



**Copy & Print Centre**  
[www.staplescopyandprint.ca](http://www.staplescopyandprint.ca)

## **Quick Start Guide**

### Staples Copy & Print Online

# Getting Started

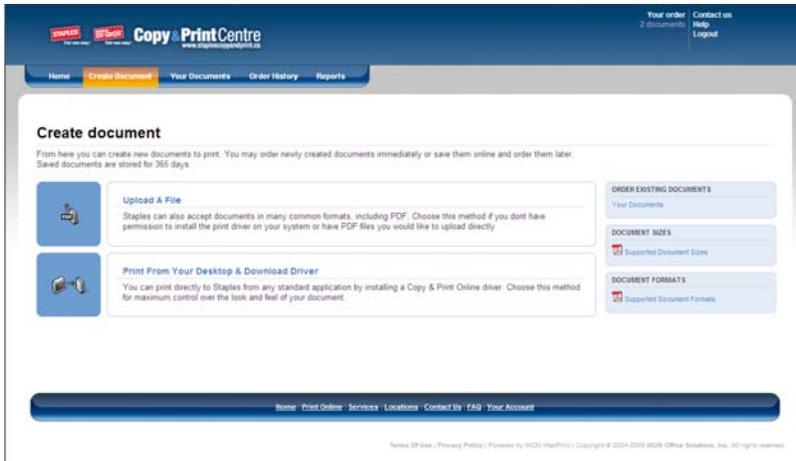
## Accessing Staples Copy & Print Online

To access Staples Copy & Print Online Print Online, navigate your Web browser to <http://www.staplescopyandprint.ca/>

You must log in to access your account. Enter your Username and Password in the provided fields and press the **LOGIN** button. Upon successful login, you will be taken to the Home page of your account.

If you **FORGOT YOUR PASSWORD**, use the appropriate link to go to retrieval page.

# Create document



To create a document, you must first upload the file to be printed to the Staples server. Select one of the methods provided:

**Print from your desktop** – You can print directly to Staples Online from any standard application by installing a Copy & Print Online print driver. Choose this method to download the driver and learn how to install it.

Please note, that Staples Copy & Print Online driver requires Adobe Acrobat or Acrobat Reader 5 or later to be installed on your computer. You can obtain a free copy of Acrobat Reader at Adobe's website: <http://www.adobe.com/support/downloads>.

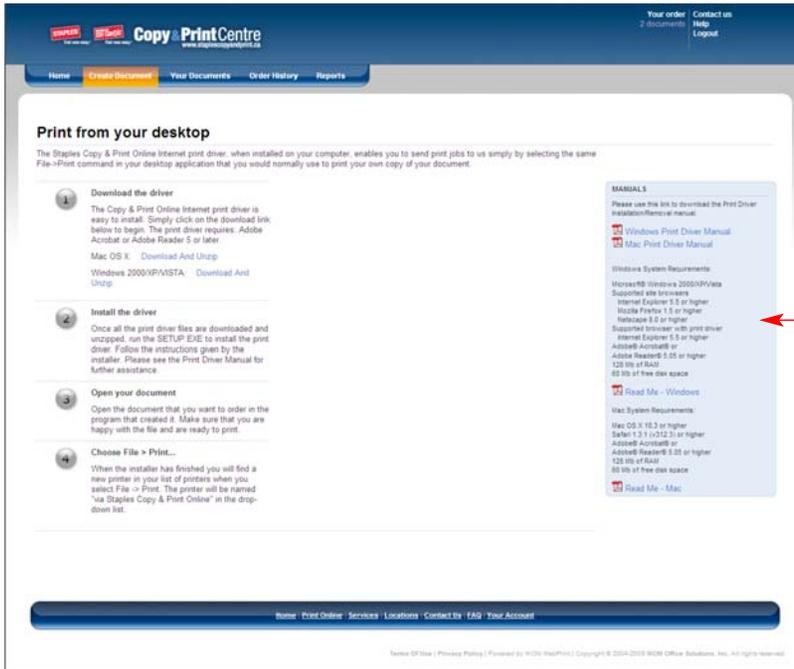
**Upload a PDF file** – If you already have one or more PDF files, or are using a computer without the Copy & Print Online print driver installed, you may upload the files directly through the Web browser using this method.

