

## Customizing the Chemical Database:

The Chemical Database is found in the Customizable Files/Chemicals directory on the CD-ROM.

To open

1. Locate the Chemical Database on the CD-ROM in the Customizable Files folder/directory.
2. Double click on the Chemical Database's icon.

or

1. Open your spreadsheet program (See system requirements)
2. Select Open from the File menu.
3. Locate the Chemical Database on the CD-ROM in Customizable Files folder/directory.
4. Click on the Open button.
5. Save the Chemical Database to your hard drive or other storage area.

**For more information about the Chemical Database please see the “Chemical Definitions” file in the Chemicals directory.**

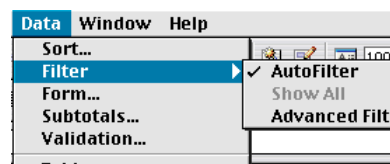
## **Uses of the Inventory Header**

The Inventory header is used to indicate the presence of specific chemicals in your storeroom. Use the terms “Yes” or “No”: to indicate the presence or absence of each specific chemical. This column can also be used to identify the chemicals used in a specific lab exercise by using a term such as, “Lab 1”. In either case, the database can then be sorted to print labels for inventory or for the specific experiment. You might also consider using this header to:

- identify chemicals for disposal
- clustering chemicals for a specific lab
- identify chemicals for purchase
- etc.

## Sorting Information in the Chemical Database

1. Confirm that autofilter is checked in the Data menu
2. Select one of the “sort and filter” tabs located at the tope of the column you wish to sort.
3. Select the sort criteria you want to apply.



D	E	F	G
CAS #	NFPA-H	NFPA-L	NFPA
75-07-7	3	4	2
60-35-5	2	Sort and Filter	0
103-84-4	1	1	0
64-19-7	3	2	2
108-24-7	2	2	1

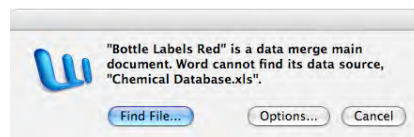
D	E	F
CAS #	NFPA-H	NFPA-L
75-07-7	Sort Ascending	
60-35-5	Sort Descending	
103-84-4	✓ (Show All)	
64-19-7	(Show Top 10...)	
108-24-7	(Custom Filter...)	
67-64-1	0	
107-13-1	1	
51-43-4	2	
9002-18-0	3	
1718-34-9	4	
10043-67-1	(Show Blanks)	
7429-90-5	(Show NonBlanks)	
7784-13-6		
21645-51-2		
13473-90-0		
1344-28-1		
7784-31-8		
631-61-8		
1066-22-7	1	0

## Creating Bottle Labels

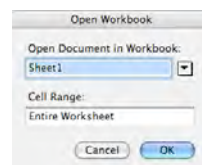
Prior to creating bottle labels the Chemical Database should be modified to meet your needs. See Customizing the Chemical Database above for help. You should determine whether the NIOSH or Fisher method of chemical storage should be used for your storage needs. Follow the directions below to prepare and print labels. A color printer is recommended to gain the full benefit of using these labels.

### NIOSH or Fisher Chemical Storage System Labels (Macintosh)

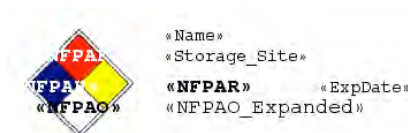
1. Open the file "Bottle Labels" in the NIOSH folder or the specific color label in the Fisher folder found in the Customizable Files/Chemicals directory.



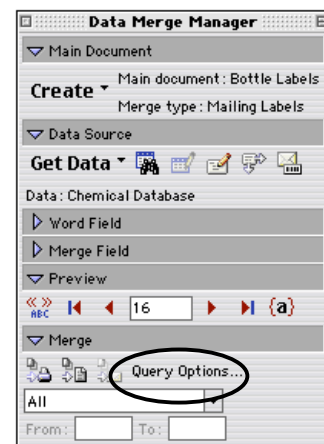
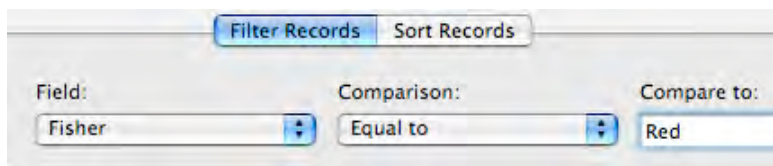
2. Click Find File to locate and link to the Chemical Database (Your inventory).
3. Click OK to select "Sheet 1".



4. The labels will look like this prior to merging chemical database information with it. The Fisher label will have a horizontal color bar under the chemical information.



5. The merge manager window will appear. Its appearance will vary depending on the version of Word you are using.
6. Click on the Query Options button.
7. Select the *Field* to sort (Either Fisher or NIOSHOSHA). Set *Comparison* to "Equal to."

