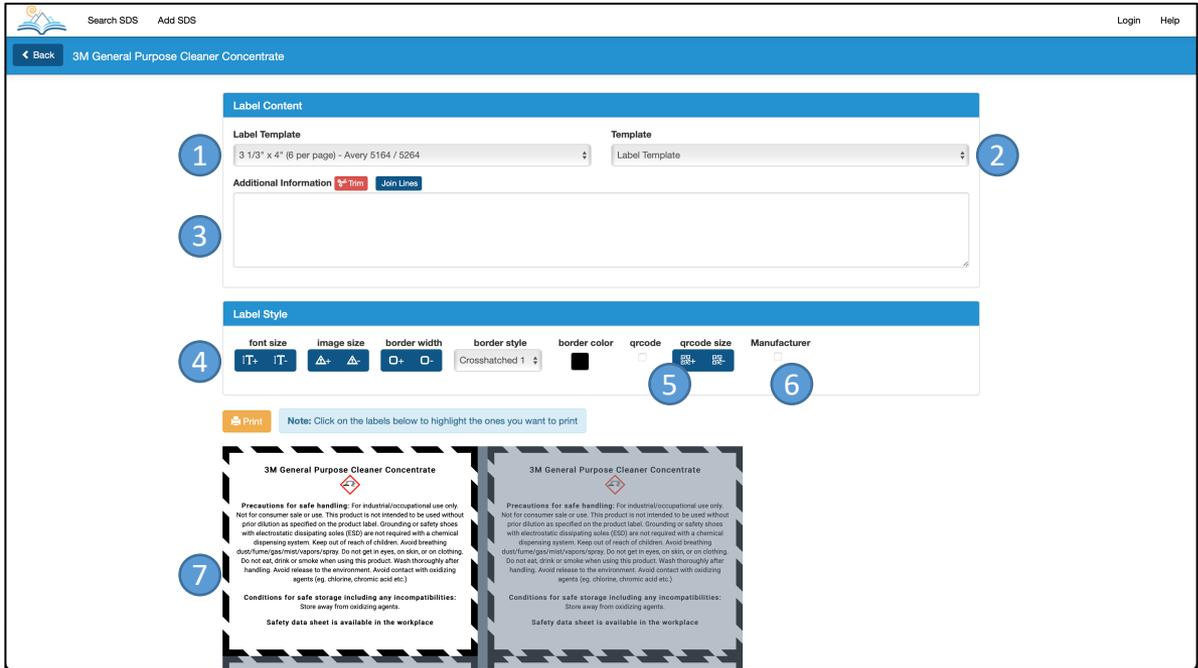


## WORKPLACE LABELS OVERVIEW

Print OSHA/GHS compliant workplace labels



- 1 Select Avery label template to print on
- 2 Can print labels for selected SDS or blank workplace labels
- 3 Additional Information can be added to label
- 4 Customize the label:
  - Font size
  - Image size
  - Border width
  - Border style
  - Border colour
- 5 Add a QRCode which can be scanned by any QRCode reader and brings up the full SDS
- 6 Add manufacturer name
- 7 Select which labels to print to on label sheet

## STEP BY STEP LABEL PRINTING INSTRUCTIONS (SINGLE PRODUCT)

**Step 1:** To start the SDS system open any web browser and go to [canyonsdistrict.usds.com](https://canyonsdistrict.usds.com)



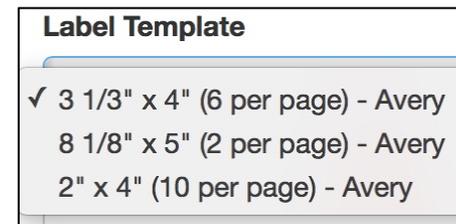
**Step 2:** Search and find the SDS you want to print a label for.



**Step 3:** When viewing the SDS, press the Labels button on the upper right. The Labels dialog will appear.



**Step 4:** Select the label template you want to print to. The text of the label will automatically resize to fit the label size you choose.

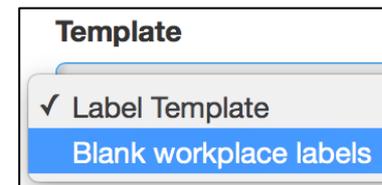
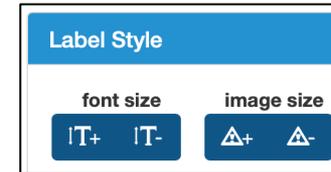


Label Template
✓ 3 1/3" x 4" (6 per page) - Avery
8 1/8" x 5" (2 per page) - Avery
2" x 4" (10 per page) - Avery

**Optional:** Although the text of the label will automatically resize to fit the label size you choose you can manually adjust some of the sizing to your liking.

