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					
	MEMB	ERSHIP	CARD				
IN		9999		123456789			
DEPARTMENT		UNITNUMBER		MEMBER NUMBER			
	J۶	ANE DO	E				
	2024 MEMBERSHIP CARD IN 9999 123456789						
	MEMBER	SINCE: 1	956				
UNIT	CITY			IN			

- 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

Pri <u>n</u> ter: Membership Printer v	<u>P</u> roperties	A <u>d</u> vanced		<u>He</u>
<u>C</u> opies: 1 ★	🗌 Print in grays	cale (black and white)	Save ink/toner (i
Pages to Print		Document: 8.5 >	(11.0in	
All O Current O Pages		8.5 x 11 In	iches	
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O Shrink oversized pages O Custom Scale: 100	%			
Choose paper source by PDF page size				
Print on <u>b</u> oth sides of paper				
Orientation:				
Auto O Portrait O Landscape				
Comments & Forms				
Document and Markups Y Summarize	e Commen <u>t</u> s	<	Page 1 of 1	
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4. Click OK to print



Click RESET to clear the form
This form cannot be saved