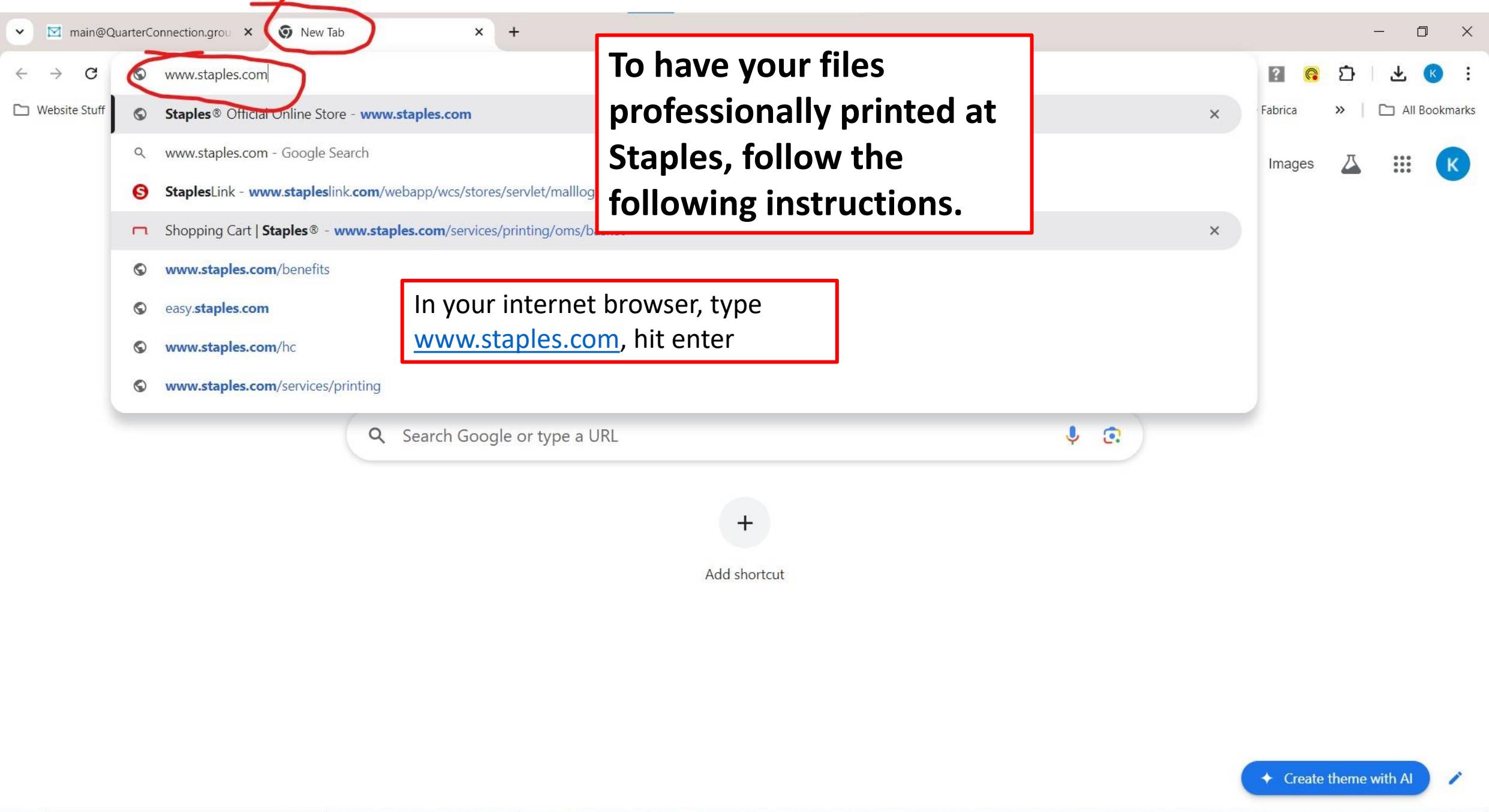


How to send graphics and wallpaper files to Staples for printing

by Kathy Abdinoor



To have your files professionally printed at Staples, follow the following instructions.

In your internet browser, type www.staples.com, hit enter

On the Staples website, look for the menu item that says "Print & Marketing" and click on that.