Make your selection to continue.

# Create document

## Print from your desktop

The download and installation of Staples print driver will start automatically. If you're having trouble with installation, refer to instructions on this web page for help.



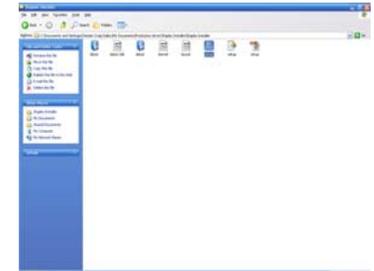
### Step 1. Download the Driver

When you enter the **Print from your desktop** page, click the **Download and Unzip** link to proceed. After you have saved the zipped file to the location you indicated, you will need to unzip the file. Please see the **Print Driver Manual** for further reference.



### Step 2. Install the Driver

Once all the print driver files are downloaded and unzipped, you then run the **SETUP.EXE** to install the print driver. Follow the instructions given by the installer. Please see the **Print Driver Manual** for further reference.

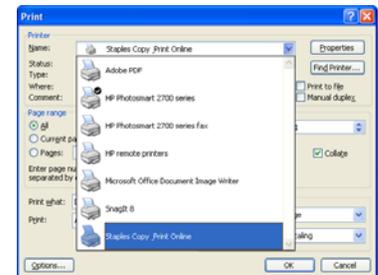


### Step 3. Open your document

After installation is complete, open the file you want to print, in the program that created it. Review the file to make sure it is ready to be printed.

### Step 4. Choose File - Print...

Choose **File -> Print** or press **Ctrl + P** to open the print window. Select the Staples Copy & Print Online Print Driver, named **via Staples Copy & Print Online**, from the Printer Name drop-down menu. Click **OK** to start printing.



The print driver will make a PDF file and open a Staples Copy & Print Online browser window. The ordering process will continue from there.

# Create document

## Print from your desktop: Print new document

When the new browser window opens, the **Print new document** page is displayed. You are now ready to create your printing document. (At this time, the newly created PDF file is still on your computer.)

**Print new document**

The "Copy & Print Online" printer driver is uploading a file. You can create a new document with this file or add it to an existing document.

**Name your new document**

Microsoft Word - Mac Print driver in

I confirm that I own the copyright to, or have permission to copy the material I want printed.

**Is this part of an existing document?**

You can add your newly printed file to another "Copy & Print Online" document by choosing a name below.

Add to the following document:

Select...

**Add**

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**Create**

Home | Print Online | Services | Locations | Contact Us | FAQ | Your Account

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Step 1. Name your new document

Give your document a name that will help you identify it later. The name can be anything and does not have to match the name of PDF file.

Step 2. Choose the type of document

Choose the option that best describes your document:

Choose **Multi-page document** if your print document will contain several pages,

Choose **Single-page document** if your print document is only one page long.

Press the **CREATE** button next to your document type to continue.

If the new browser window displays the Log in page, simply fill in your Username and Password, press the LOGIN button, and you will be taken to the Print new document page.

For detailed information on this item and its functionality, please see Using Your documents section later in this guide.



You must check this box before continuing. If left unchecked, you will receive this pop up message to remind you to check it off.

# Create document

## Print from your desktop: Review your file

The screenshot shows the Staples Copy & Print Centre website. At the top, there are logos for STAPLES and SHIPAL EN GRUBS, followed by the text "Copy & Print Centre" and the website URL "www.staplescopyandprint.ca". In the top right corner, there are links for "Contact us" and "Logout".

