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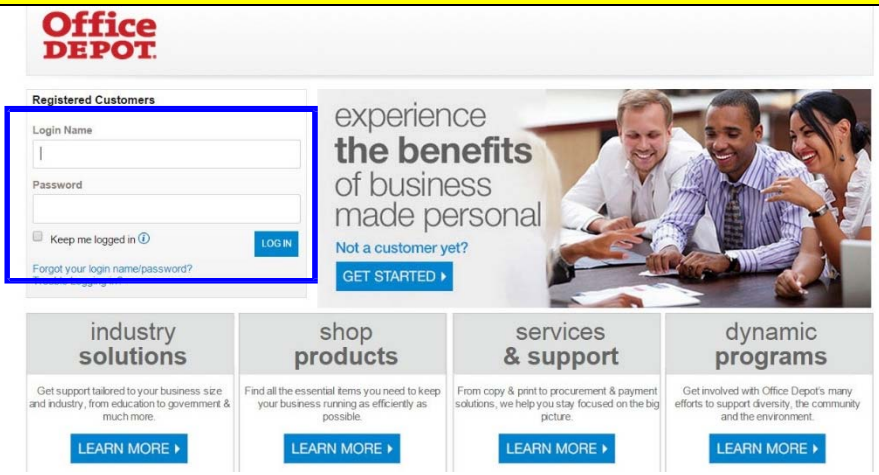
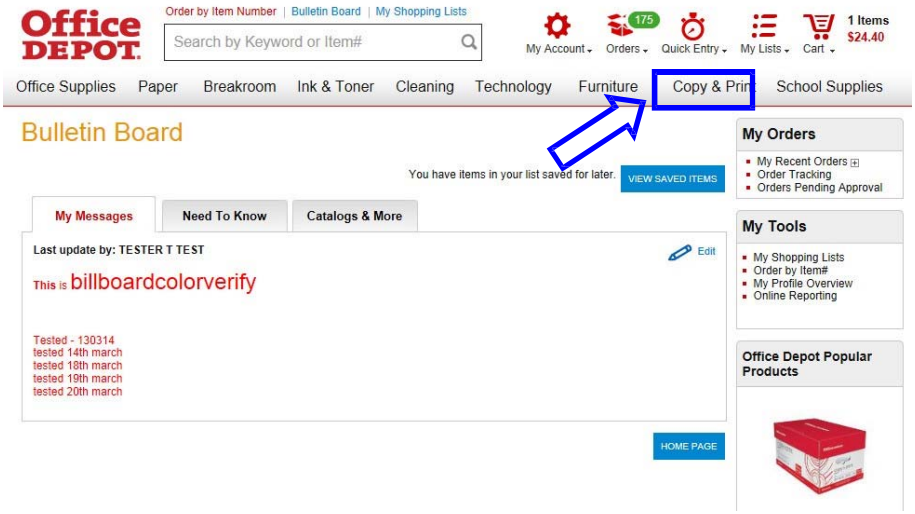
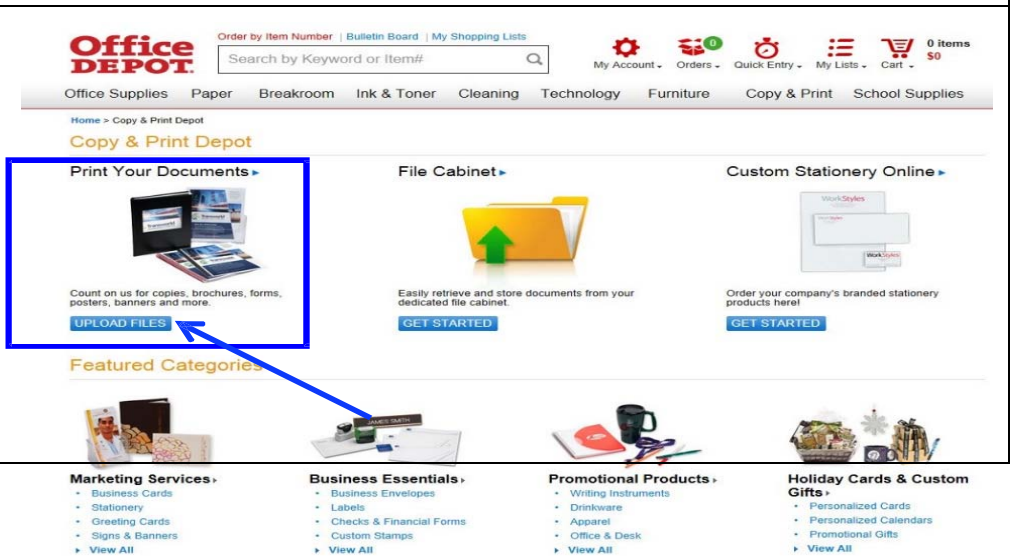
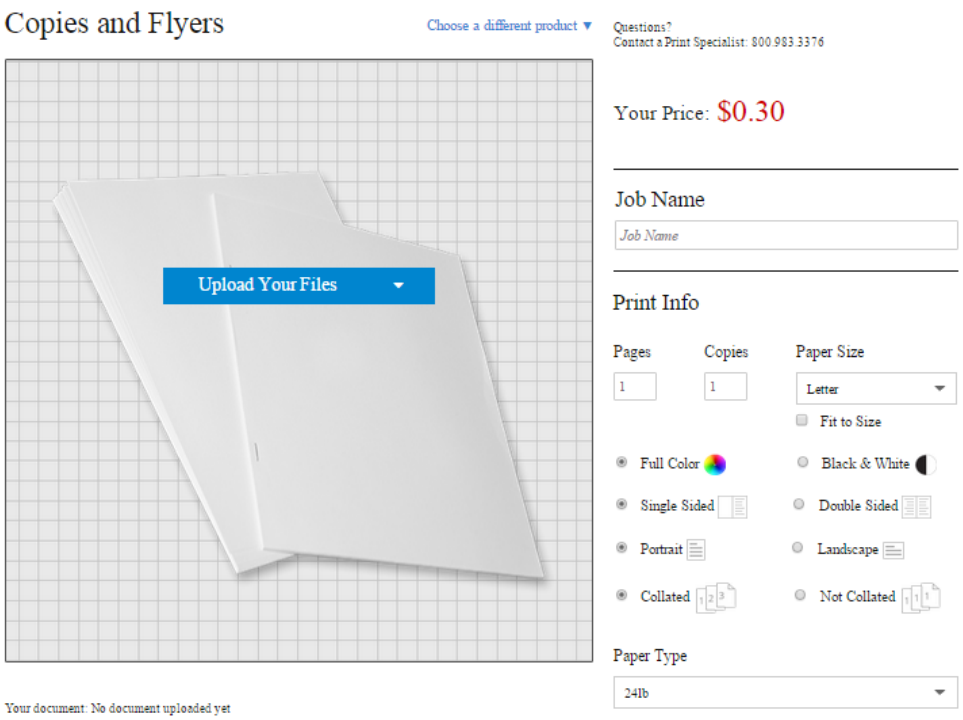
COPY & PRINT DEPOT