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Staples Print & Marketing Services

Up to \$150 off your print purchase.*

Print more, save more.
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[Learn more](#)



PRINT MORE SAVE MORE



WE'LL BEAT ANY PRINT QUOTE

Guaranteed quality. Better price.
In store only.

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Document printing

From reports and sell sheets to booklets, blueprints and more, we've got you covered.

[Get started →](#)

In the next screen, Find the section for "Document Printing" and click on "Get Started".

Find a store

Chat with your local print team about all the ways to boost your business.

[Take me there →](#)

Document Printing

Same-day options available!

From sleek presentations to detailed blueprints, our online document printing services can handle all your projects with ease.

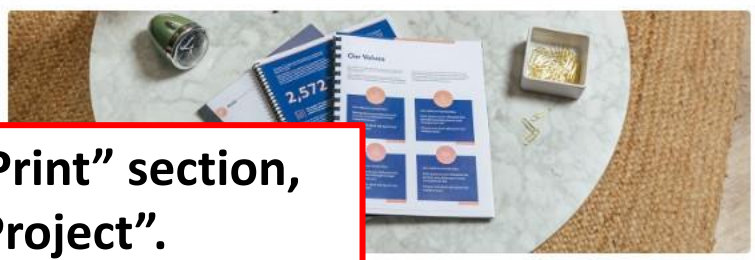


In the "Simple Print" section, click on "Start Project".

Simple Print

- Your best option for quick and everyday document printing.
- ✓ Ideal for sales sheets, resumes, newsletters and menus.
- ✓ Choose from 4 paper types, single- or double-sided, stapled or loose.
- ✓ From **\$0.24** per page in black & white.

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Professional Print

- Fully customizable printing for professional-quality documents.
- ✓ Ideal for presentations, business reports and training manuals.
- ✓ Choose from over 40 paper types, multiple bindings, finishing options and more.
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It will ask you to select where your files are located. Choose "My Computer".

