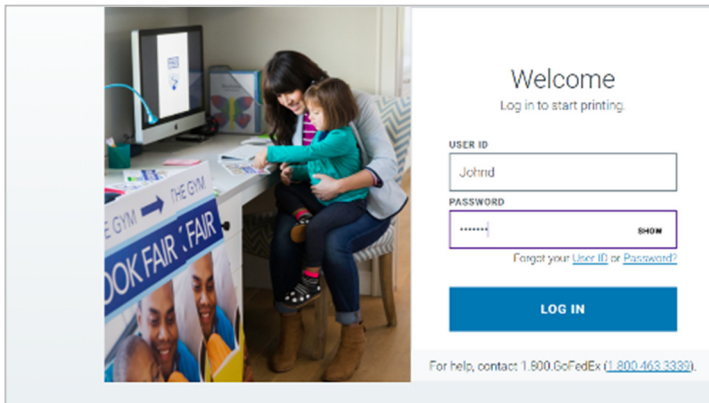## Log in to FedEx Office® Print On Demand
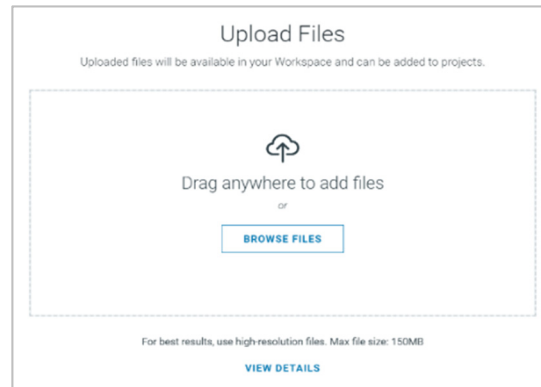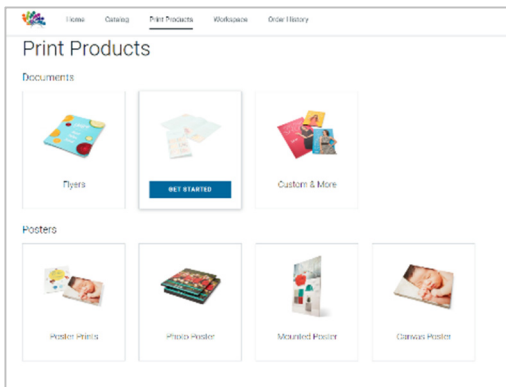
1. Go to: fedex.com/apps/ondemand/ius

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.

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.

2. 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.

3. 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.
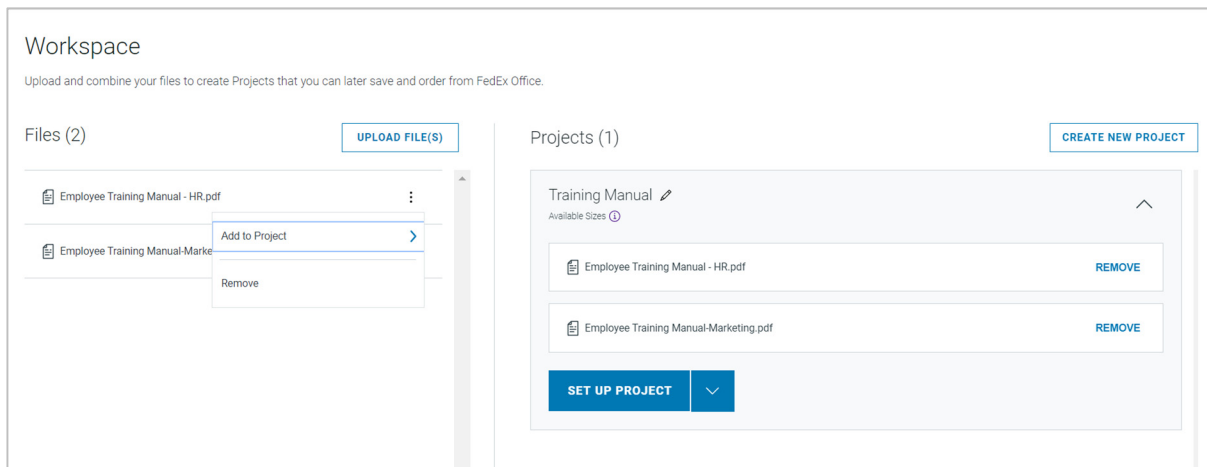

Set Up Project

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.
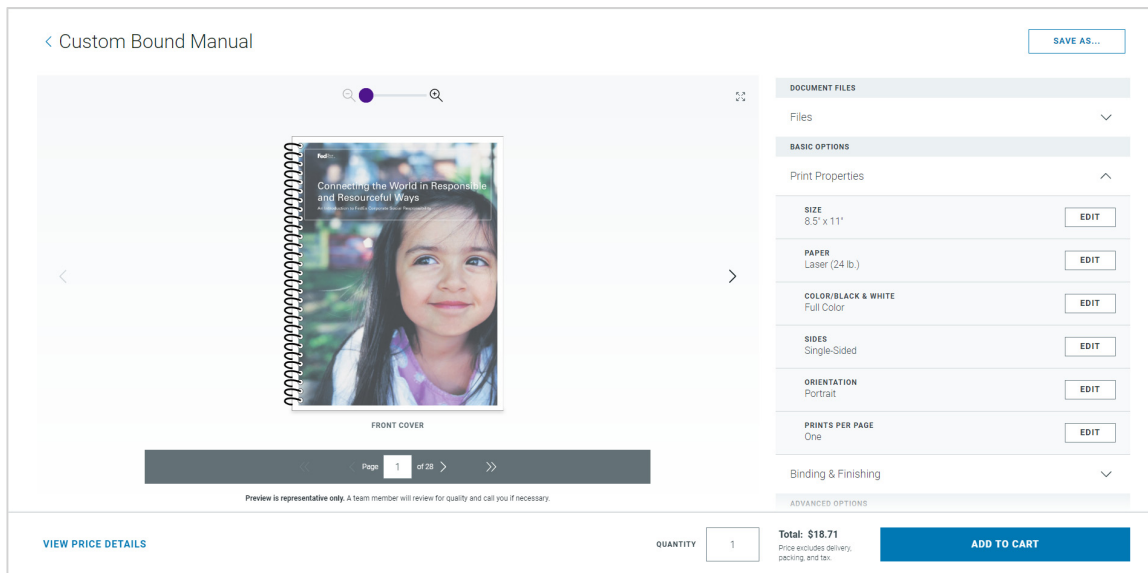
3. Choose **View Price Details** for a price breakdown, including any discounts.

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.

3. 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.