


File: <N:\EHSTools\Forms\EHS-FORM-097 v3.2 CNESST First Aid Poster img.docx>

Instructions:

1. Open the file, and enter last name, first name and telephone contact of every Certified First Aider in the correct column.
2. In the third column, Room or Lab or Picture, if you opt to put a picture please follow the following steps:
 - i. For the first row, simply delete the picture given as an example, and follow the remaining steps:
 - ii. Click on the textbox in the room/lab/picture field
 - iii. Click Insert -> Picture and select a picture.
 - iv. If it is oversized, you will have to resize the picture. Recommended dimensions are 1.5" x 2.5".

CNESST Certified First Aiders (Secouristes qualifiés)		
http://www.mcgill.ca/ehs/training/firstaid/certified		
Last Name, First Name (Nom, Prenom)	Tel.	Room or Lab or Picture
<i>Last Name, First Name</i>	123 456 7890	

The rows of the table should resemble this format if you are using a picture for the first aider.

After you have filled out the information, you may print the document as is, or export to a PDF by File -> Export -> Create PDF/XPS Document.

N.B: Please do not edit any other information on the document apart from these fields. If you require assistance, please do not hesitate to contact ehs@mcgill.ca or call us at (514) 398 4563.