

# How to Use Your Electronic MSDS Book

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The Ministry of Highways and Infrastructure is moving in an exciting new direction. As we start to make the transition into GHS regulation, the Ministry is converting to electronic MSDS books for areas that are technologically capable.

The USB portable device contains your area's specific MSDS book and any additional book specific to you.

## Uploading Instructions:

1. Remove the USB portable device from the package.



2. Plug in the USB device into the USB port. There is a matching USB image on the device and on the port. Depending if you have a desktop computer or laptop, the USB port may look like some of these examples:



3. Once the device is inserted into the port, a window will pop-up.
4. The window will offer you options. Select – *Open Folder to View Files*.
5. Once the folder has opened, you will see all files contained on the USB device.
6. In the USB portable storage folder, right-click on your locations *Electronic MSDS Book – 2012*.
7. Select – *Copy*
8. Copy the file and *paste* it to your desktop **and/or** save it to a preferred location in your computer.

To save file:

- a. Move cursor to the bottom of the screen and a save icon will appear on a taskbar. Similar to the image below:



- b. Click the save icon.
- c. A window will pop up – *Save a copy...*
- d. Now you can save the document in any location, under any name in your computer.

## **OR**

- e. Once the file is open – hold the 3 keys at the same time. [ Ctrl + Shift + S ]
  - f. A window will pop up – *Save a copy...*
  - a. Now you can save the document in any location, under any name in your computer.
9. Double-click on your locations *Electronic MSDS Book – 2012*. This will open the file.
  10. Now the Electronic MSDS Book is available to you and your employees. Updated electronic books will be sent out each summer. Enjoy!

## **Post-Installation**

- The electronic MSDS book is available from the portable USB storage device and on DHTnet. Each method to use the electronic book is the same:
  1. Open your location's electronic MSDS book.
  2. Following the cover page, there is a product index.
  3. The product name is linked to the corresponding MSDS. By clicking on the product name, file will automatically go to the corresponding MSDS.