





This tutorial will explain the steps for navigating the Print On Demand feature within the Business Solutions Division site. If you have additional questions, please call 1-800-983-3376.

1. Open your Internet browser and type <http://bsd.officedepot.com> in the address field
2. At the login page, type in the provided **Login Name** and **Password**
3. Click **Login** and the Office Depot Bulletin Board appears. On this page click **Design and Print**.
NOTE: You are now on the landing page titled "Powerful NEW services to help you take care of business"
4. Within this landing page focus on the Print On Demand tile and click on **Upload Document**
5. Click **Browse...** to locate a document on your computer and choose the file to be uploaded
6. Click **Upload Files** if the correct document was chosen. In order to remove an incorrect file click **Cancel**
NOTE: The files will start converting within Document Conversion
7. Within Document List Summary, you will receive a confirmation message which reads **"Your files were uploaded successfully. Please remember to proof your documents for accuracy"**
Click on  to preview the uploaded files
8. Preview your files and then click on **Return to Document Summary** to get back on the document list summary page
NOTE: Within document list summary you have another opportunity to do the following:
 - Upload additional documents to your order
 - Remove documents from your order
9. Click **Continue >>** or **Cancel Print Order**
 - At the Configure Options Summary page click on  [Modify Paper/Format](#) to enter your quantity and configure your document
 - Multiple Advanced Finishing Options are available
10. Click **Cancel Changes** or **Save Settings**
11. Make sure to check the box alongside "Please proof the document and check the box before continuing"
12. Click **Continue >>** or **Cancel**
13. Preview your print order details and then click **Cancel Print Order** or **Add to Cart**
14. Now you are at the Shopping Cart page with the following options:
 - Edit Order
 - Continue Shopping: takes you back to the home page
 - Add to List:
 - Empty Cart
 - Update Shopping Cart
15. At **Checkout** , you are able to review the order options and edit required information
16. Click **Place Order**  to submit your order
17. Capture the 12 digit confirmation **order number** listed on the top portion of the screen