The main content area is titled "Microsoft Word - Mac Print driver instructions.doc: Review your file". Below the title, there are instructions: "To print a proof of your file, select the printer icon from the Acrobat toolbar." and "To edit or correct your file, simply click 'Modify' and make changes in your application. Then submit again by reprinting to the 'Copy & Print Online' printer." To the right of these instructions is a confirmation box with the text "TO CONTINUE, CONFIRM: I have permission to copy this material. I have proofed this file." and two buttons: "Modify" and "Accept".

Below the instructions is a preview of the document being reviewed. The preview shows the same website header and the title "Staples Copy & Print Driver Installation/Removal Instructions for MAC OSX".

At the bottom of the page, there is a navigation bar with links for "Home", "Print Online", "Services", "Locations", "Contact Us", "FAQ", and "Your Account". Below the navigation bar, there is a footer with the text "Terms Of Use | Privacy Policy | Powered by IKON WebPrint | Copyright © 2004-2009 IKON Office Solutions, Inc. All rights reserved."

A proof of the PDF file created by the print driver is displayed in the Acrobat window. Check file's content for errors, look for any problems caused by the PDF conversion.

Review the proof carefully: this is how the file will look when printed. If needed, you can print the PDF file on your printer, by pressing the printer icon in the Acrobat toolbar.

If changes need to be made, press the **MODIFY** button to open the original file (not the PDF version) in its native application. You will be logged out and the current PDF file will be discarded. To submit the updated file, simply re-print it using the via Staples Copy & Print Online printer.

If you're satisfied with the PDF file, press the **ACCEPT** button: a small popup will appear, verifying the upload; click **OK** to continue.



By clicking **ACCEPT** you confirm that you have reviewed and approved the PDF and acknowledge that you have permission to copy content of this document.

# Create document

## Print from your desktop: File added

**STAPLES** **Copy & Print Centre**  
www.staplescopyandprint.ca

Home Create Document Your Documents Order History

Contact us  
Help  
Logout

### Microsoft Word - Mac Print driver instructions.doc: File added

Microsoft Word - Mac Print driver instructions.doc has been added to Microsoft Word - Mac Print driver instructions.doc and has been saved in Your documents.

PREVIEW	FILE
	Microsoft Word - Mac Print dri... 14 pages

**Continue** Click this button to continue choosing your personal document production options.

#### Add another file to your document

You can add a file to your document in one of three ways.

- 1. Add using the print driver**  
Return to your desktop application and submit another file by printing to the "Copy & Print Online" printer.
- 2. Add a file**  
Click the "Browse" button below to browse your computer or network for a file, then click "Upload".  
  
**Upload**
- 3. Add a file from your documents**  
You can add a file that you have already submitted to Copy & Print Online by browsing Your documents. Click the button below and choose one or more files from the pop-up window.  
**Browse Documents**

Home Print Online Services Locations Contact Us FAQ Your Account

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Windows Live Mes

Upon successful upload, you're taken to the File added confirmation page. The PDF file is now stored on the Staples Online server, and can easily be accessed at a later time by using Your documents button in the navigation bar.

Press **SPECIFY DOCUMENT** button to continue.

For detailed information on this item and its functionality, please see Using Your documents section later in this

# Create document

## Choose production options

Use the options provided on this page to add print and production features to your document.

STAPLES **Copy & Print Centre** www.staplescopyandprint.ca Contact us Help Logout

Home **Create Document** Your Documents Order History

### Choose document production options

Apply options from the panels below. Open the panels and choose the desired document features or production options. Enter the quantity desired to the right in order to see a price for the set.

Document name: Microsoft Word - Mac Print driver in Quantity: 1 \$13.72 per copy \$13.72 total \*This is an estimated total price

Save & Exit Order Document

Front cover: None, Standard front cover (No printing, White, 90-lb. Index), Premium front cover (Clear)

Back cover: None, Standard back cover (No printing, White, 90-lb. Index), Premium back cover (Clear)

Laminate/Cut/Fold/Other

Front cover, Page 1  
Go to page [ ] of 14  
View PDF

Home Print Online Services Locations Contact Us FAQ Your Account

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### Document name

You can change the name of your document here, if so desired.

