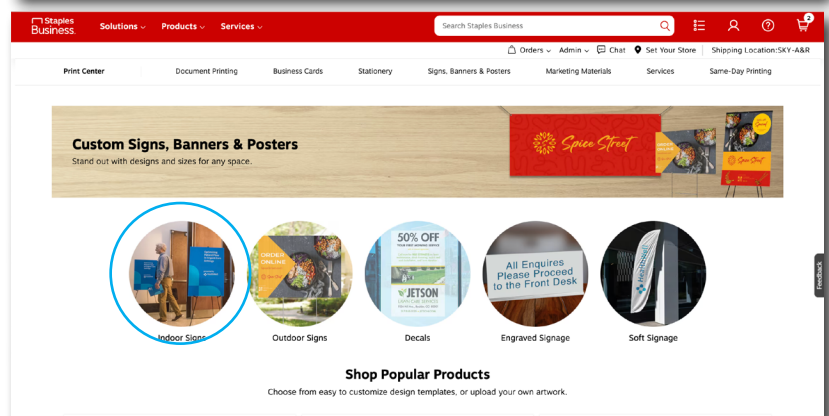
1. After logging into StaplesBusiness.com, navigate to the Products Tab in the upper left hand corner.



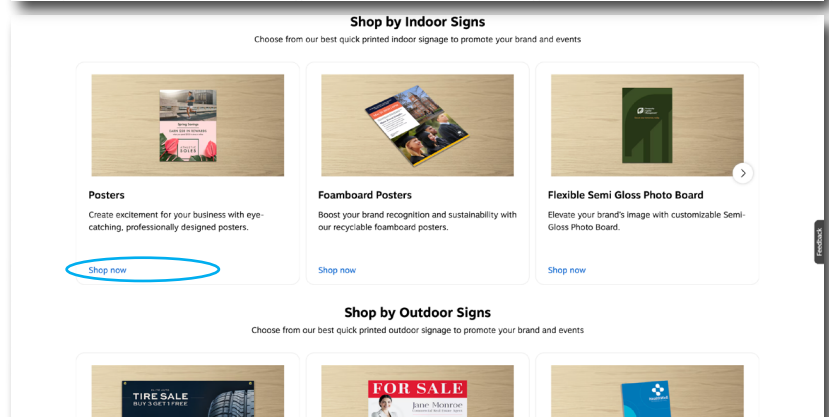
2. Hover over Print & Marketing
3. Choose your category (i.e. Signs, Banners & Posters)



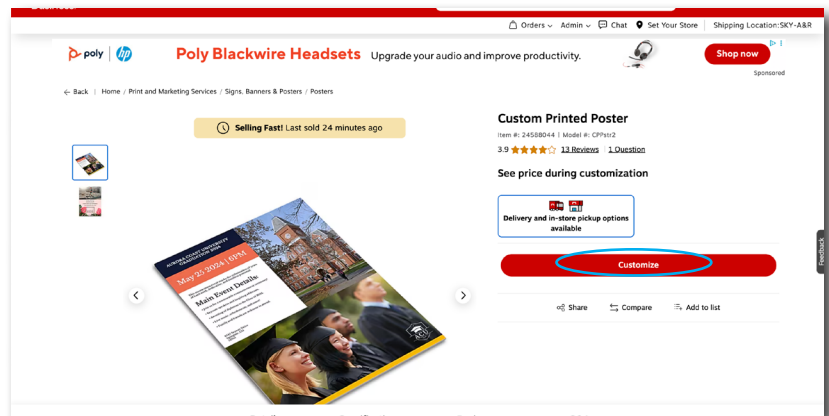
4. Choose your product (i.e. Indoor Signs)



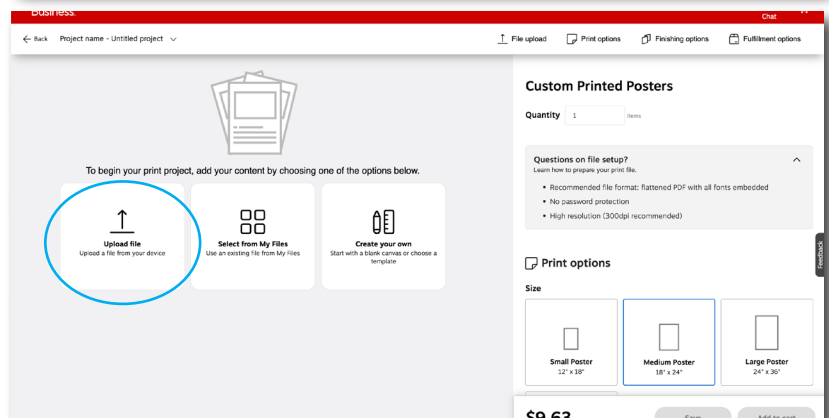
5. After arriving to selection, choose your item by clicking Shop Now



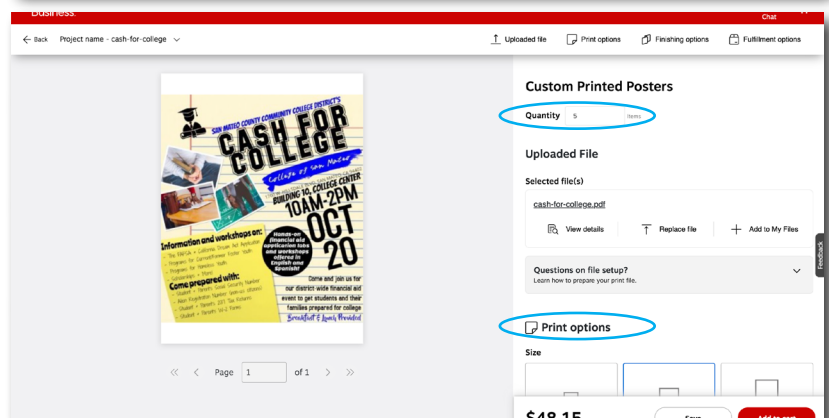
6. Click Customize to get started



7. Upload your file
(You can also choose from MyFiles or Create your own)



8. Input your Quantity
9. Choose your Print Options
(i.e. Size, Paper type, and finishing options)



10. Verify your Delivery or pickup information
11. Click Add to cart

