



Become a Sigma Nu Flyer Printing Instructions

1. Go to www.sigmanu.org/vbrmarketingmaterial
2. Download (remember where you saved it)
 - o **Flyer.8.5x11.custom.doc**
 - o **Flyer.8.5x11.sigmanu.doc**
3. Then customize the flyer to your liking. You can choose to use content provided to you or add your own content. Move to the next step once you are done customizing your flyer.
4. Go to <http://www.fedex.com/us/office/> and click on **FedEx OfficeSM Print Online** under **Quick Access**

Monday, June 8, 2009 Customer Support | FedEx Locations | A A A

FedEx Office
FedEx Kinko's is now FedEx Office

Copy & Print | Marketing Products | Office Services | Ship

Search

Welcome to FedEx Office
This is your destination for printing, document services and much more. Take advantage of products and features to meet your personal and business needs.

Check out the latest products from FedEx Office.

Quick Access

- FedEx OfficeSM Print Online
- Packing & Shipping Services
- Signs & Banners
- Business Cards & Letterhead
- Business Solutions
- Cards & Calendars

FedEx OfficeSM Print Online Help

Full-Color Brochures
Print professional documents, like the sample above, right from your desk with FedEx OfficeSM Print Online.

Track Print Jobs Help

Enter print job or shipment tracking #:

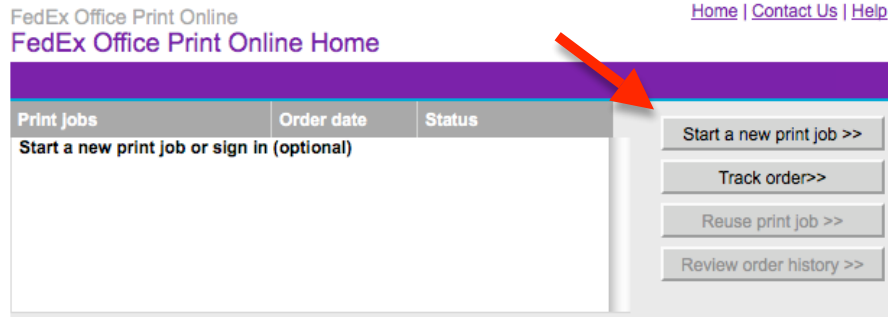
Find a FedEx Location Help

Search ZIP Code:

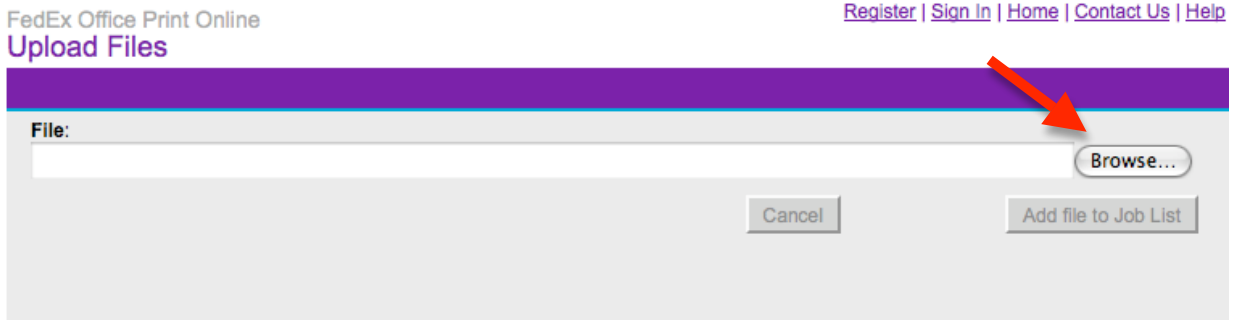
Sign up for My FedEx Rewards
Earn points towards great prizes. [More >](#)

The new FedEx Office.

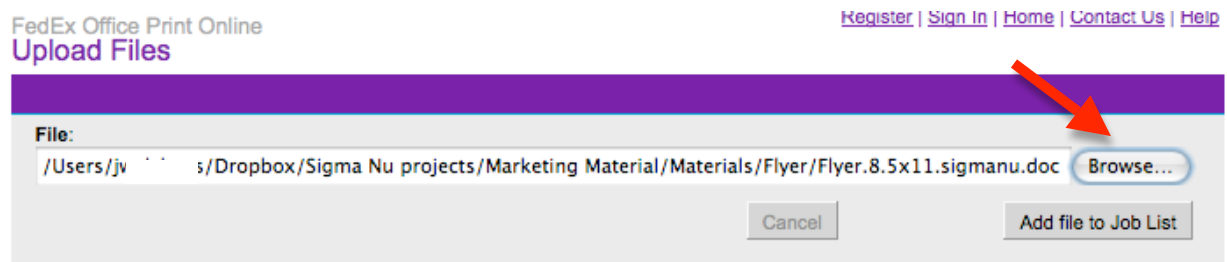
5. Then click Start new print job.