### Quantity

Enter the number of copies of the document you want to order.

### Document style

Use these panels to specify paper type and color, or to add features such as page tabs and document covers. Open a panel by clicking on its name.

Any options you select will be reflected in the document preview to the right of **Document style** panels; use the slider underneath the preview to navigate from page to page.

When you're finished with your selection, press **ORDER DOCUMENT** button to continue.

The document you create can be ordered immediately or at a later time. To save the document and exit the order process, press **SAVE & EXIT** button. All production features selected will be saved as well.

Saved documents are stored for 30 days and can be accessed by pressing **Your documents** button in the navigation bar.

The displayed price will automatically adjust as you add features or change quantity of copies.

If, at any time, you'd like to view the unchanged original PDF, use the **VIEW PDF** link (file will open in a new window).

Note: If your document consists of several PDF files, the top-most file will be open when **VIEW PDF** link is clicked. Use the arrows on the left of file thumbnails to change file order in the document.

# Placing order

## Step 1: Your order

Review your order.

**Your order**

You may add additional documents to your order by creating a new document or adding a document from "Your documents." When you are ready, click continue to place your order.

PREVIEW	DOCUMENT	QUANTITY	SPECIFICATIONS	PRICE
	pub for peppel 6 pages Remove View PDF (113.50KB)	1	8.5" x 11" Single Sided, Colour Colour Laser, 98 Bright, 28-lb. 1 Tab Tab 1 before page 3	( 6 @ \$0.76 ) \$4.56 ( 6 @ \$0.00 ) \$0.00 Tab Banks ( 1 @ \$1.50 ) \$1.50 Tab Typesetting ( 1 @ \$0.00 ) \$0.00 \$6.06 for 1 sets \$6.06 per copy
	john 16 pages Remove View PDF (59.51KB)	1	8.5" x 11" Single Sided, B&W Colour Laser, 98 Bright, 28-lb. 3 Tabs Tab 1 before page 2 Tab 2 before page 4 Tab 3 before page 5	( 16 @ \$0.07 ) \$1.12 ( 16 @ \$0.00 ) \$0.00 Tab Banks ( 3 @ \$1.50 ) \$1.50 Tab Typesetting ( 3 @ \$0.00 ) \$0.00 \$2.62 for 1 sets \$2.62 per copy
Sub-total				\$7.54

[Update Quantities](#) [Continue](#)

### Type of order (Pickup or Delivery)

Your choice of delivery options depends on your preferred Print Centre location (the location you chose is pre-selected). Use the drop-down list to select another location.

Review the print options for your document in the **SPECIFICATIONS** column of the **Documents** section.

To change the quantity of document copies, write a new amount in the **QUANTITY** field, and press **UPDATE QUANTITIES** button.

When you're finished reviewing the order, press **CONTINUE** button to move to the next step.

# Placing order

## Step 2: Review order summary

**Review order summary**

Please verify the quantity and document production options that you have selected as they cannot be changed beyond this point.

Documents			Modify Your Order	
PREVIEW	DOCUMENT	QUANTITY	SPECIFICATIONS	PRICE
	pub for peppel 6 pages	1	8.5" x 11" Single Sided, Colour Colour Laser, 98 Bright, 28-lb. 1 Tab Tab 1 before page 3	( 6 @ \$0.49 ) \$2.94 ( 6 @ \$0.00 ) \$0.00 Tab Banks ( 1 @ \$1.50 ) \$1.50 Tab Typesetting ( 1 @ \$0.00 ) \$0.00 \$4.44 for 1 sets \$4.44 per copy
	john 16 pages	1	8.5" x 11" Single Sided, B&W Colour Laser, 98 Bright, 28-lb. 3 Tabs Tab 1 before page 2 Tab 2 before page 4 Tab 3 before page 5	( 16 @ \$0.10 ) \$1.60 ( 16 @ \$0.00 ) \$0.00 Tab Banks ( 3 @ \$1.50 ) \$1.50 Tab Typesetting ( 3 @ \$0.00 ) \$0.00 \$3.10 for 1 sets \$3.10 per copy

[Back](#) [Add To Cart](#)

Please verify the quantity and document production options that you have selected as they cannot be changed beyond this point.