Select Files to Begin

select at least one file to use in your project

My Computer | My Files | Dropbox | Google Drive | OneDrive

Supported formats: PDF DOC PPT PUB JPG PNG

Simple Print

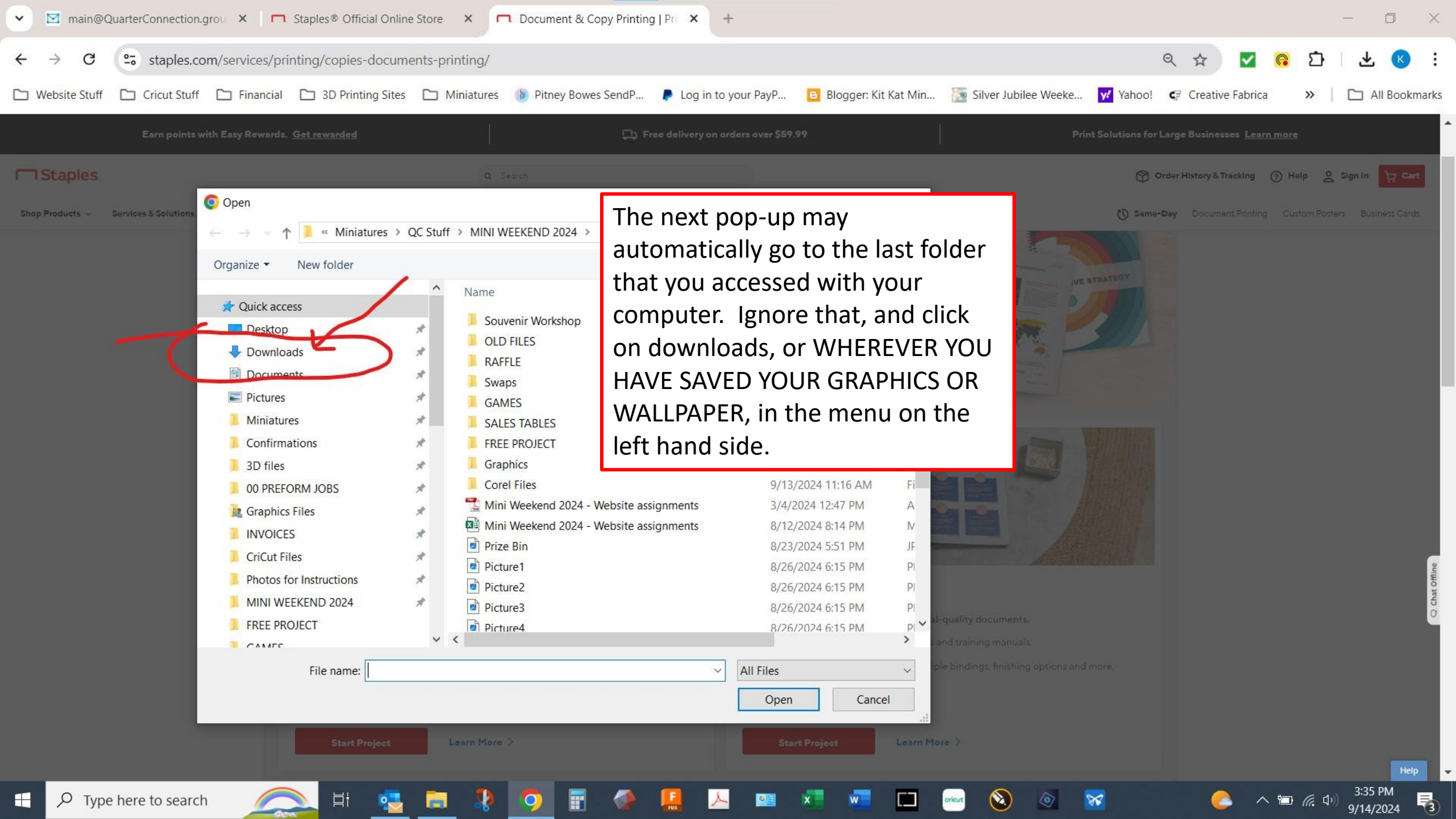
- Your best option for quick and everyday document printing.
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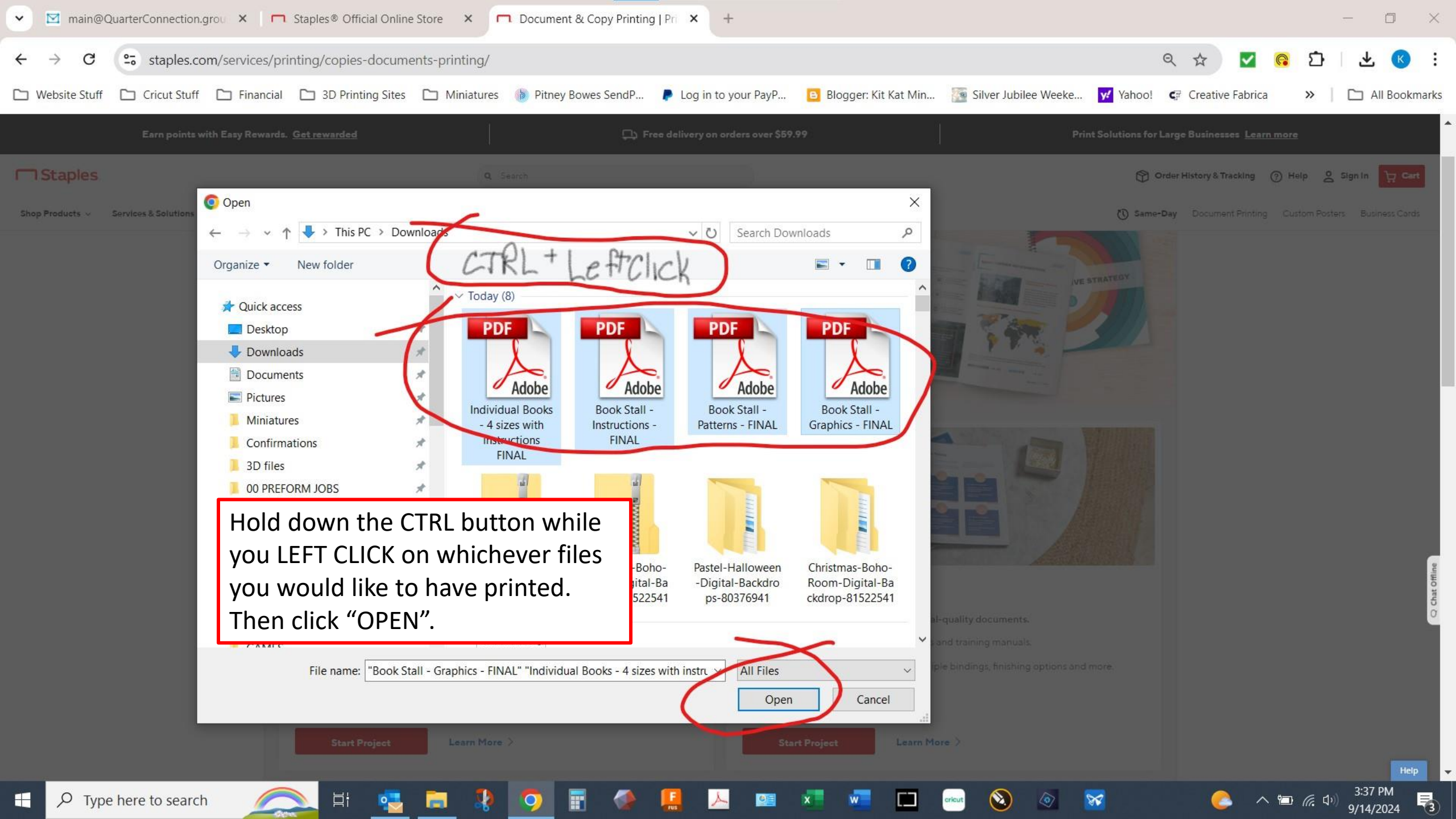
