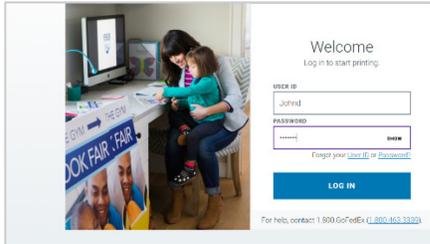


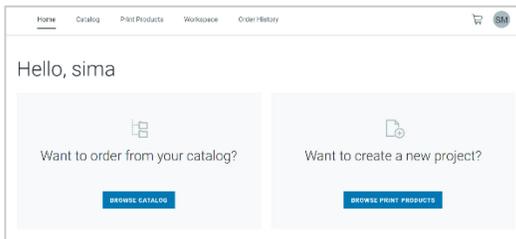
### Log in to FedEx Office® Print On Demand

1. Go to: [fedex.com/apps/ondemand/xavier](https://fedex.com/apps/ondemand/xavier) and enter your User ID and Password to log in.

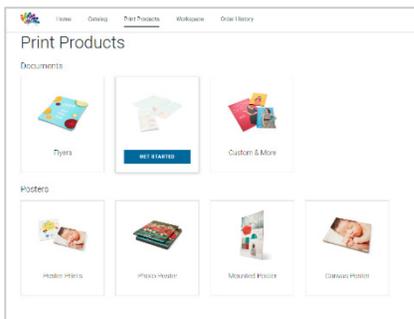


### Create a Document

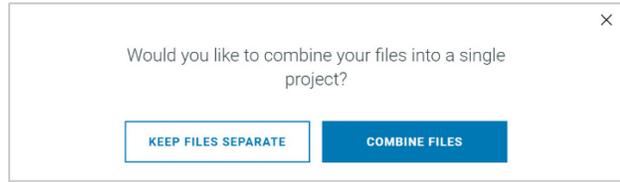
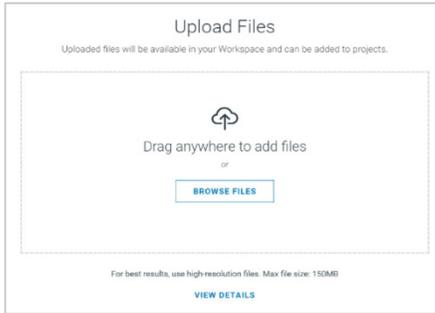
1. Choose **Print Products** to create a new document. Feature availability is dependent on your site configuration.



2. Choose a product type that best represents your desired finished product, and select **Get Started**.

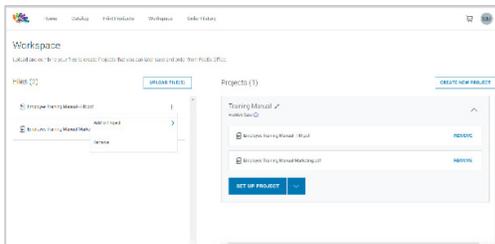


3. Select **Browse Files** to add files from your device, or drag and drop your files.
4. You may upload multiple files and **Combine Files** as a single project, or choose **Keep Files Separate** to create a separate project with each file.



### Workspace

1. In Workspace, you can associate your uploaded files with one or more projects. Files and projects are retained in Workspace for 30 days.
2. **Upload Files** or **Create Projects**, and drag and drop to associate files with projects, or to rearrange files within a project.
3. Once you have assigned your files with your project, select **Set Up Project** to choose print and finishing options.

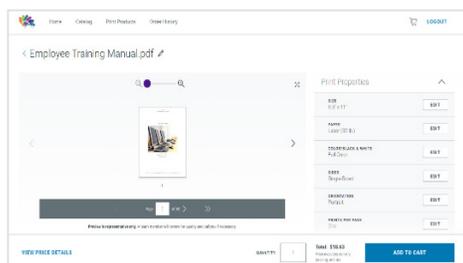


### Set Up Project

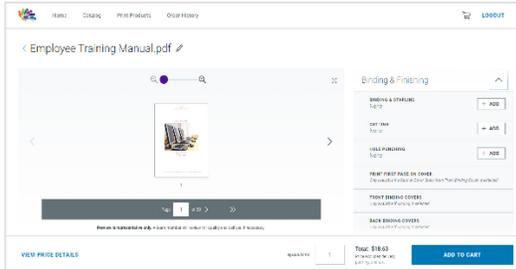
1. Set up your project for printing by choosing options from the following menus:

NOTE: Default options may vary by print product.

