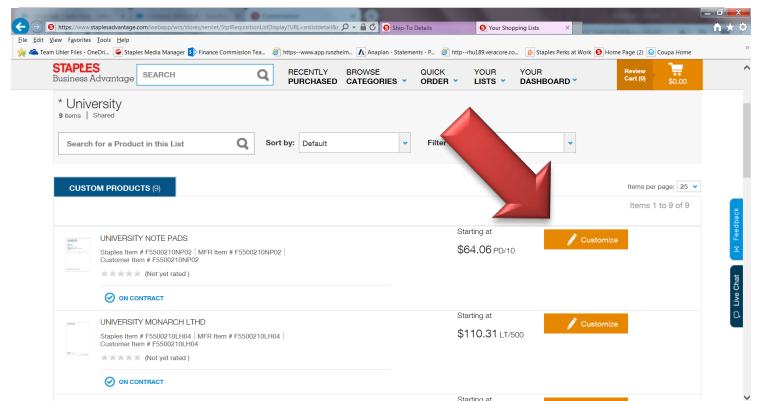
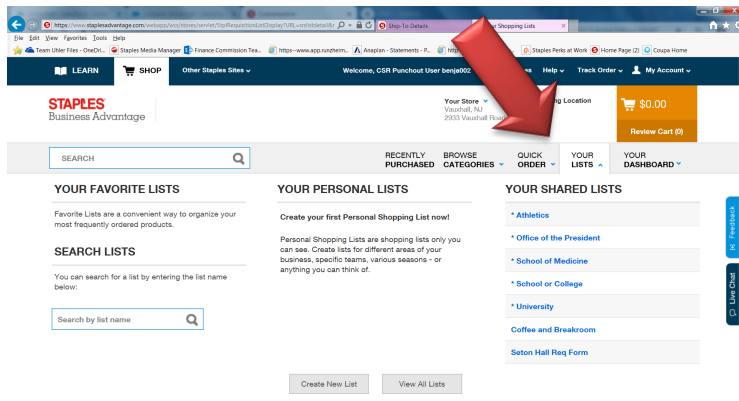


Getting Started

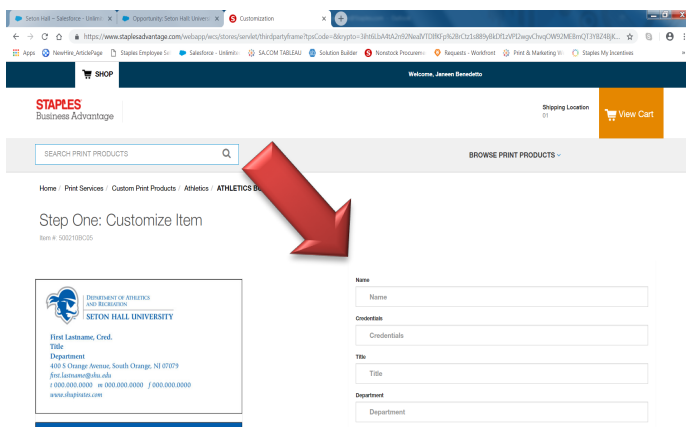
Our home page is divided into sections to make ordering your print products easy. This guide will explain how to shop for your Print Stationary through specific Shopping Lists created under the Your Lists section.



1 After logging into your StaplesAdvantage.com account, click on **Your Lists** in the top navigation of the home page. And select the appropriate department list.

2 Select the product you would like to order and click **Customize**.

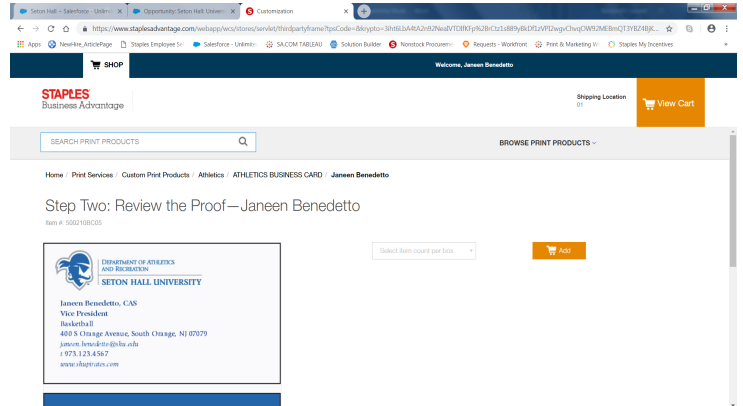
Customizing Your Products and Proofing Your Order



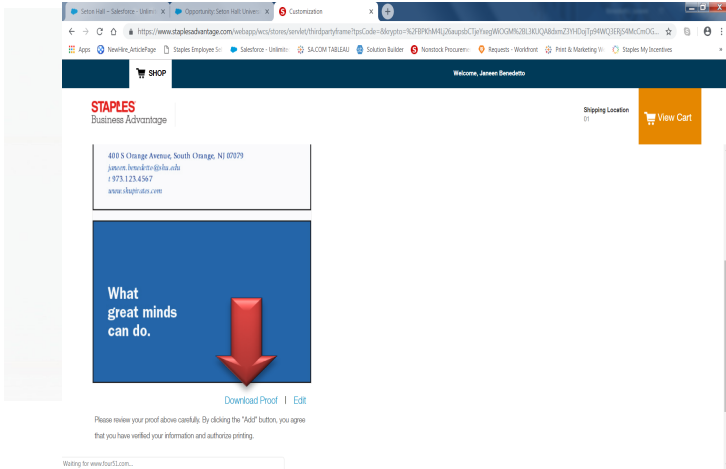
Enter your information in the empty fields or select your information from the provided drop-down lists.

If your option is not listed, please select "OTHER" from the dropdown list and manually type in the information.

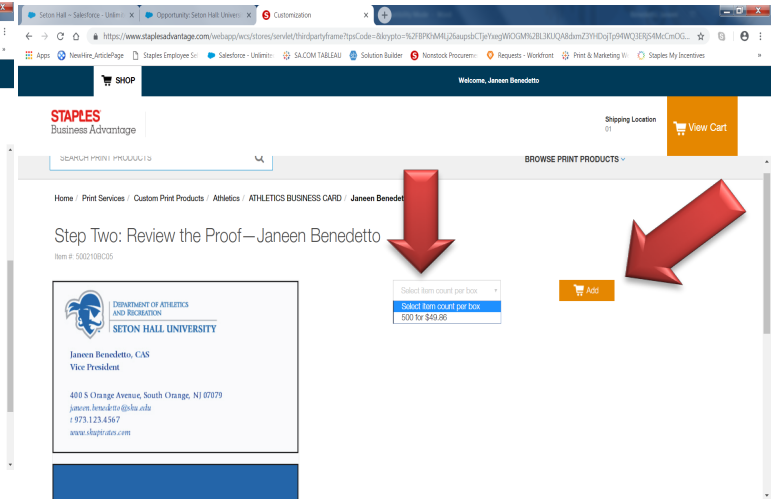
*When typing your name, if a dropdown appears, ignore it and just continue typing your name. You will then select the dept, address, etc., using the dropdowns on each line. To remove Auto-Fill setting see Auto-Fill removal Guide



When reviewing your proof, it is important to ensure that all your information is correct. The way your item appears on screen is **exactly** how it will look when printed.



- For a larger proof, select the download button to proof.



- Select Quantity & Add to Cart