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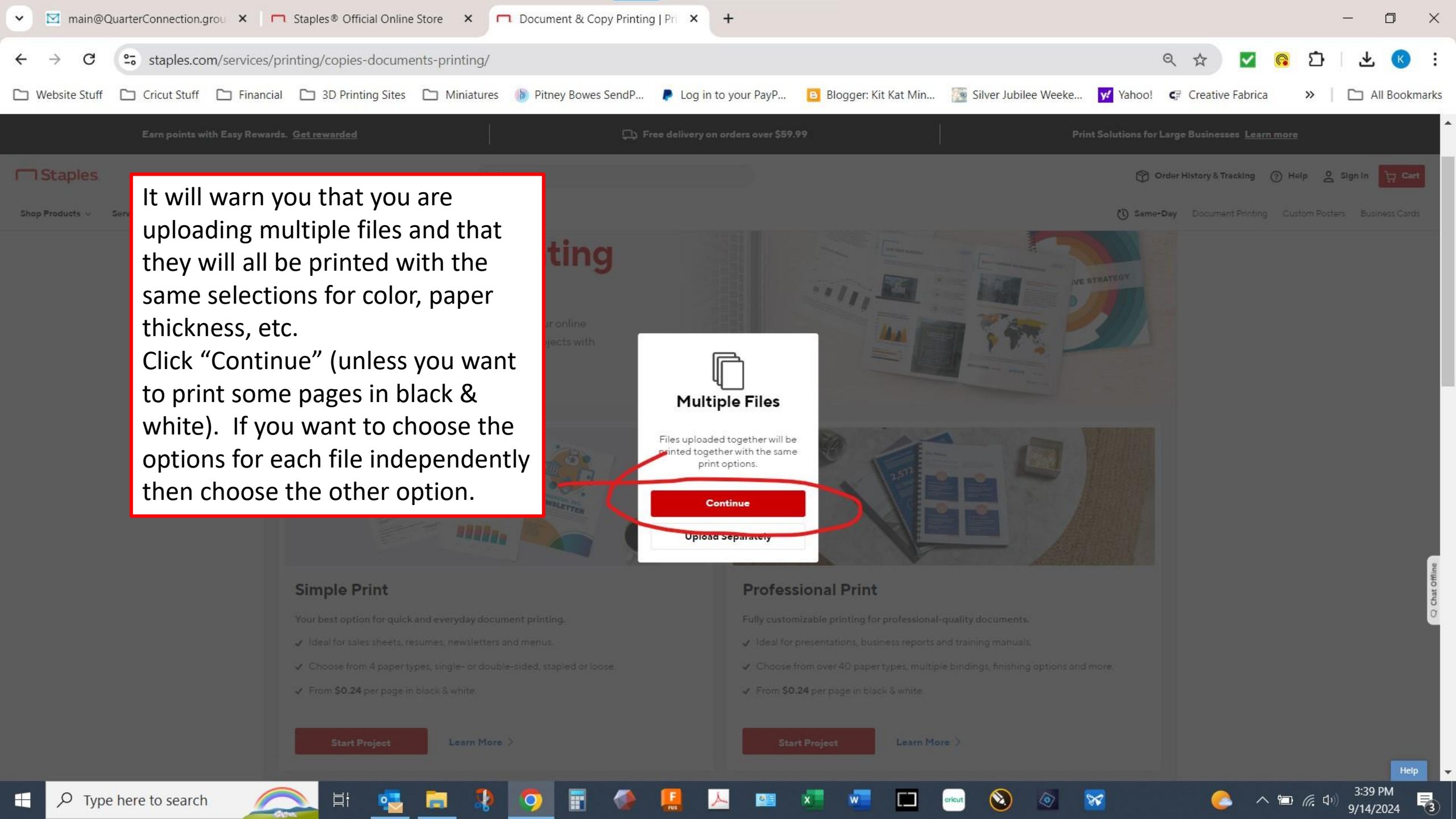
The next pop-up may automatically go to the last folder that you accessed with your computer. Ignore that, and click on downloads, or WHEREVER YOU HAVE SAVED YOUR GRAPHICS OR WALLPAPER, in the menu on the left hand side.



