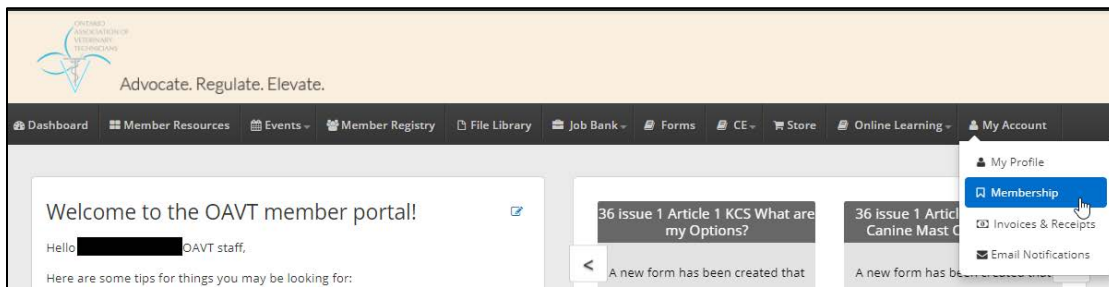


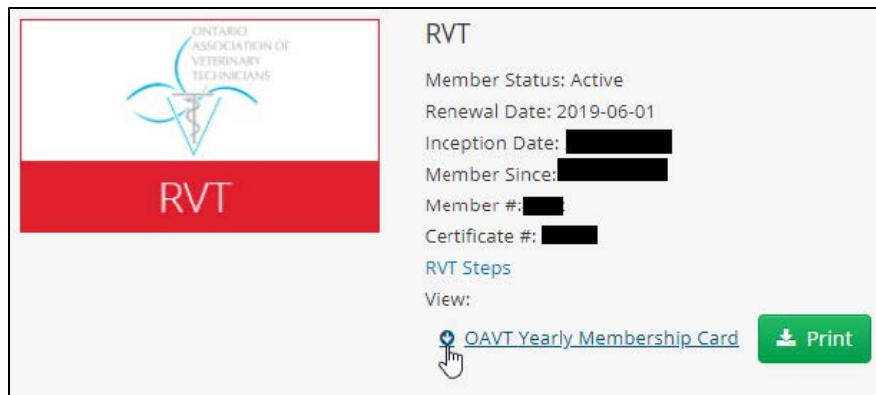
How to Save a Copy of the Membership Card

As a PDF:

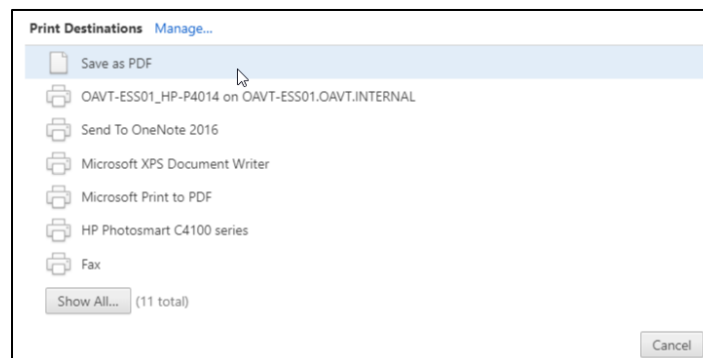
From the Member Portal, select My Account > Membership



Under the RVT membership section, click on the arrow, words, or button to print the membership card. They all do the same thing.



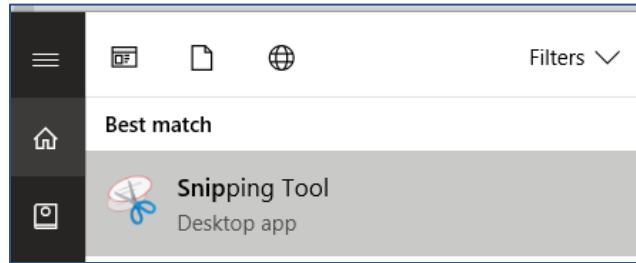
This will open up the print agent. Change the destination to "Save as PDF" or "Cute PDF Writer". Once finished, click Print.



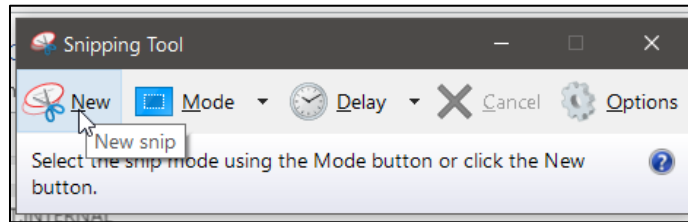
When the dialog window opens, select where you would like to save the PDF. Click Save.

From a Screen Shot:

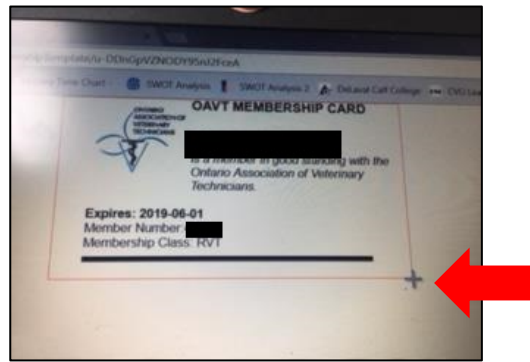
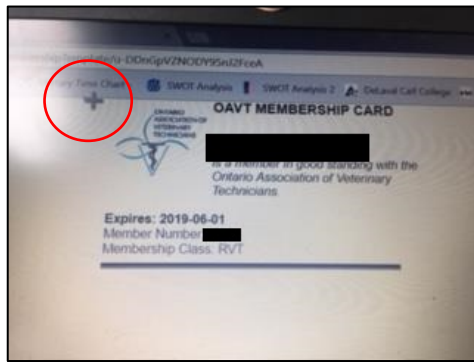
Windows computers all have the Snipping Tool, found in Windows Accessories. Find the program, and open it.



Click on New to capture a new snip.



Click on the top left corner where you would like to start the snip, and drag the box to cover the entire section you would like to capture all while holding down the left mouse button.



Once the left mouse button is released, the snip will be captured. From here it needs to be saved. Under File, select Save As to save the file as a graphic. It saves as a PNG but you can change it to a JPEG.

