

# Print your FHACT membership card FAQ

We would like you to display your FHACT membership card whenever you visit the FHACT library in Cook or attend an FHACT event.

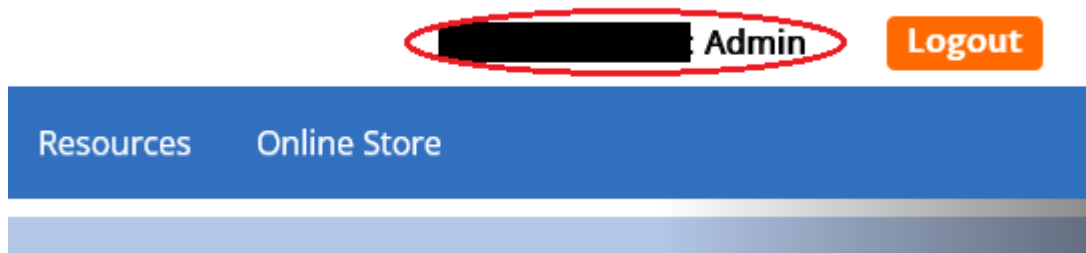
There are several ways to print your card and below are a few suggestions for both Windows and Mac users.

When you renew your membership an email is sent with the membership card image on it. You can print the email and cut out the image.

Some other options for printing your membership cards are presented here. Other image software may offer similar options for printing. Note that scaling in an image editor before printing may reduce the print quality.

## First you need to save the card as a file.

1. Login to the FHACT website
2. Go to your membership page by clicking on your name in the top right near the “LOGOUT” button



3. Display your membership details by clicking on the “My Membership” tab, second from the left.

## Member Login



4. Membership cards are displayed in a column on the right. The first card should be your FHACT membership card, that is the one to print. There will be more cards if you have joined one or more groups. The card image is between a header toggle and the “VIEW MEMBERSHIP DETAILS” button.



5. Click on the card image to get the image. Depending on your browser and settings the image may be displayed, or you may be asked to save the file.
6. Save the image as a jpg or jpeg file.

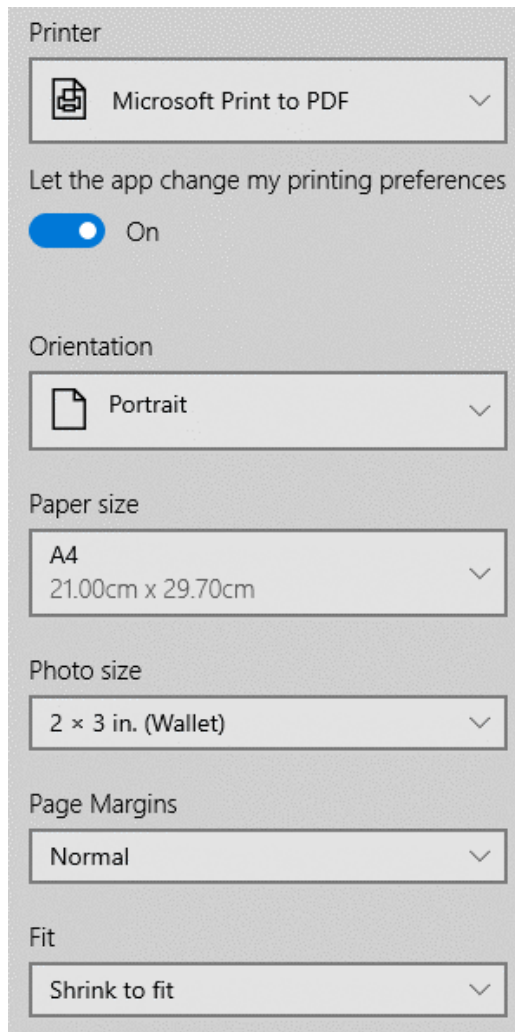
Next you need to print the file.

**Here is one option for Windows users to print a card.** (Options for Mac users are below.)

1. Double click on the file to open it in the default Windows image program.
2. Click on the print icon.



3. Select the print settings.
4. “Photo Size” and "Fit" are the important settings. Other settings may be changed as required. For example, if you print the card on photo paper that would require different settings.



- The Photo Size setting is NOT accurate, the actual size of the print depends on your printer. The 3.5 x 5 in setting gives the best results on some printers with A4 paper.
  - The Fit setting should be changed to “Shrink to Fit” otherwise the image will be cropped.
5. Print the image
  6. Cut out the membership card.