CTRL + Left Click

Hold down the CTRL button while you LEFT CLICK on whichever files you would like to have printed. Then click "OPEN".

Open



It will warn you that you are uploading multiple files and that they will all be printed with the same selections for color, paper thickness, etc. Click "Continue" (unless you want to print some pages in black & white). If you want to choose the options for each file independently then choose the other option.


Multiple Files

Files uploaded together will be printed together with the same print options.

Continue

Upload Separately

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- Your best option for quick and everyday document printing.
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Once you see that everything is 100% uploaded, click "Continue".

Document Printing

Same-day options available

From sleek presentations to professional document printing services, we make it so easy.

Simple Print

- Your best option for quick and easy printing.
- ✓ Ideal for sales sheets, resumes, newsletters and menus.
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 - ✓ From **\$0.24** per page in black & white.

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Upload Your Files

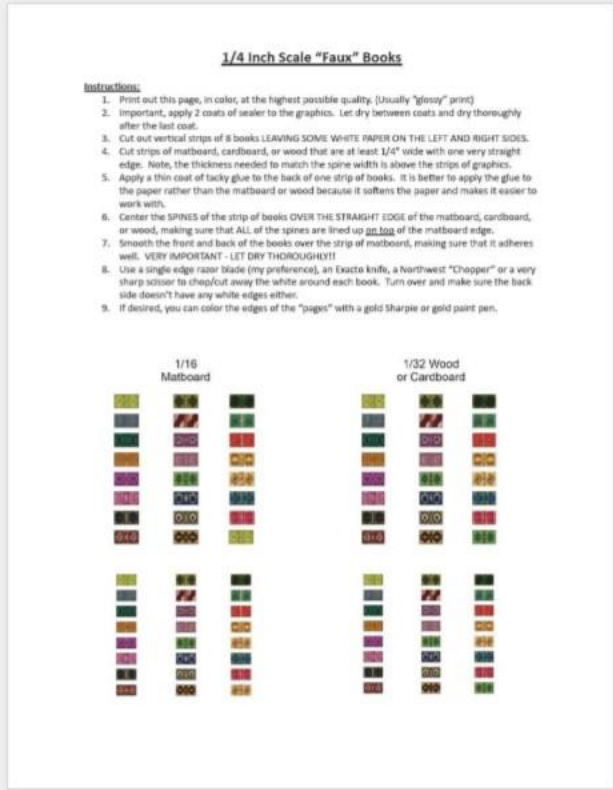
Click and drag your files to rearrange them.
Your files will be combined and printed in order from top to bottom.

