How To Order Laminated Prints from Officedepot.com

*(NOTE: Steps 1 - 3 are for **both** 11 x 17 and 40 x 60 sizes.)*

1. Download the ***Together, We Sing*** file you want to print, and remember where you saved it on your computer. You can download right here:

    11 x 17 desk reference size

    40 x 60 poster size

2. Go to www.OfficeDepot.com.

3. Log in *(or create an account, upper right corner).*

11x17 Desk Reference Size

1.Under the "Services" dropdown menu, look under the Document Printing column and select "Copies".

2. Click on "Get Started" *(right hand side).*

3. Select "My device" from the "Upload Your File" list, then select your file.

4. Select the #1 "Print Options" tab and select:

>   **Select:** Gloss Cover Premium White – 80 lb
>
>   **Paper sizes:** Ledger
>
>   **Fit paper:** Keep size
>
>   **Color:** Full color
>
>   **Sides:** Double sided
>
>   **Orientation:** Landscape
>
>   **Collate:** Collated

5. Select the #2 "Finishing Options" tab and select:

>   **Lamination:** 5 mil.

6. Select "Add to cart" *(lower right corner),* "Proceed to Checkout", then complete your order.

40 x 60 Wall Poster Size

1. Under the "Services" dropdown menu, look under the Large Format Printing column and select "Posters".

2. Under the "Custom Posters" option, click on "Customize".

3. Set the Landscape/Portrait toggle to "Landscape".

4. Choose your poster size *(poster file is 60x40).*

5. Click "Continue".

6. Under "Upload Your Own Design", click on "Get Started".

7. Select "My device" then select your file.

8. Select "Print Options" *(lower right-hand corner).*

9. Click the "Add Lamination" slider, then Select "Review" *(lower right-hand corner).*

10. Select "Approve & Add to Cart", "Proceed to Checkout", then complete your order.