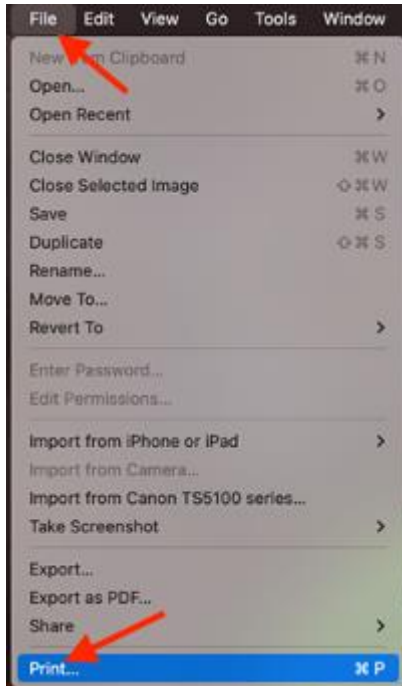
**Here is another Windows option for printing a card.**

1. Right click on the image file.
2. Select the print option.  
That will present a number of options for the page layout.
3. The best option is “Wallet (9)”.
4. Untick the “Fit picture to frame” setting.
5. Click on the print button to print the image.

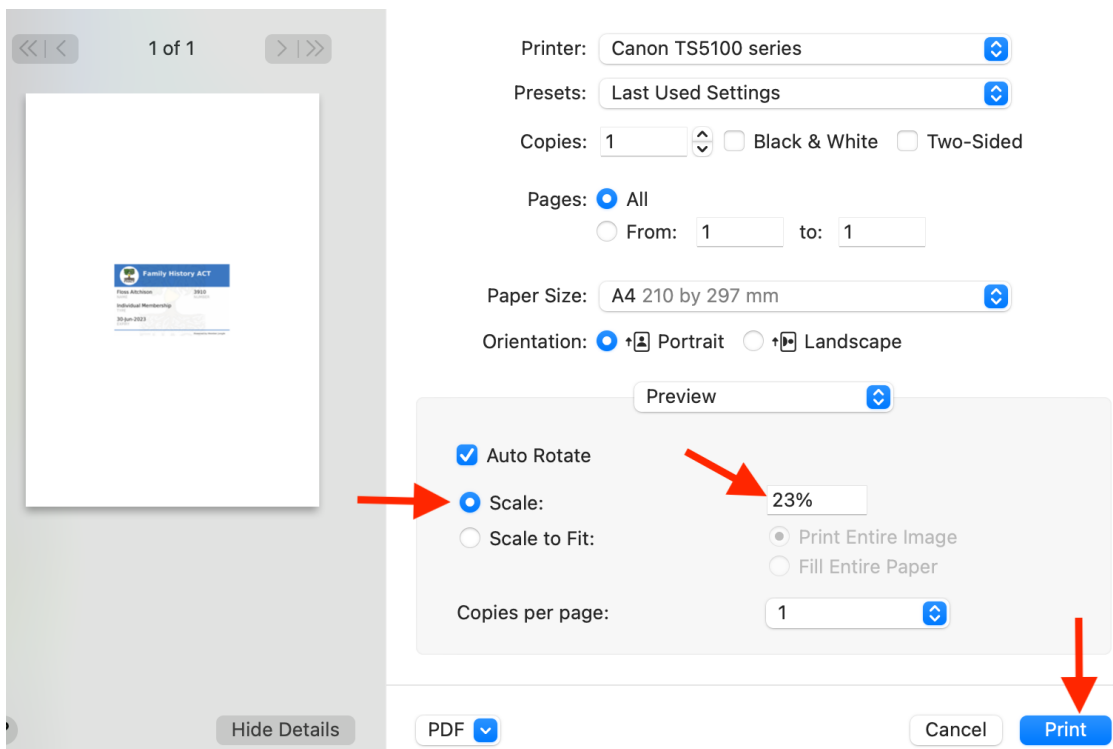
6. Cut out the card.

