

UGA Extension publications can be found online at: <http://extension.uga.edu/publications>
Order printed hard copies of publications at: www.officemaxworkplace.com
POD Help: www.caes.uga.edu/unit/occs/resources/pod/
Quick start guide: www.caes.uga.edu/unit/occs/resources/pod/get-started.html
Order suggestions: www.caes.uga.edu/unit/occs/resources/pod/ordersuggestions.html
Info on Upload and Print: www.caes.uga.edu/unit/occs/resources/pod/OMprint.html

What is Print on Demand?

The Print on Demand system through OfficeMax Workplace provides an interface for UGA Extension county personnel to order hard copies of UGA Extension numbered publications. The system includes:

- Search tools to select publications
- Shopping cart to hold items
- Order and shipment history to track orders
- The ability for district offices to pay for county orders by invoice
- Fast turnaround times – usually four days between placing an order and delivery
- Publications printed in color
- No order minimums
- Multiple users per county office

Who can use Print on Demand?

Print on Demand for numbered Extension publications through OfficeMax Workplace is provided for county office ordering only. Each county user will need to request an individual account and complete a training session. To request an account submit the form at https://ugeorgia.qualtrics.com/SE/?SID=SV_3Da8BgJrsx390Vv

Anyone may download and print numbered Extension publications from <http://extension.uga.edu/publications>.

Why should I use POD?

Although all of our publications are accessible online for free and can be printed out in your office, POD will allow you to have high-quality hard copies available for visitors or for when you want a large amount of publications to distribute at a meeting or workshop. Having professionally printed publications on hand will promote our credibility. Additionally, this will save you from having to spend money on ink and paper for your office printer. When ordering, think about which publications you print out the most often. Maybe only order three to five copies of a variety of pubs to keep on hand. Or consider ordering one or two copies of the more expensive identification guides to keep in a reference or library section of your office. Most importantly, don't let your POD allocation go to waste!

What can I find in POD?

The catalog features numbered Extension publications written by UGA Extension on topics like agriculture, environment, lawn and garden, food, family, money, and health. These pubs have been internally and externally peer reviewed. Departmental materials, resources or guides that are created independently from the publications office are not included in the catalog. If it's not on the Extension publications website, you won't find it in POD. Additionally, publications that are "for sale" cannot be ordered from the catalog.

Keep in mind that numbered UGA Extension publications may be removed from circulation for systematic review, major changes or archival purposes. A list of unavailable publications can be found at <http://extension.uga.edu/publications/unavailable.cfm>. If you would like for an existing publication to be reviewed/updated, please contact the authors.

Alternatively, new and revised publications are constantly being added. A list of up-to-date pubs can be found at <http://extension.uga.edu/publications/alpha-list.cfm>. If you see a publication that is available on the Extension publications website, but not on the OfficeMax Workplace website, please call Andrea Gonzalez at (706) 542-8981.

How does Print on Demand work?

1. Each district assigns annual POD allotments for county offices that have been given a budget. Counties should contact their district business manager or district director with questions regarding POD funding.
2. Each user will need to request an individual account and complete a POD training session.
3. After logging in and selecting your consignee, browse or search the OfficeMax Workplace Extension publications catalog to view titles.
4. Add the desired quantity of an item to your shopping cart.
5. Click "Continue" or "View Cart" to check out. Check to make sure your order is correct and continue.
6. Select the recipient and place the order. The total/subtotal is the amount that will be subtracted from your POD allotment).
7. An invoice will be sent to your district office for payment from your county's POD account. If you do not have a budget, you will need to reimburse your district office by sending a check.
8. Ordered items can be monitored through a user's order history or a usage report can be requested.
9. Ordered items will typically be delivered within four business days.
10. District offices have agreed to cover the cost of shipping. Counties are encouraged to help keep shipping costs down by planning ahead and consolidating orders. Orders over \$75 receive free standard shipping.
11. Counties are responsible for tracking their POD spending. If a county office has multiple registered users, those users should keep each other informed of POD spending or be sure to request usage reports. If a county's annual POD allotment has been spent, the county will be responsible for funding orders.

What are the open and close dates?

There is no longer an "open" or "close" date. Orders, however, will need to be placed within the same parameters as other purchases and fiscal year deadlines.

How do I pay for this?

Money has been set aside at the district level specifically for printing numbered publications through OfficeMax. This amount ONLY pays for numbered publications in the Print on Demand catalog. You will be responsible for any "Upload and Print" purchases. The amount allocated varies by district and county. Contact your district office for more information, especially when needing to find out how much money is in your account.

