GAIN RESOURCE MANUAL TIP SHEET

Instructions on how to print, search and save PDF files may differ depending on the operating system and internet browser on your computer. Listed below are the most common steps.

Printing Manual

Link: https://aglc.ca/sites/aglc.ca/files/aglc_files/GAIN_Resource_Manual.pdf

For Google Chrome

- Right click
- Print
- Change printer (if required)
- Choose All or select Pages
- If select Pages, enter the page number or group of page numbers (e.g. 35-58)
- Choose number of copies
- Print

For Internet Explorer

- File
- Print
- Choose printer
- Choose number of copies
- Choose All or select Pages
- If select Pages, enter the page number or group of page numbers (e.g. 35-58)
- Print

For Mozilla Firefox

- Print icon 🖨
- Choose printer
- Choose All or select Pages
- If select Pages, enter the page number or group of page numbers (e.g. 35-58)
- Choose number of copies
- OK

For Safari

- File
- Print
- Choose printer
- Choose number of copies
- Choose All or select Pages
- If select Pages, enter the page number or group of page numbers (e.g. 35-58)
- Print

Click on any Table of Contents line and it will take you directly to the page listed.

*If you incur a cost to print the GAIN Manual in whole or in part, you may use gaming funds for this expense under the "**Administration Costs**" category. Remember to provide copies of receipts with your Financial Reports supporting this expenditure of gaming funds.*

GAIN Gaming Information for Charitable Groups

Searching Manual

Link: https://aglc.ca/sites/aglc.ca/files/
aglc_files/GAIN_Resource_Manual.pdf

For Internet Explorer

- Edit
- Find
- Enter word or term to search (e.g. Facility)
- Press arrows in search box to view pages with containing the word

For Google Chrome

- Click on the ⋮ icon to the right of the address bar
- Find
- In the top right corner of the document enter word or term to search (e.g. Facility)
- Press arrows in search box to view pages with containing the word

For Mozilla Firefox

- Click on the ☰ icon to the right of the address bar
- Find
- In the bottom left corner of the screen enter word or term to search (e.g. Facility)
- Press arrows in search box to view pages with containing the word

For Safari

- Edit
- Find
- Select Find in the submenu
- Enter word or term to search (e.g. Facility) in the search box that appears in the upper right corner of the Preview window.
- Press arrows under search box to view matches and pages containing the word
- Print

Saving Manual

Link: https://aglc.ca/sites/aglc.ca/files/
aglc_files/GAIN_Resource_Manual.pdf

For Internet Explorer

- File
- Save As...
- Choose location and file name
- Save

For Google Chrome

- File
- Save As...
- Choose location and file name
- Save

For Mozilla Firefox

- Right click
- Save Page As...
- Choose location and file name
- Save

For Safari

- File
- Print
- Click the PDF pop-up menu, then choose Save as PDF
- Choose location and file name
- Save