


HOW TO USE MSDS ONLINE

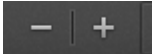
OBJECTIVES


1. How to create a desktop icon for easy access
2. How to search for a product
3. How to download, save, and print a MSDS for a product
4. How to print labels


<http://Hq.msdonline.com/jlboces3472>

- How to create an icon
 - Go to the desktop and right click (on empty space)
 - Select :New”
 - Select: “Shortcut”
 - Enter this address into the shortcut location:
<http://Hq.msdonline.com/jlboces3472> click next
 - Type a name for the shortcut “MSDS Online” and click “Finish”
 - Double click on the icon to open the MSDS online program
- How to create a folder to save MSDS’s to
 - Start by right clicking on empty space on the desktop
 - Select “New” then “Folder”
 - Type in a name for the folder such as MSDS sheets
- How to search for a product
 - Open the MSDS online page
 - Always click on MSDSONline Search
 - Type in the name of product
 - Click on item that best describes your product, there are 4 ways to do this (the best way to tell if something is clickable is the arrow will change into a hand)
 1. The description
 2. The pdf picture next to the description
 3. The pdf picture below the description
 4. The date

- How to enlarge MSDS
 - Click icon that has a box with an arrow coming out of it  (if you hover above the icon it says “Open in new window”)

- How to zoom
 - Click on plus or minus button 

- How to print a MSDS sheet
 - Click on the printer icon 
 - In the Print window that pops up make sure it is going to the correct printer then click “OK”

- How to download and save a file
 - Click on download button 
 - Check the Open with bubble
 - Click OK
 - Once the file open Click on “File”
 - Select “Save As” then “PDF”
 - Click on Desktop
 - Double click “MSDS Sheets”
 - Type in a name for the file (Ex: Clorox)
 - Click on “Save”

If there is an Emergency you can call 1-888-362-7416 – there is a limited number of calls allowed so please only use this in an emergency