Individual Books - 4 si...	218.55 kB	100%	Complete	
Book Stall - Instructio...	1.88 MB	100%	Complete	
Book Stall - Patterns - ...	1.45 MB	100%	Complete	
Book Stall - Graphics - ...	914.58 kB	100%	Complete	

[Add More Files](#)

[Continue](#)

You should see the FIRST page of the first file. Use the arrows below the image to scroll through all of the pages. Make sure that you are seeing the correct pages to be printed.



In the menu on the Right, Choose "letter size paper", "Portrait Orientation", and UNCHECK the box that says "scale to fit" – VERY important.

UN-CHECK

Project Name
Individual Books - 4 sizes wi... Rename

Paper Size

Letter 8.5" x 11" Legal 8.5" x 14" Ledger 11" x 17"

Orientation

Portrait Landscape

Content Layout

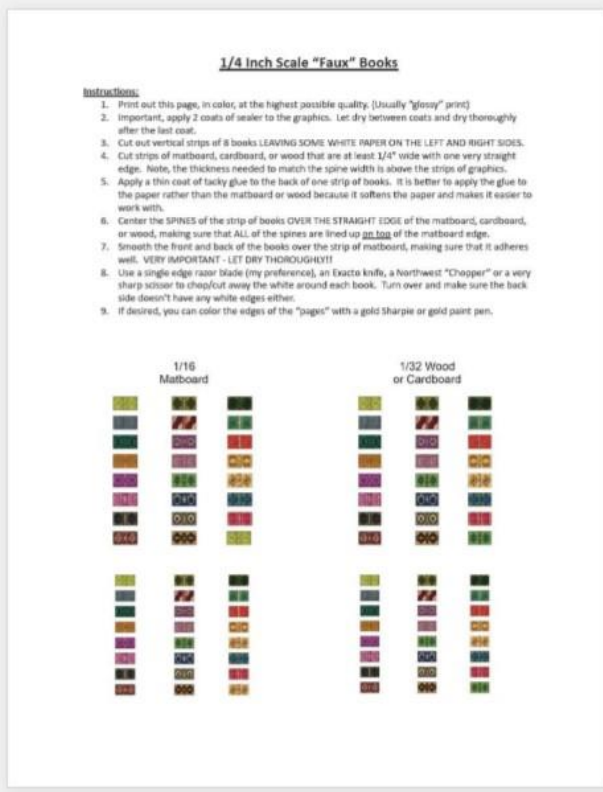
Scale to Fit Double sided

Standard White
28lb - Smooth, mid weight - For images,

Pre-Tax Subtotal: \$7.50

Choose Delivery Method

Also, make sure "Double Sided" is UNCHECKED.



SCROLL DOWN in the Right Side Menu. Choose "Executive White" paper.

Content layout **UN CHECKED**
 Scale to Fit
 Double sided

Paper Type

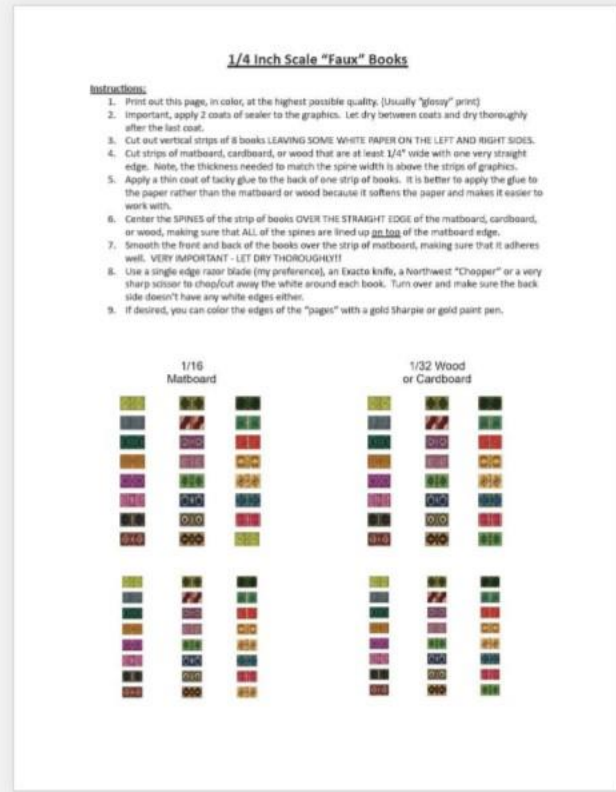
Basic White
24lb - Lightweight - For single-sided printing
Top Pick

Standard White
28lb - Smooth, mid weight - For images, everyday printing
Top Pick

Executive White
32lb - Smooth, thicker weight - For presentations, brochures
Top Pick **32 LB**

White Cardstock
110lb Index - Heavyweight - Smooth uncoated finish
Top Pick





Scroll down farther on the right and choose "Color", "No Binding", and however many copies you would like.