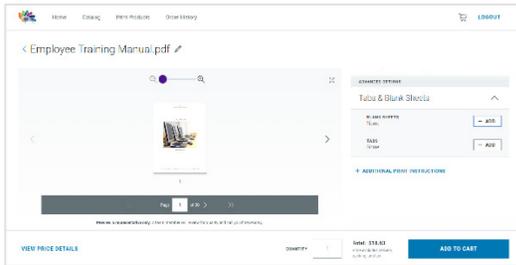
**Print Properties:** Paper size, Paper type, color, sides to be printed, Orientation & Prints Per Page



### A- Finishing Options: Binding & Stapling, Cutting, Hole Punching, Folding, Print First Page on Cover, Front Binding Covers, Back Binding Covers, Binder Spine & Lamination



### B- Tabs & Pages: Blank Sheets, Tabs

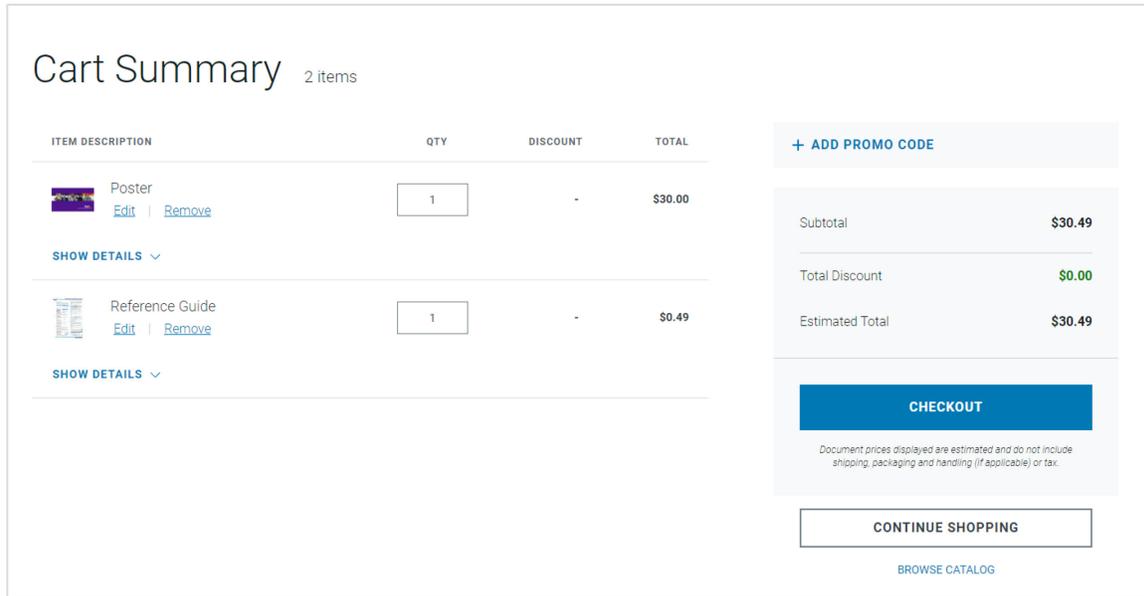


2. Choose **View Price Details** for a price breakdown, including any discounts.
3. Choose the **Pencil** icon to change the name of your project.
4. Select **Additional Print Instructions** from **Advanced Options** to add instructions for producing your document that are not available as menu options.

NOTE: Projects with additional print instructions will not display pricing online. A FedEx Office team member will contact you to confirm your instructions and provide a price before producing your order.

5. Navigate the dynamic preview by selecting the left/right icons or by entering the page number you want to preview.
6. Adjust quantity as needed and select **Add to Cart**.