Ask yourself: *Do I have a budget?*

- If YES: The order will come from your county's POD allocation. Place an order in OfficeMax system as explained in the training. An invoice will be sent to your district office for payment.
- If NO: Be prepared to send a check to the district office. You will need to work with them on payment.

Will the price go down if I order a larger quantity?

The OfficeMax system does not provide price breaks because we have already negotiated reduced rates per copy. This is how you are able to order without a minimum amount, meaning you can order as little as one copy. Since publications are constantly being updated, the publications office prefers orders with smaller quantities of a wide variety of items so that only current publications are in circulation.

How do I track how much money is in my account?

Account balances are not automatically calculated through the new Print on Demand system. It is recommended that you work with your district office to see how much is left in your account. You can also request a monthly usage report from OfficeMax's UGA account manager, Nick Stabile, at 678-620-4473 or nick.stabile@officedepot.com, which will allow you to see how much all of the users in your county have spent (recommended for CECs).

Can I pick up my order at my local OfficeMax?

Our catalog is set up for delivery only. If for some reason you need to pick up an order at a store, contact OfficeMax's UGA account manager, Nick Stabile, at 678-620-4473 or nick.stabile@officedepot.com. Because of the way our catalog is set up, going to a store is not recommended and you may have to pay additional charges.

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User Q&A

How do I change my password?

- A. Changing passwords can be done from landing page immediately after login. Select “Your Profile” then “Username and Password.”

I'm having trouble searching for publications; I got a message saying “document not found.”

- A. Broaden your search.
 - i. Instead of searching “**blueberries growing in the wild**” try searching “**blueberries**” to return more results.
- B. Use partial words.
 - i. Sometimes, even “**blueberries**” can be too specific if the publication title or description only uses the word “blueberry.” Try searching “**blueb**” to get the most results.
- C. A publication may not be available if it is under review. Check the Extension publications website.
- D. If you still can't find a publication, contact Andrea Gonzalez (706-542-8981; alg88@uga.edu).

Will search results only look in the current folder I am browsing?

- A. No, the search feature searches the entire numbered publications catalog.

I searched by publication number and no results were found.

- A. Make sure to put a space between the letter and number.
 - i. For example, “B 1144” (with a space) is correct, **not** “B1144” (no space).
- B. Search for just the number without the letter.
- C. The publication may not be available if it is under review. Check the Extension publications website.
- D. If you still can't find a publication, contact Andrea Gonzalez (706-542-8981; alg88@uga.edu).

Why does the preview show the publication in color if the specifications say it is in black and white?

- A. The preview shows publications as they were uploaded into the system. Go by what the specifications say and not by the preview. A good way to tell if a pub is in black or white is by looking at the price. Color publications are more expensive.

The publication I want is too expensive for me to order in color. Can I get it in black and white to reduce the cost?

- A. Possibly. Please contact Andrea Gonzalez (706-542-8981; alg88@uga.edu) directly before placing your order. Publications that are in color for identification purposes will not be reconfigured.

Can I change my paper?

- A. Yes. Please list the paper you need (glossy, cardstock, colored, etc.) in the special instructions at checkout along with a contact name or number to receive an updated price quote.

Can I request a rush?

- A. Yes, standard turnaround time is a maximum of 4 business days from when you place your order. A rush can be accommodated, but is an extra charge based on when you need the item in hand. Contact OfficeMax customer support at 800-817-8138 or email cpd.customeronlinesupport@officedepot.com.

Why does the shipping cost say \$0?

- A. Orders over \$75 ship FREE when standard shipping (ground shipping) is selected.
- B. Orders less than \$75 are charged to the district office and do not affect your POD allocation. Please do your part to help manage shipping costs. A DED may reduce your allocation if the county demonstrates no effort to combine orders over a short period of time.
- C. Upgraded shipping such as next-day or 2-day is charged accordingly based on UPS shipping rates.

Can I pay for both Extension numbered publications (POD) and my upload-your-own/pay-to-print job at checkout?

- A. No. Numbered publications from the catalog are invoiced separately from items that you've uploaded to print on your own or that you're ordering from the “Upload and Print” area.

Who do I call if I have a question regarding the system?

- A. Call the OfficeMax support team at 800-817-8138 or email cpd.customeronlinesupport@officedepot.com.
- B. Contact OfficeMax's UGA account manager, Nick Stabile, at 678-620-4473 or nick.stabile@officedepot.com.