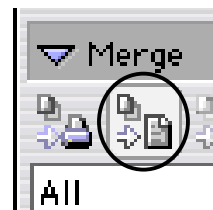


8. Type in the "Compare to:" criteria (this should be identical to the information found in the Chemical Database).

**NIOSH** example – NIOSHOSHA (field) is the 2<sup>nd</sup> header in the Chemical Database. Inorg. 1 (Compare to:) is one of the database "NIOSHOSHA" options. Click OK.

**Fisher** example - Fisher (field) is the 3<sup>rd</sup> header in the Chemical Database. Red (Compare to:) is one of the database "Fisher" options. Click OK.

9. Select Print Preview (File Menu) to view the labels, as they will appear when printed.



10. Click on the “Merge to New Document” option to create a Word document containing all of your database label information. A completed sample NIOSH (left) and Fisher (right) label is shown below.



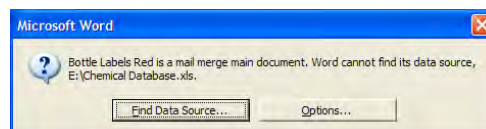
### Printing Labels

Make sure your printer is on and the paper tray contains **standard Avery 5160 mailing label** sheets.

Open the document created by the merge. Select print from the File menu. Make sure the color option is selected if available.

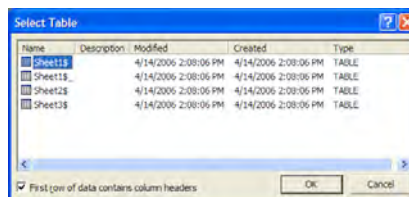
### NIOSH or Fisher Chemical Storage System Labels (Windows XP)

1. Open the file “Bottle Labels” in the NIOSH folder or the specific color label in the Fisher folder found in the Customizable Files/Chemicals directory.



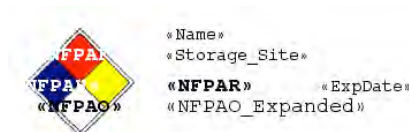
2. Click Find Data Source to locate and link to the Chemical Database (Your inventory).

3. Select “Sheet 1” and click OK.



4. Click OK to open the worksheet.

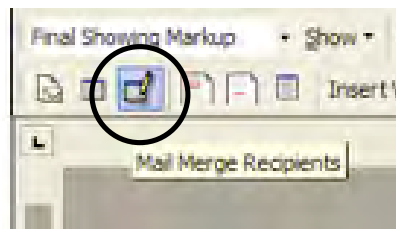
5. The label will look like this prior to merging chemical database information with it. The Fisher label will have a horizontal color bar under the chemical information.



- Make sure the Merge Manager toolbar is visible. Select “Toolbars” in the View menu. Select “Mail Merge” from the sub menu that appears (if it is not already selected). The Mail Merge toolbar (below) will appear. Its appearance will vary depending on the version of Word you are using.



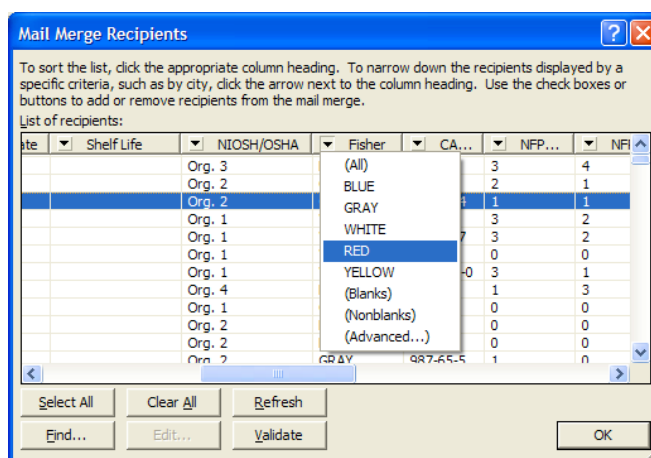
- Click on the “Mail Merge Recipients” button.



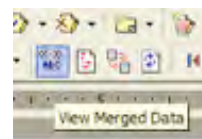
- Scroll to the right and locate either the NIOSH or Fisher headers. Click on the “triangle” next to the header. Select the desired category.

**NIOSH** example – Inorg. 1 is one of the NIOSH/OSHA options. Click OK.

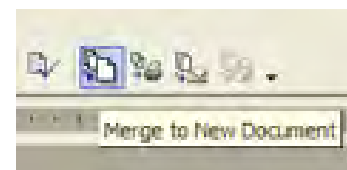
**Fisher** example – Red is one of the Fisher options.



- Select View Merged Data to view the labels, as they will appear when printed.



- Click on the “Merge to New Document” button to create a Word document containing all of your database label information. Completed sample labels are shown below (NOISH – left, Fisher – right).



### Printing Labels

Make sure your printer is on and the paper tray contains **standard Avery 5160 mailing label** sheets.

Open the document created by the merge. Select print from the File menu. Make sure the color option is selected if available.