



Instructions for Printing GRAN Brochures

You can access the GRAN brochure on our web site and print copies at home. Or you can download the file onto a USB memory stick and take it to your local print shop, or download and email the file to the shop if they provide that service. (We suggest using a print shop if you do not have a colour printer at home. The brochures are meant to be printed in colour for maximum impact and to put GRAN's best foot forward.)

Here is how to print at home:

1. Open the brochure on the GRAN web site. It is available in the [The Advocacy Toolbox](#) under the "Resources" tab.
2. Use your cursor to hover over the upper right corner to either select the "Print" or "Download" option.
3. Everyone's printer is different, but in general you will need to select printing options once you've hit "Print". You will find these under "Settings" or "Preferences". For example, you may need to select paper orientation, if so, choose "Landscape". Depending on your printer, you may be able to print double-sided all in one go, or you may have to print one side at a time and then flip the paper over and reinsert it to print on the second side. (Our best tip: Print one test copy to make sure it is coming out the way you want it.)
4. Fold the printed brochure as you would a fan, using a "Z" fold (one section folded forward, one folded back). You should end up with the covers for English and French topped with the GRAN logo each facing out and, when you open it, the language inside should match the cover.
5. Once you are sure you have it oriented correctly, simply print off the number of copies you want using the steps above.

Good luck! And thank you for making GRAN more widely known!