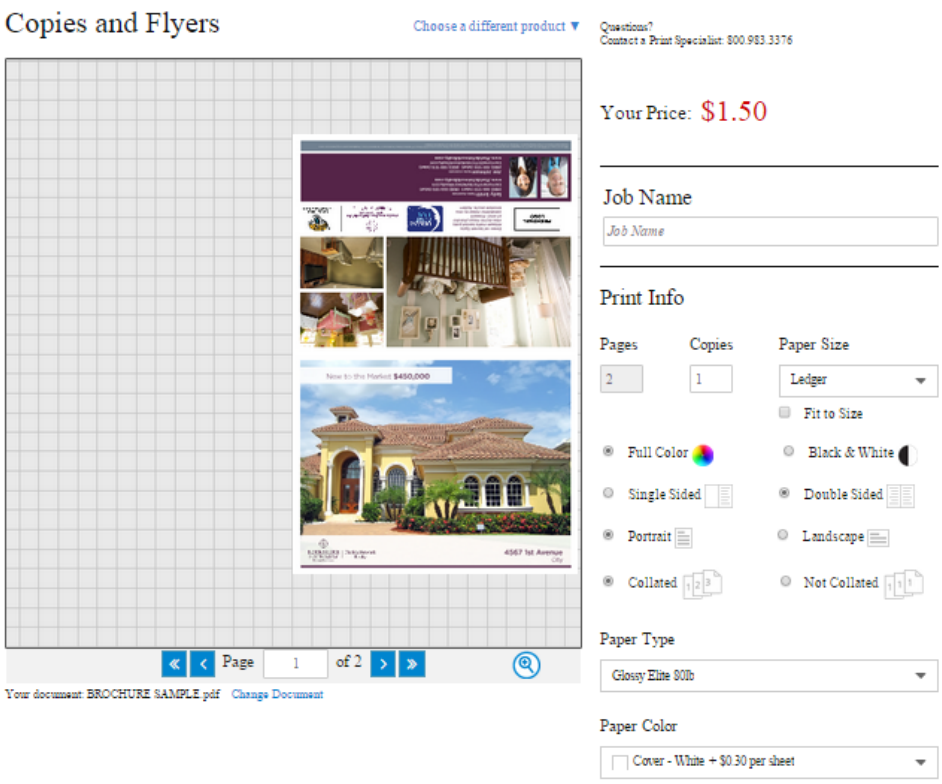
UF | UNIVERSITY of FLORIDA

Online Print Center Ordering Process

ON-LINE PRINT CENTER ORDERING PROCESS

Placing Print Order On-Line	Screen Shots
LOGIN: BSD Site • https://business.officedepot.com • Enter your **Login Name** and **Password** • Click **Login**	
• Select **Copy & Print**	
• Click **Document Printing Services… Get Started**	

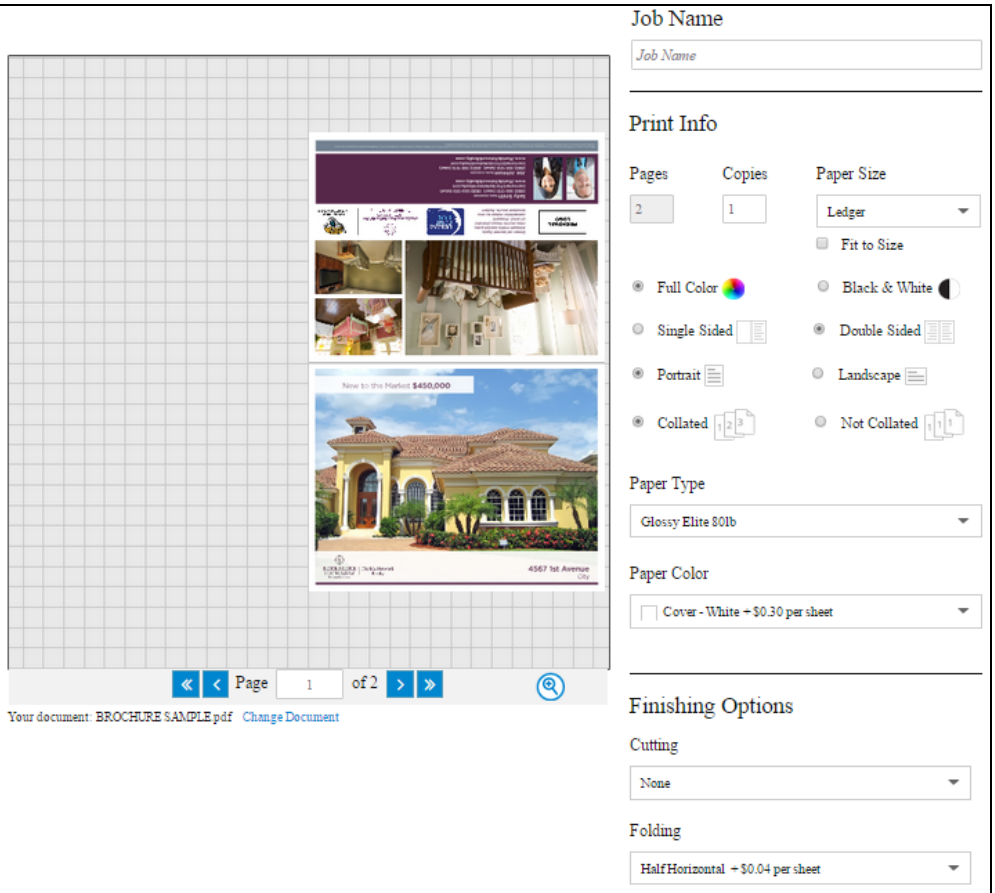
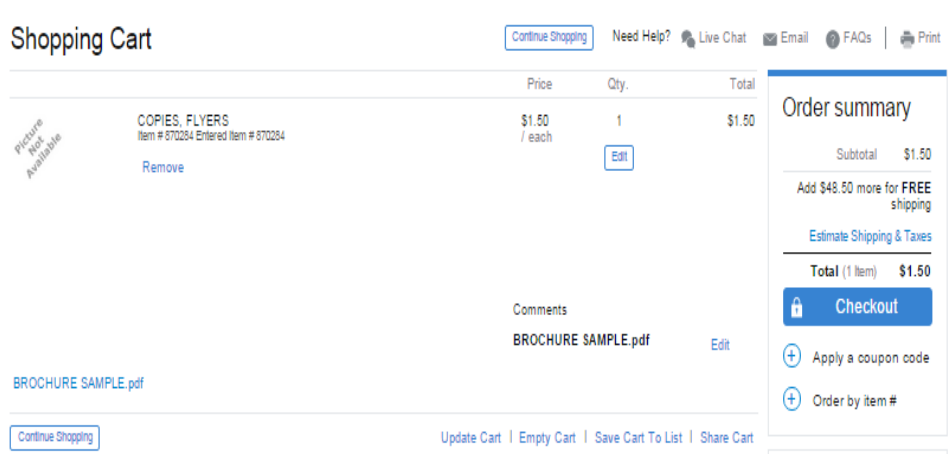
• Select **Copies and Flyers** • **Upload your document**. • Choose **Computer** and locate your document on your computer. File types accepted: Word (.doc, .docx) | Excel (.xls, .xlsx) PowerPoint (.ppt, .pptx) | RTF (.rtf) JPEG (.jpg, .jpe, .jpeg) | PNG (.png) Bitmap (.bmp) | GIF (.gif) | TIFF (.tif, .tiff)	
View your document • You will have the ability to flip through each page of your document if there are multiple pages.	