[Home](#) [Print Online](#) [Services](#) [Locations](#) [Contact Us](#) [FAQ](#) [Your Account](#)

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Review your order. If you need to make changes, use the **Modify your order** link; this will bring you back to Step 1: Your Order page.

Use the **BACK** button to return to the previous step.

Once you confirmed the accuracy of your order, press **ADD TO CART** button to add the documents to your Staples main shopping cart.

## Overview of Staples Copy & Print Online

# Overview of Staples Copy & Print Online

## Logging in

The screenshot shows the Staples Copy & Print Online login page. The header includes the Staples logo, the text 'Copy & Print Centre', and navigation links for 'Home', 'Print Online', 'Services', 'Locations', 'Contact Us', 'FAQ', and 'About Us'. A yellow sticky note on the right side of the page says 'PRINT ONLINE TODAY!'. The main content area is titled 'Login' and is divided into two columns: 'Returning User' and 'New User'. The 'Returning User' column has a 'Login to your account' header, a 'Why login?' link, and fields for 'Username:' and 'Password:'. Below these fields is a 'Remember Me?' checkbox and a 'Login' button. A link for 'Forgot your username or password? Click Here' is located below the 'Login' button. The 'New User' column has a 'Sign Up' header, a 'Why login?' link, and text that says 'Don't have an account? Sign up today it's fast and easy.' with a 'Sign Up' button. The footer contains navigation links for 'Home', 'Print Online', 'Services', 'Locations', 'Contact Us', 'FAQ', 'Login', 'Sign-Up', 'Français', 'Terms of Use', and 'Privacy Policy', along with a 'PRICE LIST' button and a copyright notice: 'Copyright © 2009 Staples. All rights reserved.'

To access Staples Copy & Print Online Print Online, navigate your Web browser to <http://www.staplescopyandprint.ca/>

You must log in to access your account. Enter your Username and Password in the provided fields and press the **LOGIN** button. Upon successful login, you will be taken to the Home page of your account.

If you **FORGOT YOUR PASSWORD**, use the appropriate link to go to retrieval page.

If you do not have an existing Staples Copy & Print Online account, create one by clicking the **Signup** button, which will take you to the registration form.

# Overview of Staples Copy & Print Online

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## Navigation

The navigation bar appears at the top of all pages in the site, and provides an easy way to move between the site's sections.



### Home

Use this button to return to the Home page.

### Create document

Start at this page when you need to create and order a new document to print.

### Your documents

Documents you create when using the website are stored here for 30 days. If a document doesn't get added to an order during that time, it will be deleted.

### Order history

All your order activity can be viewed here.

### YOUR ORDER

When you add a document to your order, this link will serve as a reminder of the open order's status. The number of documents in the order is displayed underneath. Clicking on the link will bring you to Your order page.

### CONTACT US

If you encounter a problem using any of the site's features, or have comments or questions, use this link to access Contact Us page.

### HELP

Use this link to access the manuals for assistance with submitting, modifying, or ordering documents. Also FAQ can be found here.

