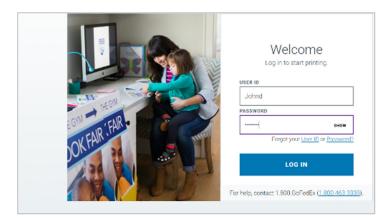


Log in to FedEx Office® Print On Demand

- 1. Go to: fedex.com/apps/ondemand/ius
- 2. Enter your **User ID** and **Password** to log in.



Create a Project

1. Select Browse Print Products or choose a Print Product to get started.

NOTE: Feature availability is dependent on your site configuration.

View Catalog Part Products Viologace Order History			Upload Files		
Print Products			Uploaded files will be available in your Workspace and can be added to projects.		
Dyt3 et stattd	Custom & More		Drag anywhere to add files		
Posters			BROWSE FILES		
ko 🛷					
Poster Prints Photo Poster	Mounted Poster	Garwas Poster	For best results, use high-resolution files. Max file size: 150MB VIEW DETAILS		

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



Workspace

In Workspace, you can rename projects, add files to projects, and rearrange combined files within a project.

- 1. If you have uploaded a single file to create a single project, select **Set Up Project** to set print options for your project.
- If you have uploaded multiple files to create multiple projects, select Set Up Project to set print options and add your project to Cart. Once your project is in cart, select the Workspace menu to return to set up any remaining projects in progress.
- If you have uploaded multiple files to combine as a single project, drag and drop your project files in the order they should be printed. Select Set Up Project to set print options.

Workspace Upload and combine your files to create Projects that you can later save and order from FedEx Office.									
Files (2)	UPLOAD FILE	(S)	Projects (1)	CREATE NEW PROJECT					
E Employee Training Manual - HR.p	df :	•	Training Manual 🌶	^					
Employee Training Manual-Marke			Employee Training Manual - HR.pdf	REMOVE					
			Employee Training Manual-Marketing.pdf	REMOVE					
			SET UP PROJECT V						

Set Up Project

Options for setting up your project are determined by the **Print Product** selected. Standard menu options for narrow format documents include:

- Files: Manage files associated with your project
- **Print Properties**: Choose Paper Size and Type, B&W/Color, Single/Double-sided printing, Page Orientation & Prints Per Page
- **Binding & Finishing**: Choose Binding & Stapling, Cutting, Hole Punching, Folding, and Lamination options
- Tabs & Pages: Add Blank Sheets and Tabs to separate page content
- Additional Print Instructions: Enter text-based instructions to request print services that cannot be selected from menu options.



- 1. Select print and finishing options for your project by selecting from the menus available. Your project preview and pricing will update dynamically to reflect the selected options.
- 2. Select **Additional Print Instructions** 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.

< Custom Bound Ma	anual			SAVE AS
	୍ 🌒 —————•୍	53	DOCUMENT FILES	
			Files	\checkmark
	S ref:		BASIC OPTIONS	
	Connecting the World in Responsible	>	Print Properties	^
	Connecting the World in Responsible and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the state and the		size 8.5' x 11'	EDIT
	CCCC C		PAPER Laser (24 lb.)	EDIT
			COLOR/BLACK & WHITE Full Color	EDIT
			SIDES Single-Sided	EDIT
	ddd		ORIENTATION Portrait	EDIT
	FRONT COVER		PRINTS PER PAGE One	EDIT
	C Page 1 of 28 > >>		Binding & Finishing	~
	Preview is representative only. A team member will review for quality and call you if necessary.		ADVANCED OPTIONS	
VIEW PRICE DETAILS		QUANTITY 1	Total: \$18.71 Price excludes delivery, packing, and tax.	ADD TO CART

- 3. Choose View Price Details for a price breakdown, including any discounts.
- 4. Adjust quantity as needed and select Add to Cart.

Save to Catalog

- 1. After selecting print and finishing options for your project, use the **Save As** option to add your project to your **Personal Catalog** for fast and easy reordering. Admins can save to the **Shared Catalog** for others to order.
- 2. Choose a folder location for your project or add a new folder, if needed.
- Select Save. After saving your project, you may continue to checkout or utilize other site functions. If you do not proceed to checkout, your project will remain in Workspace for 30 days, or until you remove it.