



BNA Global EHS Library

Quick Reference Card

<http://globalehs.bna.com>

BNA's *Global EHS Library's* accurate and timely information keeps you informed about all of the news and changes to laws and regulatory requirements affecting your international businesses. Countries are grouped by region on the Home Page.

Search Banner
Access to search templates, Search History and Saved Searches.

Search My BNA
Search across all BNA services on your current subscription list.

Latest Developments
With one-click access to *International Environment Reports* subscription.

Country Highlights & Updates
Receive e-mail updates with the latest information about the specific countries of your choice.

Library Updates
Details what's new in the *Library*.

Favorite Documents
For one-click access to a document make the document a Favorite Document. Click **+ Add to Favorites** on any open document. Name the document and choose to display the document in the Favorite Documents frame on the Home Page. Click **Favorites** on the menu line above the banner to access your list of favorite documents,

The screenshot shows the website's home page with several key features highlighted:

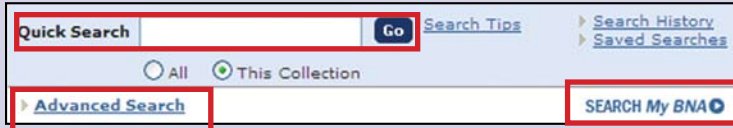
- Search Banner:** A search bar with a "Go" button and links for "Search Tips", "Search History", and "Saved Searches". A "SEARCH My BNA" button is also visible.
- Latest Developments:** A section with a "Login" link and several news headlines related to climate change.
- Country Highlights & Updates:** A section with a "Select your countries" link and a "Sign up for Library Update e-mails" link.
- International Audit Protocols:** A section with links for "Countries available", "Sample Audit Protocol", and "Sample Scoresheet".
- Other BNA Resources:** A section with links for "Environment & Safety Library" and "safety.bna.com".
- Favorite Documents:** A section with a message stating "No favorite documents have been selected to display" and an "Edit Favorite Documents" button.
- Getting Started:** A section with links for "First-Time User Setup", "Take a Quick Tour", and "Frequently Asked Questions".
- Regional Search Templates:** A section with "Search all Asia - Pacific" and "Search all Europe" buttons.

Country Profiles
Click the country name to access the Country Profile (which explains a country's EH regulations), a list laws and regulations, and more.

For COMPLIMENTARY Training and Product Support:
Call **1-800-372-1033**, option **5**, 8:30 AM - 7:00 PM ET, M-F, (excluding most federal holidays).

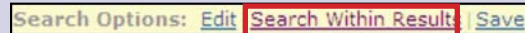
Search Options

The varied search options are easily accessible from the banner located at the top of each web page.




Quick Search - Search all collections included in your subscription. While working in a collection, the banner adds the option to search in **All** or **This Collection**, when launching a new search.

Advanced Search - Search in broad or specific collection(s) using fields, search operators, and/or date restrictions. Access **Search Within Results** on the Search Options toolbar when Advanced Search is used.



Search My BNA - If you subscribe to more than one BNA service, use Search My BNA to conduct a cross-product search in all of your subscriptions.

Click the  located on each template for specific information on functionality or formatting.

Search Results display the number of hits in each collection, indicated by the red numbers next to the collection name. Click the collection name to see the individual results. Use the **split screen** view to simultaneously view the search results list and the full text. Click **Save** to add the search to your Saved Searches List.



Print a single, or multiple, documents from the search results list, or from any open document.

- To print from an open document, click on the printer icon at the top of the document or next to the section you want to print. Click the **Print/Display Selected Document(s)** button to launch the print display. If you want to put the document in a Word Document before printing, select Rich Text Format (RTF) in the **Select a text format** option at the top of the **Print/Display Selected Document(s)** dialog box.
- To print multiple documents from search results, expand the collections until you get to document names. Place a check mark next to the name of each document you want to print and then click on the printer-friendly icon. Click the **Print/Display Selected Document(s)** button to launch the print display.

Laws and Regulations

Find environment and safety laws and regulations in the Country Profiles on the Home Page. Drill down the List of Laws & Regulations.