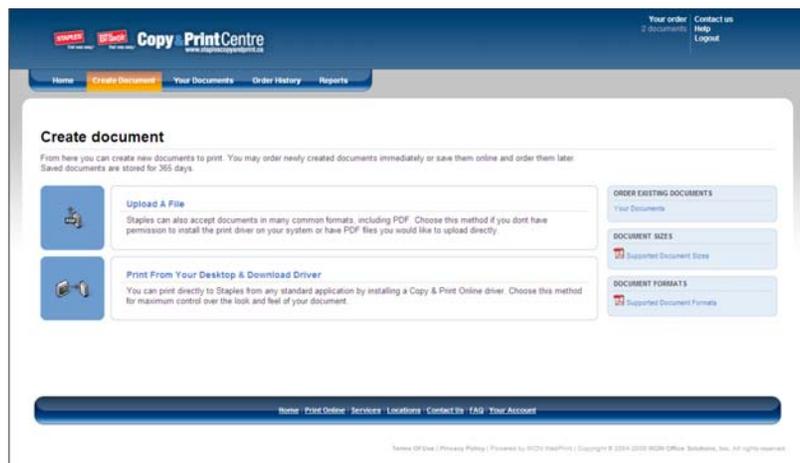
### LOGOUT

Use this link to log out of your Staples Copy & Print Online account.

# Overview of Staples Copy & Print Online

## Create document

This page is the starting point when creating a new document to be ordered.



To create a document, you must first upload file/s to be printed to the Staples Copy & Print online server. You can do so by choosing one of the available methods:

**Upload a file** – If you already have one or more files for your order, or are using a computer without the Staples Copy & Print online print driver installed, choose this method to upload the files directly through the Web browser. (over 250 supported document formats)

**Print from your desktop** – You can print directly to Staples Copy & Print online from any standard application by installing a Staples Copy & Print online print driver. Choose this method to download a driver and learn how to install it. For detailed instructions on using this method, refer to the Creating document section of this guide.

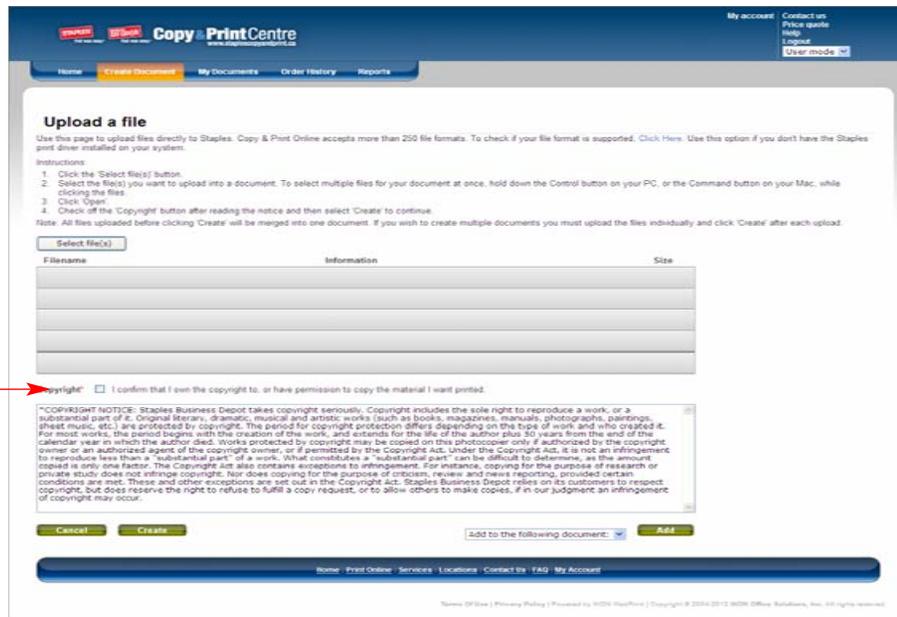
### Order existing documents

If you'd like to order a previously created document, use this link to access Your documents page, where these documents are stored.

# Overview of Staples Copy & Print Online

## Upload a file

Use this page to upload files directly to Staples Copy & Print Online. WebPrint accepts more than 250 file formats. To check if your file format is supported, you can upload up to 10 files as part of a single document on this page; additional files can also be added while setting your Document Production Options. Use this option if you don't have the Staples Copy & Print print driver installed on your system.