### Cart



**Cart Summary** 2 items

ITEM DESCRIPTION	QTY	DISCOUNT	TOTAL
 Poster <a href="#">Edit</a>   <a href="#">Remove</a>	1	-	\$30.00
<a href="#">SHOW DETAILS</a> ▾			
 Reference Guide <a href="#">Edit</a>   <a href="#">Remove</a>	1	-	\$0.49
<a href="#">SHOW DETAILS</a> ▾			

[+ ADD PROMO CODE](#)

---

Subtotal \$30.49

---

Total Discount \$0.00

---

Estimated Total \$30.49

---

[CHECKOUT](#)

Document prices displayed are estimated and do not include shipping, packaging and handling (if applicable) or tax.

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[CONTINUE SHOPPING](#)

[BROWSE CATALOG](#)

1. At the **Cart**, you can modify item quantities, remove items from cart, return to editing print options for an item, or access other ordering options (based on your site configuration)

NOTE: Items saved to catalog in FedEx Office legacy applications (Print Online and DocStore) cannot be edited.

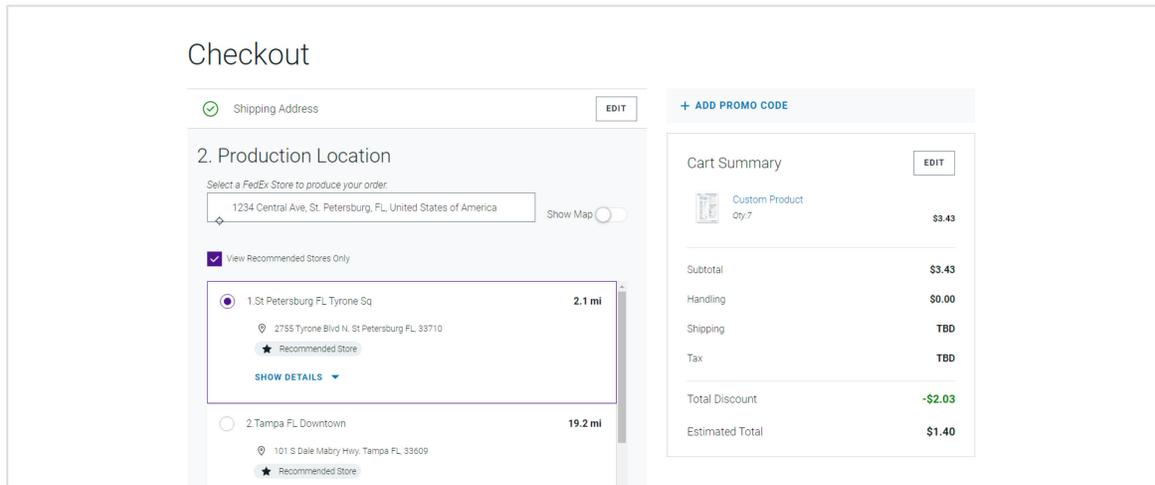
2. Select **Show Details** to see a price breakdown for an item.
3. Select **Continue Shopping** to create another project or add additional items from the catalog.
4. Select **Checkout** to proceed.

### Checkout with Delivery

1. Choose **Deliver to Address**.
2. Enter an address for delivery and select **Continue to Next Step**.
3. **Recommended Stores** are FedEx Office locations that have been specifically identified by your organization to support your program (such as on-site or near-site locations), and are identified with a "star" icon. If enabled for your account, you can switch between the full FedEx office network of 2000+ locations, and your organization's Recommended Stores, by selecting the **View Recommended Stores Only** checkbox. If not enabled for your account, you will proceed directly to the next step: **Delivery Method**.

NOTE: On-site locations and hotel/convention center locations may not be displayed unless View Recommended Stores Only is checked.

4. Select a **Production Location** and select **Continue to Next Step** to choose your **Delivery Method**.



5. Choose a **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount (if applicable) will be reflected in the Total Discount at **Order Summary**.

NOTE: For FedEx shipping; enter a Shipping Account Number to bill shipping directly to your FedEx account. Enter a Shipping Reference ID if needed or required.

6. Complete required fields for **Contact and Payment Information**.

NOTE: Specific billing information such as Department Code, Cost Center etc. may be required at checkout.

7. Review your **Order Summary** and click **Submit Order**.