

Print on Demand System: Instructions for ordering OSU Extension Fact Sheets

The Print on Demand System – PODS – has been moved to <https://pods.okstate.edu>. Over 1300 OSU Extension fact sheets can be ordered for printing then shipped to your county extension office. At the PODS site, you can search for the fact sheet to be printed and add it to your cart, including the number of copies. Continue to shop for other fact sheets or begin the check-out process: enter your shipping address, confirm the number of copies and fact sheet titles, then submit the order. Within 48 hours you will receive an email notification that your order has been placed. (Delays in sending your receipt notification do not affect the printing process.)

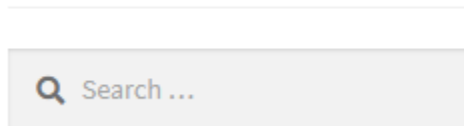
Note: Only OSU employees can submit orders. You must login before your cart can be submitted.

If you have problems using the system, please contact Dwayne Hunter, dwayne.hunter@okstate.edu. If you cannot locate a fact sheet or you attempt to order a fact sheet and notice the title does not match the downloadable document, contact Gayle Hiner, gayle.hiner@okstate.edu.

Step-by-step Process: Ordering a fact sheet for printing

- Search for a fact sheet (by name or number) using the form:

Search Fact Sheets by Title

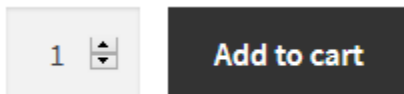


- From the search results, click on the title (which is a link). In this example, I searched for “9134”:

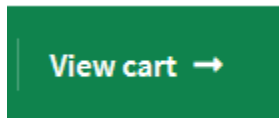
Search Results for: 9134

[VTMD-9134 Bovine Trichomoniasis](#)

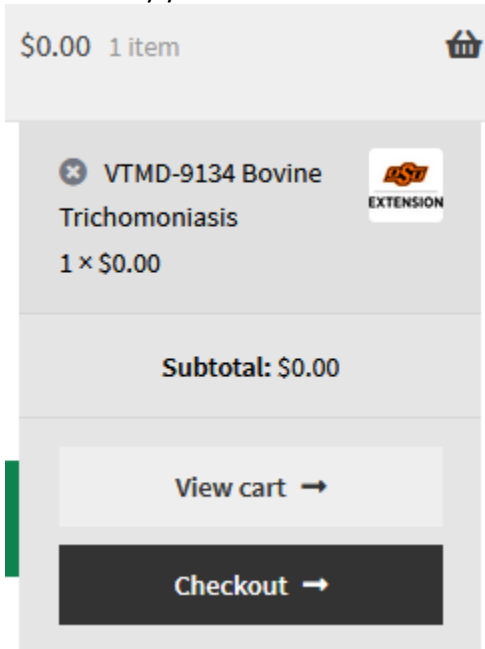
- Enter the number of copies then “Add to cart”:




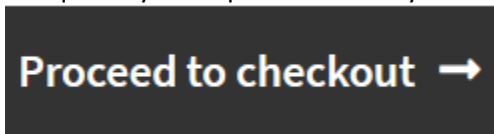
- Continue searching; When finished, click on “View cart”:



Alternatively you can hover over the basket icon near the top then choose “View Cart”:



- From the cart view screen, you can remove the item by clicking on the  and you can update the quantity to be printed. When you finish any updates, click on “Proceed to checkout”:



- If not logged into the system, click “Click here to login”:

[Click here to login](#)

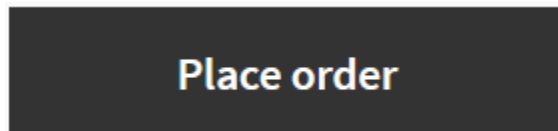
Username or email *

Password *

Remember me

Login

- At the Checkout page, enter your “billing” address. While your office is not charged for printing and shipping, an address must be on file. Note: this address is saved and you will not be asked to re-enter it for subsequent orders, but you can make updates. When finished, click “Place order”:



- If the order is successfully submitted, you will see an “Order received” notification:

Order received

On the resulting page are details of your order, including a [Downloads](#) section where you can download a copy of the document that will be printed. (Note the PODS version of fact sheets are not the same version as the publicly-available 8.5"x11" versions.)