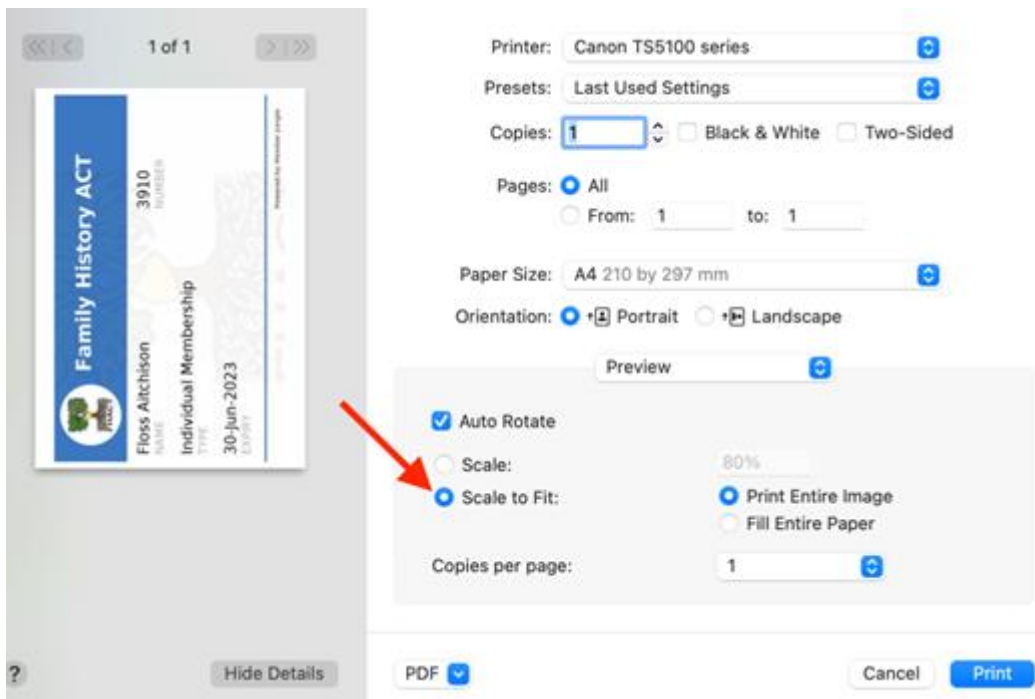
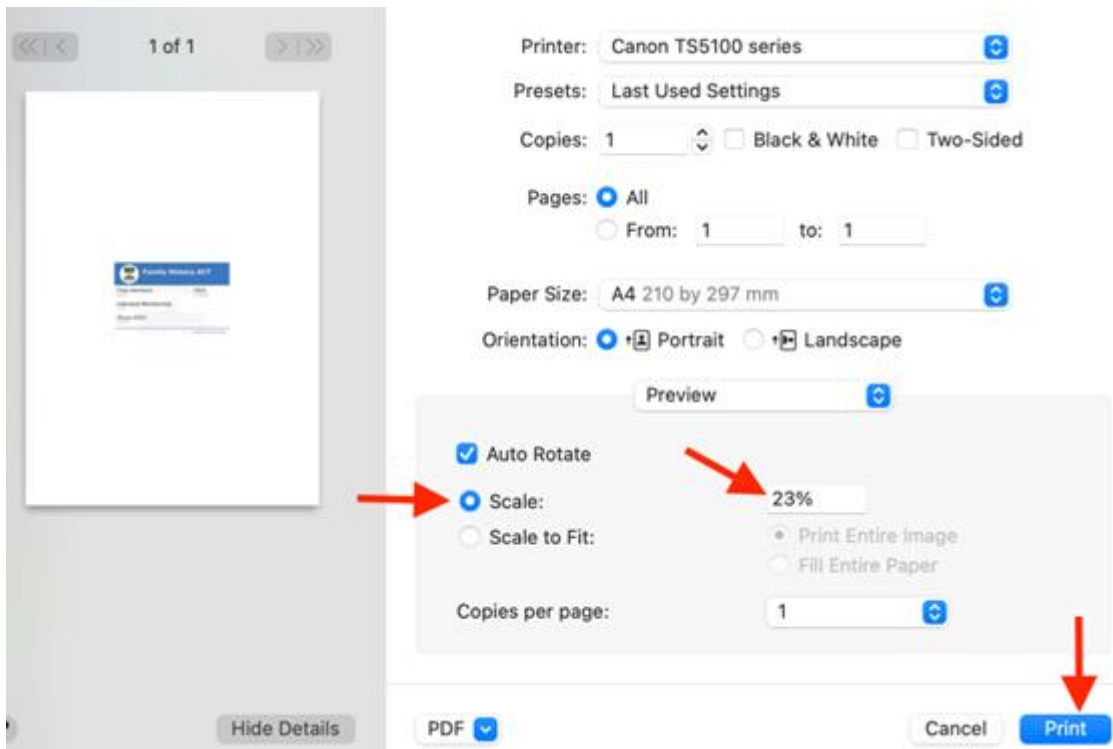
**Here is one option for Mac users to print a card.**

1. Double click on the file to open it in the default image program.
2. Click on the file then select print.



3. Note default settings that come up for A4 paper. Change “Scale to Fit” to “Scale” and the % to 23% then print.





4. Print the image.
5. Cut out the card.

**Here is another option for printing a card.** (This would work on Windows as well.)

1. Make the picture as big as possible then take a screen shot (shift > command > 4) exactly around the perimeter of the card.
2. Open a blank sheet in "Pages".

3. Drag “screenshot” onto page using the corner marker to reduce the card to desired size, which shows up as you move it.



4. Print the image.
5. Cut out the card.

Note when taking a screenshot make your image as large as possible. The higher resolution which will ensure clearer printing.