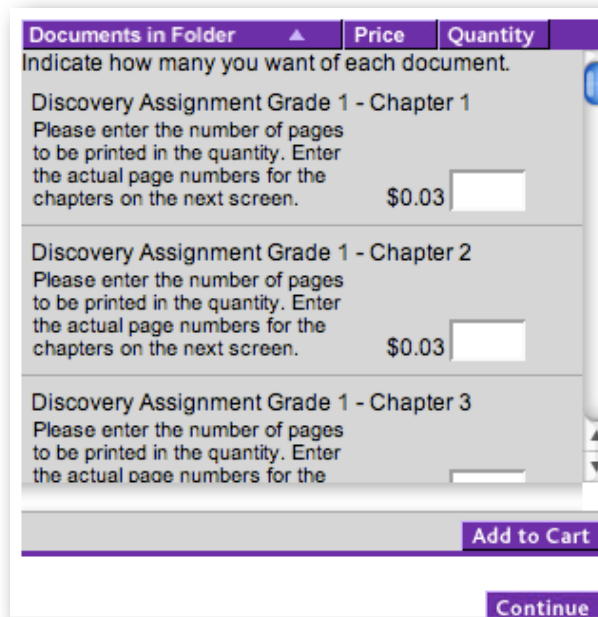
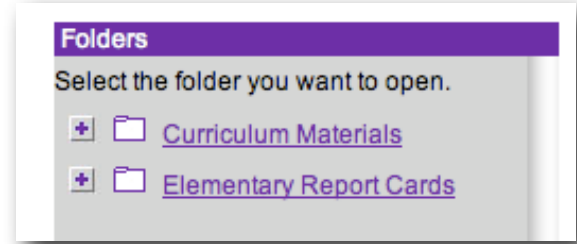


# ONLINE CATALOG HANDOUT

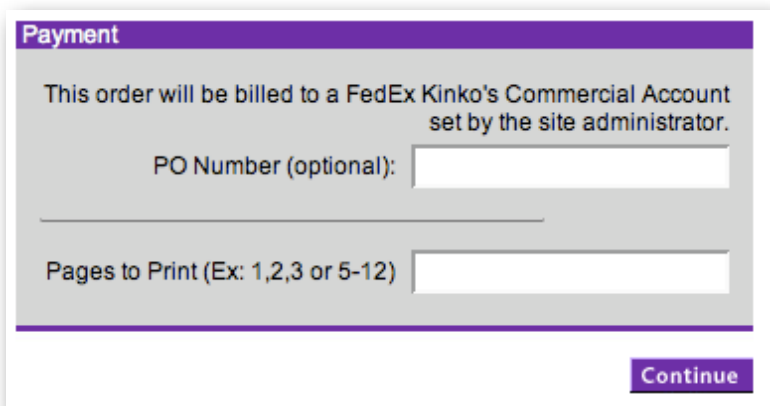
Login to FedEx/Kinko's <https://docstore.kinkos.com/meadsd>

• Choose the 1st Option after logging in: **"Select Document from your Online Catalog"**

1. Click on the "+" icon next to the folder entitled **Curriculum Materials**.
2. Use horizontal scroll bar to see the grade levels.
3. Select from the DAB or SG.
4. Now enter your quantity, for example, a class set might be #28.

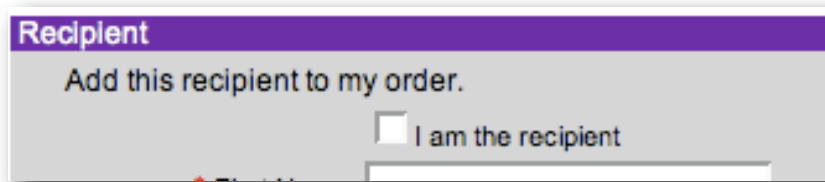


5. Then click the **"Add to Cart"** button.
6. Click **Continue**.
7. Under the Payment window locate the **"Pages to Print"** if you do not want to print the entire chapter. For example, 1,2, 6-18. Separate individual page requests by a comma and use a hyphen for a sequence of pages.



## Printing

8. Click **Continue**.



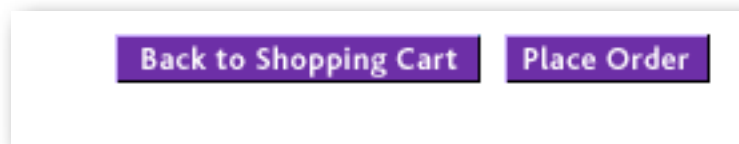
A dialog box with a purple header containing the word "Recipient". Below the header, the text "Add this recipient to my order." is displayed. Underneath, there is a checkbox followed by the text "I am the recipient".

9. On the next screen click the box for "I am the Recipient".

10. Click Continue.

11. Your order synopsis will now display. Pages are defaulted to print back to back.

12. Click **"Place Order"**.



Two buttons are shown side-by-side: "Back to Shopping Cart" and "Place Order". Both buttons have a purple background and white text.