



Become a Sigma Nu Table Topper Printing Instructions

1. Go to www.sigmanu.org/vbrmarketingmaterial
2. Download (remember where you saved it)
 - o **TableTopper.8.5x11.custom.doc**
 - o **TableTopper.8.5x11.sigmanu.doc**
3. Customize the table topper 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 table tent.
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

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- Business Cards & Letterhead
- Business Solutions
- Cards & Calendars

FedEx OfficeSM Print Online

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

Track Print Jobs

Enter print job or shipment tracking #:

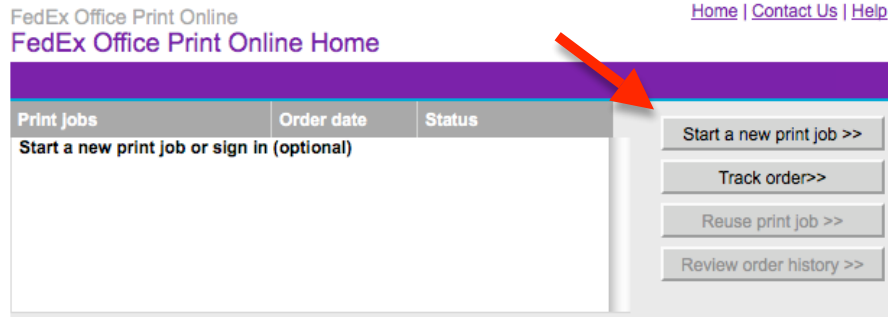
Find a FedEx Location

Search ZIP Code:

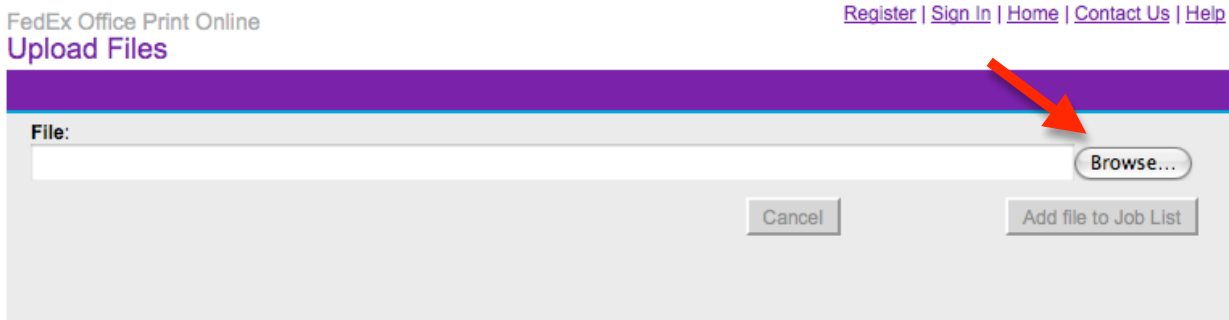
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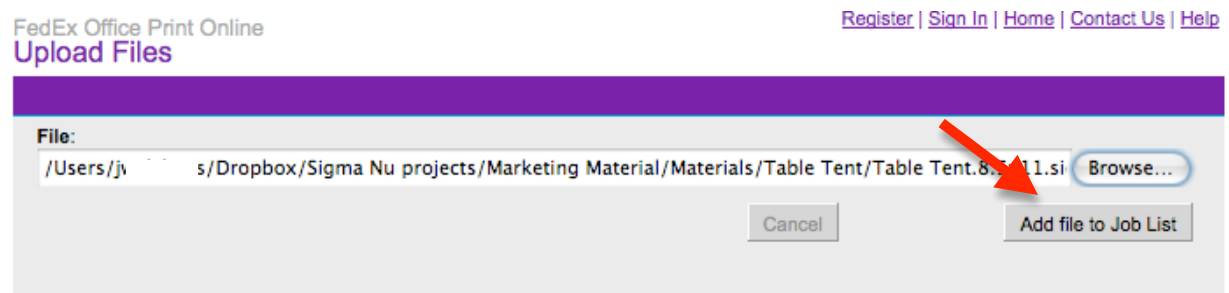
5. Click Start new print job.