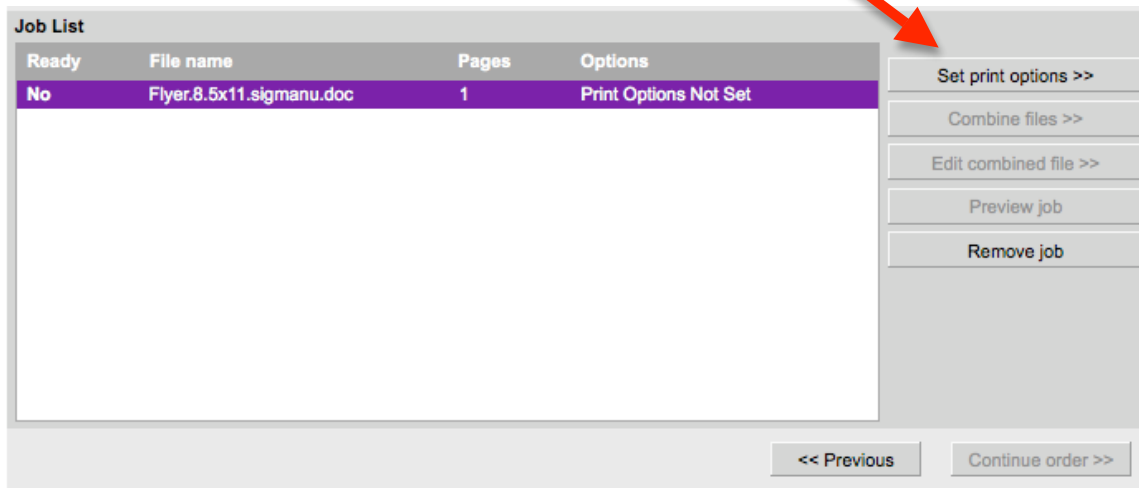
6. Click **Browse** and upload **Flyer.8.5x11.custom.doc** or **Flyer.8.5x11.sigmanu.doc**



7. Once the file is uploaded, click the **Add file to Job List Button**



8. Once the file is added, click **Set print options**



9. You will now set your print options. When you are done, click **OK** in the lower right hand corner

- Choose how many copies you want. This will affect your overall cost.
- Make sure the **Print Type** is **black & white**
- You can choose a different Paper Category and Paper Type but this will increase the cost

FedEx Office Print Online



[Register](#) | [Sign In](#) | [Home](#) | [Contact Us](#) | [Help](#)

Set Options for: Flyer.8.5x11.sigmanu.doc

Estimated cost: \$ 0.10

Set print options | Bind, staple, & more | Tabs & insert pages

Copies: 1

Collated:  Non-collated: 

Sides: Single-sided Double-sided

Print type: Color Black & white Print first page in color

Paper category: Standard

Paper type: 30% Recycled/Standard White

Page orientation: Portrait
Paper size: Letter (8.5" X 11")

Add special instructions (optional) >>

Preview << Previous **OK**

10. Then click **Continue order**

Job List

Ready	File name	Pages	Options
Yes	Flyer.8.5x11.sigma...doc	1	1 page, 50 copies, black & white, 1 sided, No bindings or finishes, 0 tabs, 0 inserts

Set print options >>
Combine files >>
Edit combined file >>
Preview job
Remove job

<< Previous **Continue order >>**

11. You will now be able to review your order. Click **OK** to continue with the order

FedEx Office Print Online
Preview Order - Flyer.8.5x11.sigmanu.doc

Register | Sign In | Home | Contact Us | Help

The screenshot shows a web interface for reviewing a print order. The main area displays a flyer for Sigma Nu Fraternity with the headline "BECOME SOMETHING MORE BECOME A SIGMA NU". The flyer lists various attributes like Brotherhood, Friendship, Diversity, Service, Excellence, Athletics, Growth, Scholars, Opportunity, Leadership, Love, Honor, Truth, Education, Respect, Networking, Champions, Value, and Impact. The Sigma Nu logo is at the bottom right of the flyer. The interface includes a Document Navigator, a Go to Image field, a Zoom slider, and a Document Summary sidebar. The Document Summary shows a Production Price of \$6.00, a Volume Discount of 0.00, and an Estimated Cost of \$6.00. The Print Options sidebar lists 1 page, 50 copies, Collated, Single sided, Black & white, and Standard Laser paper. The Tabs & Inserts sidebar shows 0 tabs and 0 inserts. At the bottom right, there are buttons for "<< Previous" and "OK", with a red arrow pointing to the "OK" button.

12. Last, choose one of the Delivery Options and follow the directions to complete your order.

- The quickest and least expensive option would be to **Pick-up at FedEx Office** but you can choose to have your order delivered.

FedEx Office Print Online
Select Delivery Options

Register | Sign In | Home | Contact Us | Help

The screenshot shows the "Select Delivery Options" page. At the top left, a red arrow points to an asterisk (*) next to the text "Asterisk (*) indicates a required field". Below this, there are three radio button options for delivery: "Pick up at FedEx Office" (selected), "Ship via FedEx (fee-based)", and "Deliver via courier (fee-based)". Underneath is a section for searching for a FedEx Office Center, which includes a note that the order may take up to 2.0 hours to produce and a question about when to pick up the order. The "Ready by" field is set to "Jun 09, 2009" at "11:00 AM". Below this is a form to find a FedEx Office Center near you, with fields for "* ZIP:", "Address:", "* City:", and "* State:" (a dropdown menu). A "Search" button is at the bottom of the form. At the bottom right of the page, there are buttons for "<< Previous" and "OK".