Who do I call if I have questions about UGA Extension publications?

- A. Call Andrea Gonzalez, UGA Extension publication editor, at 706-542-8981 or email alg88@uga.edu.

Who do I call if I have questions about my funds or invoice?

- A. Call your district accountant or Sadie Brown in the Ag Business Office at 706-542-9000 or sadie@uga.edu.

Tips for Browsing Folders

Please note:

Folders are in alphabetical order.

Folders with 30+ items may take awhile to load depending on your Internet connection.

White arrows designate the folder has subfolders.

Items are categorized as fruit or vegetable according to the Farm Gate Value Report.

Animal & Dairy

Includes: General information on beef cows, dairy cows, horses, swine, goats and how to manage beef and dairy operations (including record keeping, nutrition and breeding) plus information on specific pests and diseases of animals. Also includes dairy judging and showing information.

Does not include: Fish or poultry publications.

Aquaculture & Ponds

Includes: Information on raising fish and managing ponds.

Does not include: Water quality publications.

Commercial Horticulture

Includes: Information for producers looking to grow flowers, ornamentals and plants for sale. Also includes greenhouse and nursery management.

Does not include: Growing vegetables in greenhouses or maintaining horticultural products in the landscape.

Family & Consumer Sciences

These pubs are from specialists in the College of Family and Consumer Sciences. They will be separated by subject once the publications merge is complete. It is recommended that you only order from the "NEW" subfolder, as these are the most up to date publications.

Forages

Includes: Information on growing and managing forage crops, including pests and diseases of specific forages.

Fruit & Nuts

Includes: General and commercial information on growing fruits and nuts, including managing orchards and controlling pests and diseases of specific commodities.

Does not include: Pubs specifically relating to growing fruits and nuts at home.

General ANR

Includes: Publications that provide general info on soils (including soil tests), fertilization, farms and safety. Also includes composting, food science, honey bees, forestry, wildlife and environmental publications.

Does not include: Pesticide safety and information, irrigation or machinery calibration publications.

General Horticulture

Includes: General maintenance information on trees, ornamentals and landscape plants including diseases, weeds and pests of specific plants. Also includes container gardening, butterfly gardening, indoor plants and native plants. Does not include: Pubs specifically for commercial horticulture production or lawns/turfgrass.

General Pesticide

Includes: Pesticide safety; mixing, applying and storing pesticides; and insecticide basics for homeowners or commercial applicators. Does not include: General info on sprayers or calibrating applicators.

General Pests

Includes: General info on dealing with nuisance wildlife, insects in the home, lice, etc. Does not include: Insects, weeds or diseases of specific commodities and plants.

Home Garden

Includes: Information on starting and implementing community and personal fruit/vegetable gardens. Also includes publications on home orchards, growing fruits and vegetables in a garden, controlling diseases in gardens and managing pests in gardens. Does not include: Flower gardening, landscaping or composting publications.

Landscaping

Includes: Information on landscape design and information for landscape professionals. Also includes best management practices, including conserving water in the landscape. Does not include: Maintaining plants in the landscape or managing lawns/turfgrass.

Mechanics & Engineering

Includes: Information on farm machinery, calibrations, irrigation, construction, fencing, etc. Does not include: Water quality or publications relating specifically to poultry.

Poultry

Includes: All publications relating to the poultry and egg industry, including management, nutrition, breeding, hatching and processing. Also includes poultry mortality composting and backyard flocks.

Reports & Trials

Includes: Yearly crop performance tests, evaluation program results, plant disease loss estimates, Gold Medal Winners, research reports and industry analysis.

Row Crops

Includes: Information on growing, harvesting and storing row crops for commercial producers. Also includes managing pests and diseases of specific commodities. Does not include: Publications relating to commodities that are categorized as fruits/vegetables or that are specifically related to forages.

Turfgrass

Includes: All publications relating specifically to turfgrass types or managing lawns, including growing, fertilizing, and controlling weeds, pests and diseases.

Vegetables

Includes: General and commercial information on growing specific vegetables and melons, including planting and harvesting times, organic production, and controlling pests and diseases of specific commodities. Does not include: Pubs specifically relating to growing vegetables at home.

Water Quality

Includes: Information on improving water quality of wells, drinking water, wastewater, storm water, etc. Does not include: Water usage or stewardship publications.