Finishing Options

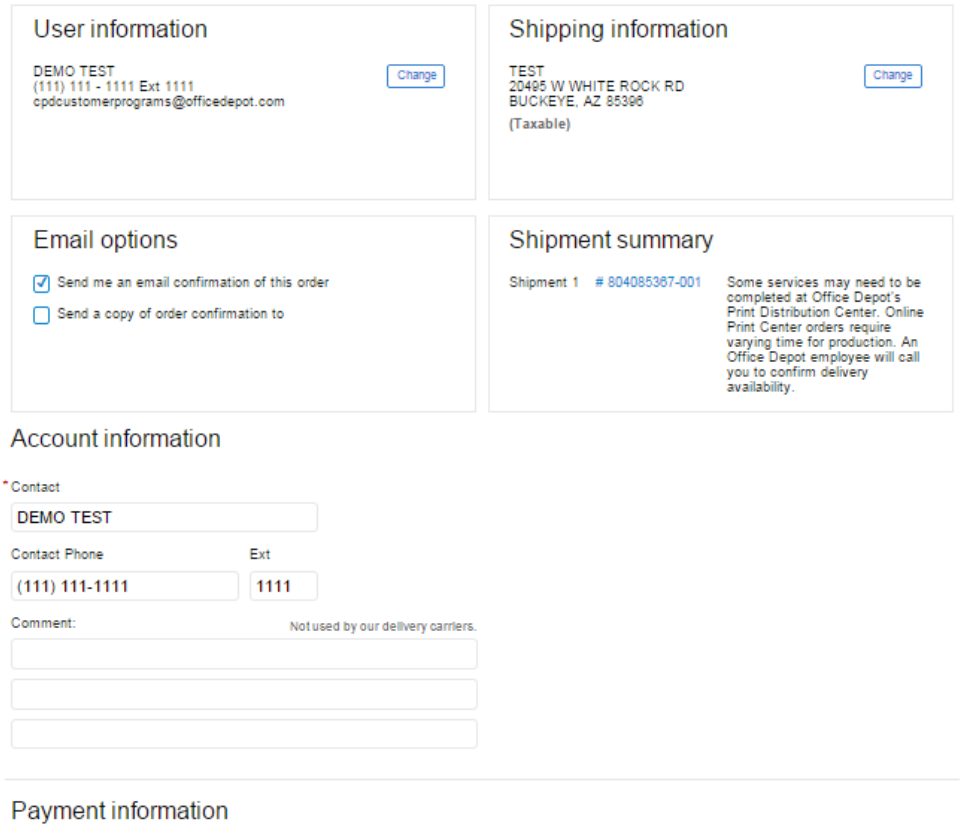
- Add finishing options if applicable. Staple, Fold, trim, etc.

Once job is configured
“Add to Cart”

	
Please verify the details in the shopping cart. Continue shopping for additional print or supply purchases or simply **Checkout**.	

Review the checkout screen for the following information:

- User Information
- Shipping Information
- Email option
- Shipment Summary
- Payment Information
- Expect 3 – 5 business days
- “Place order”



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