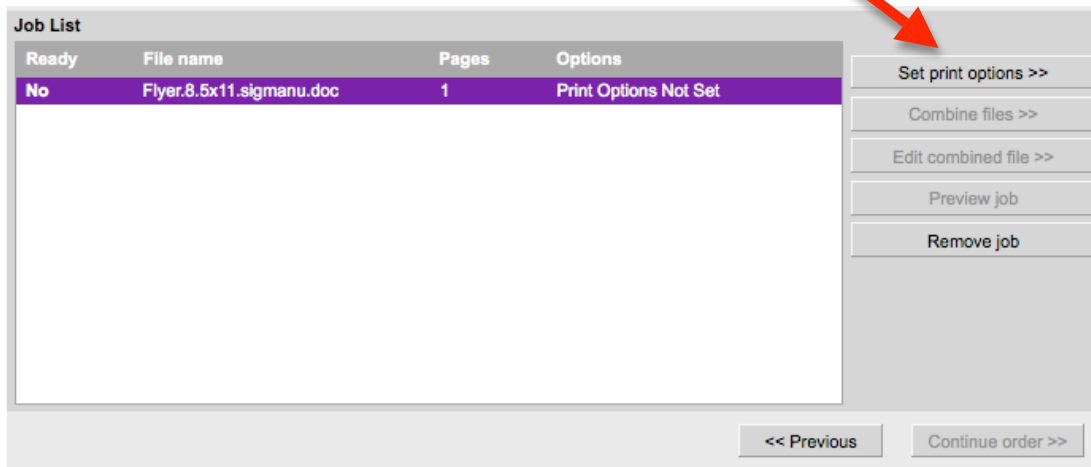
6. Click **Browse** and upload **TableTopper.8.5x11.custom.doc** or **TableTopper.8.5x11.sigmanu.doc**



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.

- 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

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

Estimated cost: **\$ 0.10**

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

Copies: Collated: Non-collated:

Sides: Single-sided Double-sided

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

Paper category: [Learn more about paper categories and types](#)

Paper type:

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

Add special instructions (optional) >> Preview << Previous **OK**

10. The click **Bind, staple, & more**. Make sure the **Tri-fold** and **Text out** buttons are selected. Then click **OK**.

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Set Options for: **Table Tent.8.5x11.sigmanu.doc**

Estimated cost: **\$ 0.19**

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

Binding and stapling

None Staple Coil Comb Binder

Cutting

None Half - Vertical Half - Horizontal Third - Horizontal Third - Vertical Quarter

Hole Punching

None 3-hole 2-hole

Folding

None Half-fold Z-fold Tri-fold

Fold with Text in Text out

Add special instructions (optional) >> Preview << Previous **OK**

11. Click **Continue order**

Job List

Ready	File name	Pages	Options
Yes	Table Tent.8.5x11....doc	1	1 page,1 copy, black & white, 1 sided, Tri-fold, 0 tabs , 0 inserts

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

<< Previous **Continue order >>**

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

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 Preview Order - Table Tent.8.5x11.sigmanu.doc

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Document Navigator | Go to Image 1 of 2 | Zoom | Document Summary

Production Price \$0.19
 Volume Discount 0.00
 Estimated Cost \$0.19

Excluding other discounts, shipping, and tax

Print Options
 1 page
 1 copy
 Collated
 Single sided
 Black & white
 30% Recycled/std. white

Binding & Finishing
 Tri-fold

Tabs & Inserts
 0 tabs
 0 inserts

<< Previous **OK**

13. 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.

Asterisk (*) indicates a required field

Delivery options:

- Pick up at FedEx Office
- Ship via FedEx (fee-based)
- Deliver via courier (fee-based)

Search for FedEx Office Center

Your order may take up to 2.0 hours to produce.

When would you like to pick up your order?

Ready by: Jun 09, 2009 11:00 AM

Time shown is for the FedEx Office Center where the order will be picked up.

Find a FedEx Office Center near you

* ZIP:

- or -

Address:

* City:

* State:

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OK