

Using the Membership Card Template

1. Fill in all information for each membership card you wish to print. *Note: Only the data you type will print, the graphics are already printed on the card stock; we show them here for illustration purposes.*

American Legion Auxiliary

2024

MEMBERSHIP CARD

IN	9999	123456789
<small>DEPARTMENT</small>	<small>UNITNUMBER</small>	<small>MEMBER NUMBER</small>

JANE DOE

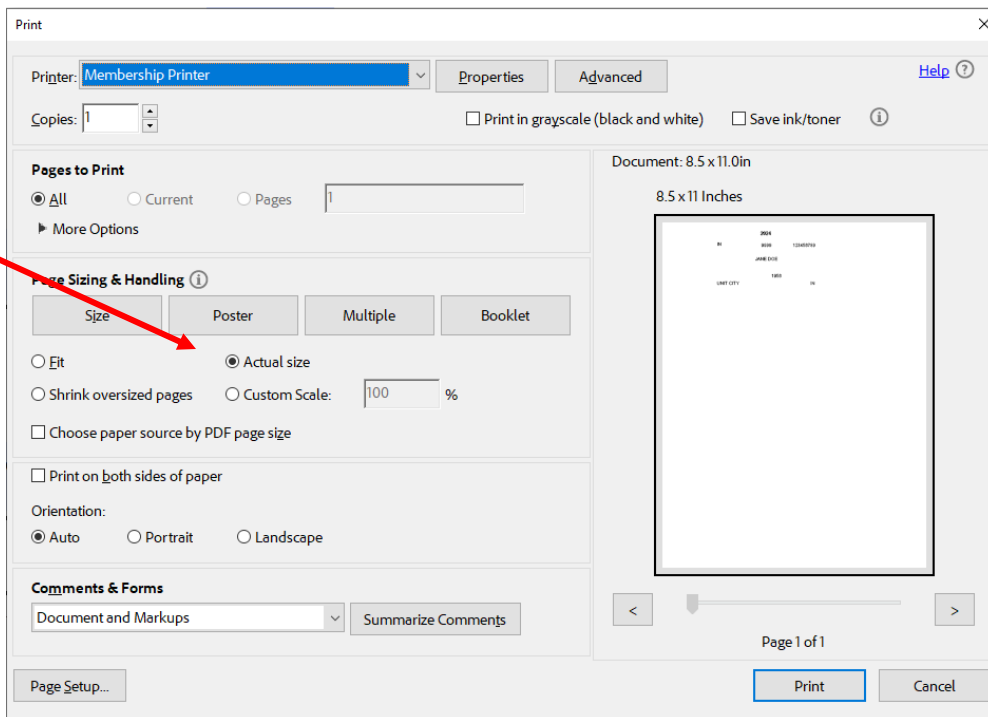
THE ABOVE MEMBER HAS PAID DUES IN THE UNIT INDICATED

MEMBER SINCE: 1956

UNIT CITY	IN
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NOT VALID WITHOUT MEMBER'S SIGNATURE AUTHORIZED OFFICER

2. Insert blank Membership Card paper into your printer
3. Printer Settings (See screen print below)
 - Set "Page Scaling" to Actual Size
 - The Auto-rotate box should be Unchecked



4. Click OK to print
5. Click RESET to clear the form
6. This form cannot be saved

RESET