**Optional:** Add custom text to the label, customize the border, add a QR code or the manufacturer to the label.

**Optional:** To print a generic label you can write on versus a specific label of the product you are viewing, select “Blank Workplace Labels” from the Template dropdown.



**Step 5:** Click on the labels you want to print. They will highlight. Only the highlighted labels will print.

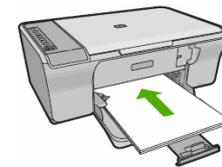
Note: Click on the labels below to highlight the ones you want to print

<p>Niagara 1-3 Alcohol Resistant Film Forming Fluoroprotein Foam Concentrate</p>  <p>Precautions for safe handling: Wear appropriate protective clothing. Prevent skin and eye contact.</p> <p>Conditions for safe storage: Store in original containers between 0°F and 120°F (-18°C and 49°C). Storage area should be: - cool - dry - well ventilated - under cover - out of direct sunlight</p> <p>Safety data sheet is available in the work place</p>	<p>Niagara 1-3 Alcohol Resistant Film Forming Fluoroprotein Foam Concentrate</p>  <p>Precautions for safe handling: Wear appropriate protective clothing. Prevent skin and eye contact.</p> <p>Conditions for safe storage: Store in original containers between 0°F and 120°F (-18°C and 49°C). Storage area should be: - cool - dry - well ventilated - under cover - out of direct sunlight</p> <p>Safety data sheet is available in the work place</p>
<p>Niagara 1-3 Alcohol Resistant Film Forming Fluoroprotein Foam Concentrate</p>  <p>Precautions for safe handling: Wear appropriate protective clothing. Prevent skin and eye contact.</p> <p>Conditions for safe storage: Store in original containers between 0°F and 120°F (-18°C and 49°C). Storage area should be: - cool - dry - well ventilated - under cover - out of direct sunlight</p> <p>Safety data sheet is available in the work place</p>	<p>Niagara 1-3 Alcohol Resistant Film Forming Fluoroprotein Foam Concentrate</p>  <p>Precautions for safe handling: Wear appropriate protective clothing. Prevent skin and eye contact.</p> <p>Conditions for safe storage: Store in original containers between 0°F and 120°F (-18°C and 49°C). Storage area should be: - cool - dry - well ventilated - under cover - out of direct sunlight</p> <p>Safety data sheet is available in the work place</p>

**Step 6:** Press the Print Button. A new browser window / tab appears with the label template to print.

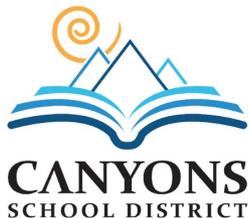


**Step 7:** Load the Avery label template you've chosen into your printer.



**Step 8:** From your browser's menu or button bar, select PRINT.





## CANYONS SCHOOL DISTRICT GUIDE TO SECONDARY CONTAINER LABEL PRINTING



**Step 9:** Close the window / tab with the generated labels for printing to return to the SDS System.

**NOTE:** When placing the label on a container, if there is an old supplier label, it's imperative that the old supplier label is fully covered. If you need to use blank white labels to help cover the old supplier label, make sure to do so.

## STEP BY STEP LABEL PRINTING INSTRUCTIONS (MULTIPLE PRODUCTS)

If you require to print multiple labels from different products at the same time, the label batch printing mode makes this process quick and easy.

**Step 1:** From the search results screen, turn on Label Batch Mode.



**Step 2:** A new button will appear on the right side of each entry in search results. Use this button to add that product to the batch of labels you wish to print.



**Step 3:** As you add products to the batch, you will see a label batch counter in the top right menu indicating the number of products you've added to the batch.



**Step 4:** You can do as many searches as you want and continue to add to the batch job. Once done, press the label batch counter and the label batch print screen will appear. From this screen you can set the number of labels you want to print for each product as well as remove any you no longer want as part of the batch. To enable the Print button, you **MUST** set the label template.

 Print	Set Label Template	Clear all
3M 3-in-1 Floor Cleaner Concentrate   3M Company	1	 
3M Deodorizer - Country Day Scent - Concentrate   3M Company	1	 
3M Deodorizer - Fresh Scent - Concentrate  3M Company	1	 
3M Deodorizer - Fresh Scent - Ready-to-Use  3M Company	1	 
3M Deodorizer - Mountain Spice - Concentrate  3M Company	1	 

**Step 5:** Pressing the Set Label Template button takes you to the label template screen which has all the same options as when printing a label for a single product.



Set Label Template

**Step 6:** Once done selecting your settings, use the back button to return back to the label batch mode screen.



← Back

**Step 7:** The print button is now enabled. You can press this button to start the batch printing process and follow steps 7 through 9 when printing a label for a single product to complete the batch print job.



 Print