## Instructions:

Click the 'Select file(s)' button.

Select the file(s) you want to upload into a document. To select multiple files for your document at once, hold down the Control button on your PC, or the Command button on your Mac, while clicking the files.

Click 'Open'!

Check off the 'Copyright' button after reading the notice and then select 'Create' to continue.

Note: All files uploaded before clicking 'Create' will be merged into one document. If you wish to create multiple documents you must upload the files individually and click 'Create' after each upload.



You must check this box before continuing. If left unchecked, you will receive this pop up message to remind you to check it off.

# Overview of Staples Copy & Print Online

## Your documents

Documents you create when using Staples Copy & Print Online are listed here. Each document is stored at the site for 30 days and then deleted. If you order one of the stored document before the 30-day limit, day count will change to start at the order date.

The screenshot shows the 'Your documents' page on the Staples Copy & Print Online website. The page has a blue header with the Staples logo and 'Copy & PrintCentre' text. Below the header is a navigation bar with links for Home, Create Document, Your Documents (highlighted), Order History, and Reports. The main content area is titled 'Your documents' and includes a sub-header 'Your documents' and a paragraph explaining that documents are stored for 30 days. Below this is a table with columns for Document, Pages, Date, and ACTIONS. The table lists several documents, including 'Color Default', 'Color Default Test', 'Colour Default', 'John', 'Multifile Doc With Covers', 'Pub For Peppel', 'Test', and 'Test Color Default'. Each row has a checkbox, the document name, the number of pages, the date, and links for 'Details' and 'Add To Order'. A 'CREATE DOCUMENT' button is located to the right of the table. At the bottom of the table are 'Save', 'Delete', and 'Add To Order' buttons. The footer of the page contains links for Home, Print Online, Services, Locations, Contact Us, FAQ, and Your Account, along with a copyright notice for IKON Office Solutions, Inc.

Document	Pages	Date	ACTIONS
<input type="checkbox"/> Color Default	1	15-Oct-2008	Details Add To Order
<input type="checkbox"/> Color Default Test	1	15-Oct-2008	Details Add To Order
<input type="checkbox"/> Colour Default	1	15-Oct-2008	Details Add To Order
<input type="checkbox"/> John	16	15-Jul-2009	Details Add To Order
<input type="checkbox"/> Multifile Doc With Covers	25	10-Jul-2009	Details Add To Order
<input type="checkbox"/> Pub For Peppel	6	8-Apr-2008	Details Add To Order
<input type="checkbox"/> Test	1	14-Oct-2008	Details Add To Order
<input type="checkbox"/> Test Color Default	1	15-Oct-2008	Details Add To Order

### DOCUMENT

Clicking on a document title will open a detailed view of that document.

### PAGES

Amount of pages in a document are shown in this column.

### DATE

Shows the date a document was last modified. Every time an existing document is modified, the displayed date will change accordingly.

### DETAILS

Click on this link to open a detailed view of the corresponding document.

### ADD TO ORDER (link)

Use this link to start an order with the corresponding document added.

### ADD TO ORDER (button)

To add several documents to an order at once, check the box before the title of each document you're adding, then click the **ADD TO ORDER** button to proceed.

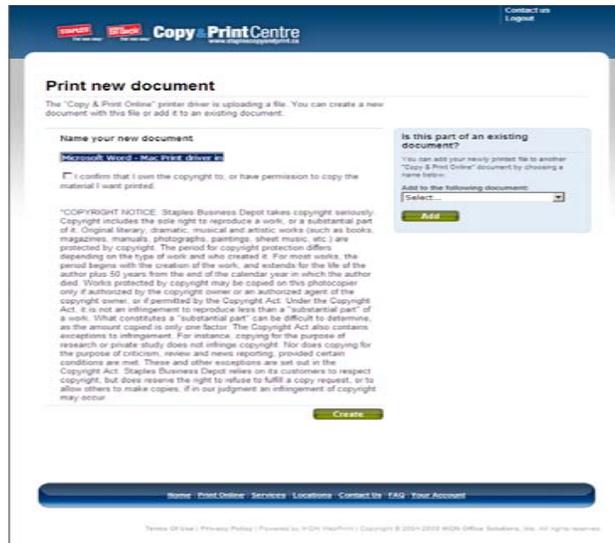
### CREATE DOCUMENT

Use this link to begin creating a new document.