Click "Choose Delivery Method" to continue.

finish
Top Pick

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.

Binding

None Stapled

Number of Copies

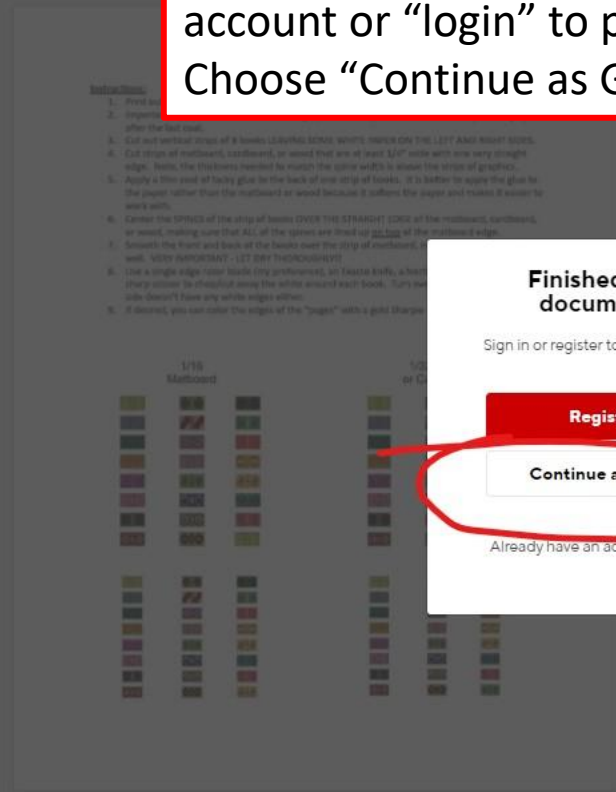
- 1 +

Need more options? Transfer to Professional Print. +

Pre-Tax Subtotal: \$7.70

Choose Delivery Method

You do not have to create an account or "login" to proceed. Choose "Continue as Guest".



Finished your document?

Sign in or register to save your work

Register

Continue as guest

Already have an account? [Sign In](#)

finish Top Pick

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.

Binding

None Stapled

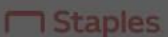
Number of Copies

- 1 +

Need more options? Transfer to Professional Print. +

Pre-Tax Subtotal: \$7.70

Choose Delivery Method



Choose your delivery method

Search for your closest Staples for Pickup.

Select your pickup store

Order by 12pm, pickup in-store same day

08234 [Search](#)

- Somers Point Store
3.0 mi • 9 Bethel Rd Somers Point, NJ, 08244
Ph: (609) 926-6937
- Mays Landing Store
5.5 mi • 2300 Wrangleboro Rd Mays Landing, NJ, 08330
Ph: (609) 407-7500
- Cape May Court House Store
22.6 mi • 11 Court House South Dennis Road Suite 1 Cape May Court House,

Orders after 12pm will be available for next day pickup.
Quantity exclusions apply.

[Done](#)

If you do not have any Staples stores close by, then you can try to repeat this process at your local office supply store's website (Office Depot, Office Max, etc.) OR you can copy your files to a Flash Drive (Thumb Drive) and physically take it to your local office supply store and ask to have them printed on 32# paper.

Individual Books - 4 sizes with instructions FINAL.pdf

Product Subtotal \$7.70

Pre Tax Order Subtotal \$7.70

[Add to Cart](#)



Choose your delivery method

Delivery

The Shipping cost is applied only once per order and covers all items in your cart.

Free UPS ground shipping on orders over \$59.99 excluding oversized items.

