YOUR BRAND IDENTITY SITE

- Office Depot
- Higher Education
- K-12 Education

Office Depot
University of Larona
LOCKTON ELEMENTARY
Step 1: *Login to your BSD site using your username and password*
Step 2: Access your Brand Identity Site:

Option 1:
- Click on Products and then select Brand Identity

Option 2:
- Click on Services and then select Brand Identity

Option 3:
- Click on Services and then Print & Copy.
  - On the next page click on Brand Identity
Step 3: **Select on Product Category (if applicable)**

![Office Depot Product Catalog](image)

- **Customer Logo Here**
- **Search Feature**
- **Use your logo for your Brand Identity site**
- **Use images to customize the tiles**
- **Personalize the look by using company colors for background**

<table>
<thead>
<tr>
<th>Product Category</th>
<th>Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Cards</td>
<td><img src="image" alt="Business Cards" /></td>
</tr>
<tr>
<td>Envelopes</td>
<td><img src="image" alt="Envelopes" /></td>
</tr>
<tr>
<td>Letterheads</td>
<td><img src="image" alt="Letterheads" /></td>
</tr>
<tr>
<td>Brochures</td>
<td><img src="image" alt="Brochures" /></td>
</tr>
<tr>
<td>Folders</td>
<td><img src="image" alt="Folders" /></td>
</tr>
<tr>
<td>Labels</td>
<td><img src="image" alt="Labels" /></td>
</tr>
</tbody>
</table>
Step 4: Choose Your Quantity and Click “Create”
Step 5: Add your customization

Add your customization. Then if you approve your preview, select the 'Add To Cart' option, or select 'Order More' if you want to add this item to your cart and continue to order another item.

Customization:
As you add to the text fields, the product will auto populate for instant product preview.

Add Your Customization:
- First Name
- Last Name
- Title
- Address
- City
- State
- Zip
- Toll Free
- Telephone
- Fax
- Email
- Special Characters

Product Preview:
Zoom Level: Increase or Decrease Preview Image

Email Preview:
Allows you to email a preview to others

View Full Size Image:
To view a PDF Image

Approving Your Proof:
Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email or return to this screen to make changes. Changes will not be allowed after checkout.

Order More
Add To Cart:
Add item to cart to proceed to checkout or continue shopping
Order More:
Click to continue shopping for print products
Step 6: Non-Customized Items

Zoom: Increase Image by Hovering over preview
Step 7: When finished ordering, select “Checkout” to enter billing and shipping data.

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.