

## How to Print Your Collection

Your CANManage subscription includes the option to create a printable PDF file of the data sheets in your collection. Once printed, the hard copy collection can then be stored in a binder and placed in an easily accessible spot for employees to reference. It is important to remember to keep this hard copy of your collection updated.

### Some things to note about generating a printable PDF file:

- When setting up your CANManage account, if you have chosen the option to identify your data sheets by subsets (ex. location, department or product type), you will have the option to create a printable PDF file for your complete custom collection OR for one of the subsets.
- The printable PDF file has a maximum size limit of approximately 400 to 500 data sheets. If the requested printable file is too large, the PDF file will not generate.
  - o If you are unable to generate the printable PDF file, please email: [ClientServices@ccohs.ca](mailto:ClientServices@ccohs.ca) and CCOHS will assist in generating the printable PDF file(s) for you.

### Let's get started

- From your CANManage Home Page, click on the "Tools/Reports" tab.
- Click on "Create Binder PDF".
- Choose the Department/Location that you would like to generate the PDF file for from the drop-down list. If your collection was setup as one list, without these subsets, then the drop-down list will not be available.
- Use the "Select (M)SDS Changed" field to narrow down the printable file to only include the data sheets that have changed within a specific time period. You can also leave this field blank to print the complete list.
- Choose your preferred Sort Order: Product Name or Manufacturer Name.
- You can customize your printable file by selecting from six different print options.
  1. Include Index Pages: Similar to a table of contents, listing the data sheets in the sort order chosen.
  2. Include Date of (M)SDS on Index: Please note, this does not include additional dates offered for the product such as "Confirmed Current Date".
  3. Include Custom Fields: Custom field(s) is a setup option and may or may not be included in the setup of your custom collection.
  4. Include (M)SDS Summary Records: Choosing this option will add 1 extra page for each data sheet in your collection, which includes a short summary of the data sheet. Fields found in the summary are: Product Name, Product Identifier, Manufacturer, Date of SDS, Additional Dates, and information identified by CCOHS such as Confirmed Current Date and Discontinued.
  5. Include (M)SDS Documents: Selecting this option will include the actual data sheet document in the print request. If this option is not selected, then only the index pages and/or product summary will be included.

6. Add extra blank pages for double-sided printing: This formats the file so that the first page of each data sheet begins on a new sheet of paper.
- Please select the language of the data sheets you would like to print out (English and/or French). It is important to note that the data sheet for a product may have a different product name in English and French. If you choose to generate one PDF file that includes both English and French data sheets, the English and French versions will not always be found right after each other.
  - Please enter the email address you would like the printable PDF file sent to when the file is ready. An email from CCOHS will be sent containing a link to open the printable PDF file.
  - Click on “Create PDF”.

### **How to create a binder index pages**

Your CANManage subscription includes the option to create an index, or table of contents, listing the data sheets in your collection. This tool can be used to print a new binder index page (without having to print the entire collection again) to keep the data sheet index list in sync with your hard copy collection as you make updates to your binder(s).

- The selections to create binder index pages are similar as those offered in the “Create Binder PDF” tool. The main difference is that it does not include the selections that do not relate to the creation of index pages.
- Please refer to the section above for an explanation of the various printing options.
- Generally, your selections should mirror those chosen for your binder print.
- You can generate the binder index pages in two types of file formats:
  - Printable Web Page: To be used for easy printing the index pages.
  - PDF: This file type allows you to download and save the index pages outside of the CANManage account, for example, onto your computer or on a USB drive.
- Click “Create Index”.