Shipping

Ground - \$8.99
Estimated delivery: Sep 23-25

Express - \$39.99
Estimated delivery: Sep 18

Expedited - \$44.99
Estimated delivery: Sep 17

NEW Courier Delivery

Schedule - \$14.99
Your item delivered within hours

Store Pickup

For Same Day Pickup, orders must be placed before 12:00pm; Orders after 12:00pm will be available for next day pickup. Quantity Exclusions apply.

Please [click here](#) for more information.

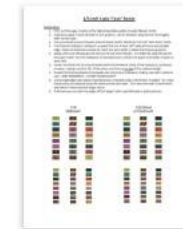
Store Location

Somers Point Store
3.0mi • 9 Bethel Rd Somers Point, NJ
08244 • (609) 926-6937
Open: 9:00am - 8:00pm

[Change Store](#)

Standard Pickup - Free
Ready by 06:30 PM on Sep 15

Express Pickup - \$2.31
Ready by 07:00 PM on Sep 14



Individual Books - 4 sizes with instructions FINAL.pdf

Product Subtotal \$7.70

Pre Tax Order Subtotal \$7.70

Add to Cart

Another option if you don't have a Staples nearby, is to choose "Delivery" and pay for the postage.

Under "store pickup" choose either "Standard" or "Express". Then click "Add to Cart".



Shopping Cart

Free Shipping over \$59.99 - \$52.29 to go

Pickup

Somers Point Store - 9 Bethel Rd, Somers Point, NJ 08244 | Open: 9:00am - 8:00pm [Change Store](#)



[Edit](#)

Simple Print \$7.70

Individual Books - 4 sizes with instructions FINAL.pdf

10 pages • Letter (8.5"x11") • 32# Ultra Premium White • Color Ink

Copies: 1 | [Remove item](#)

How to get it

- Pickup
- Delivery
- Courier

Standard - FREE Ready by 06:30 PM on Sep 15th

Express - \$2.31 Ready by 07:00 PM on Sep 14th

Order Summary

Subtotal (1 item) \$7.70
Standard Pickup Free

Coupon Code (Optional) [Apply](#)

Pre-Tax Order Subtotal \$7.70

[Secure Checkout](#)

[Continue Shopping](#)

100% Satisfaction Guarantee

Verify that your selections are correct. If necessary you can go back and edit them. Click on "Secure Checkout".

1. Store Pickup Details

(*) Indicates required fields

Store Location

9 Bethel Rd, Somers Point, NJ 08244
(609) 926 6937

Contact Information

First Name* Kathryn
Last Name* Abdinoor
Email* kaabdino@yahoo.com
Phone* 8487025486
Company (Optional)

Pickup Person

Will you be picking up the order? No Yes

Next

Enter your contact information.
Click "Next".

2. Payment details

Credit card number*
3000-0000-0000-0000
VISA DISCOVER
Exp. date* MM / YY
Security code*

Billing Address

Cardholder Name*
Street*
Enter a location
Apt./Suit/Unit (Optional) City*
State* Zip Code*
Select Zip Code

Order Summary

Subtotal (1 item)	\$7.70
Standard Pickup	Free
Estimated Tax	\$0.51
Grand Total	\$8.21

Place Order

Order Schedule - Hide

Standard Pickup
Ready by 06:30 PM on Sep 15th

Product List + Show



Checkout

Free Shipping over \$59.99 - \$52.29 to go

- Orders
- Account
- Help
- Cart

1. Store Pickup Details

Store Location

9 Bethel Rd, Somers Point, NJ 08244
(609) 926 6937

Contact Information

Kathryn Abdinoor

2. Payment details

(*) Indicates required fields

- Pay Now
- Pay at Pickup

Card Information

Credit card number*

XXXX-XXXX-XXXX-XXXX



Exp. date*

MM / YY

Security code*

Billing Address

Cardholder Name*

Street*

Enter a location

Apt/Suit/Unit (Optional)

City*

City

State*

Select

Zip Code*

Zip Code

Order Summary

Subtotal (1 item) \$7.70

Standard Pickup Free

Estimated Tax \$0.51

Grand Total \$8.21

Place Order

Order Schedule - Hide

Standard Pickup
Ready by 06:30 PM on Sep 15th *

Product List + Show

Enter your payment information OR choose "pay at pickup". Click on "Place Order". (Make a note of when it will be ready.)

Pick up your prints at the Copy Services desk in your Staples store.