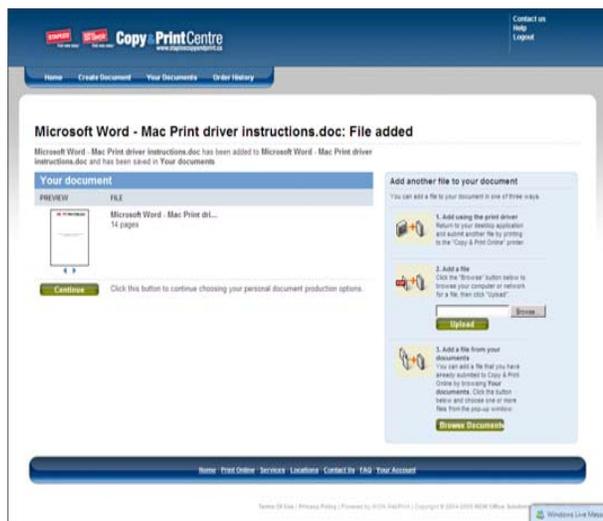
# Overview of Staples Copy & Print Online

## Using your documents

You can use Your documents feature of Staples Copy & Print Online for more than just storing documents from your previous orders: re-order these documents will take less time. You can also retrieve PDF files from previous orders to add to the document you're working on right now. At various times while using the site, you may encounter different ways of doing so.



When uploading a PDF file to the site using Staples Copy & Print Online print driver, you can add the file to an existing document. Simply select the stored document's name from a drop-down menu and press the **ADD** button.



Once a new PDF file has been uploaded to a document, you can add additional files to the document prior to specifying the production options.

### 1. Add using the print driver

Submit another file by printing it directly to Staples using the print driver.

### 2. Add a File

If you already have a file you want to use, press the Browse button to locate that file on your hard drive. Press **UPLOAD** button, to begin uploading the file to Staples.

### 3. Add a file from your documents

Use this when the PDF file you want to add is already at the site, uploaded during previous order. Press **BROWSE YOUR DOCUMENTS** button to open a new window, with all files and documents listed. Make your selection to add one or more of these files to the current document.

# Overview of Staples Copy & Print Online

## Order history

All orders you've placed using Staples Copy & Print Online are listed here.

The screenshot shows the 'Order history' page on the Staples Copy & Print Online website. The page has a blue header with the Staples logo and 'Copy & Print Centre' branding. A navigation bar includes links for Home, Create Document, Your Documents, Order History (highlighted), and Reports. On the right side of the header, there are links for Contact us, Help, and Logout. The main content area is titled 'Order history' and includes a brief explanation of the page's purpose. Below this, there are two sections: 'Open orders' and 'Previous orders'. The 'Open orders' section features a table with columns for Order Number, Order Date, Status, Total Price, and ACTIONS. The 'Previous orders' section includes a dropdown menu for 'Show All orders' and a '15 per page' dropdown, followed by a 'Show Cancelled Orders' button and another table with the same column structure as the 'Open orders' table. At the bottom of the page, there is a dark blue footer bar with links for Home, Print Online, Services, Locations, Contact Us, FAQ, and Your Account. Below the footer bar, there is a small line of text: 'Terms Of Use | Privacy Policy | Powered by IKON WebPrint | Copyright © 2004-2009 IKON Office Solutions, Inc. All rights reserved.'