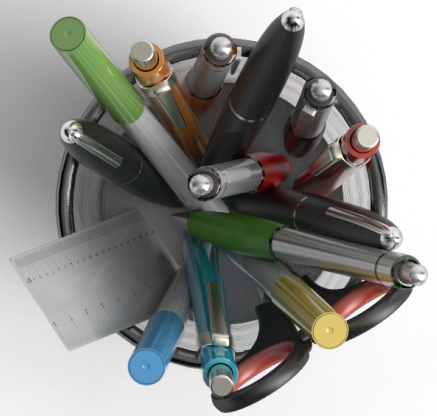
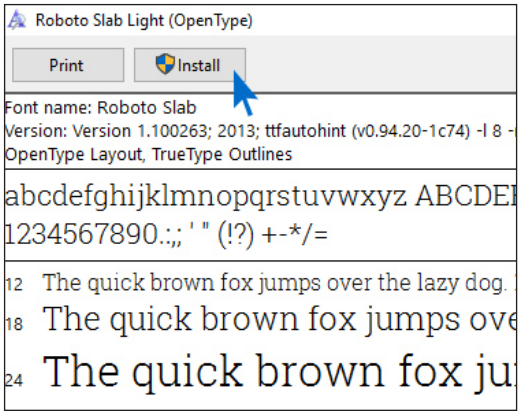


Resume editing guidelines

Continued...



installing fonts



Please Install all fonts before using all files. If you want to install additional fonts, you must first download them. You can download fonts from the Internet. Extract the font files. The fonts will download as a ZIP or RAR file, usually when multiple fonts are included in a single package. You'll need to extract the fonts from the ZIP or RAR file before installing them.

To open a ZIP file, simply double-click it and then drag the font files onto your desktop. To open a RAR file, you'll first need to install a free extraction program like 7-Zip (7-zip.org) or WinRAR (rarlabs.com. After installing the program, you'll be able to double-click the archive file and then drag the font files to your desktop.

For windows 7/8/8.1/10

- Open Fonts by clicking the Start button of the Start button, clicking Control Panel, clicking Appearance and Personalization, and then clicking Fonts.
- Click File, and then click Install New Font.
- In the Add Fonts dialog box, under Drives, click the drive where the font that you want to install is located.
- Under Folders, double-click the folder containing the fonts that you want to add.
- Under List of fonts, click the font that you want to add, and then click Install.

To learn more about how to install fonts on your PC: http://www.wikihow.com/Install-Fonts-on-Your-PC

Note: You will find all fonts download links on the font download links.PDF file.

fonts on mac

Fonts can be installed in several folders in OS X, but we recommend that you do the following:

- Close any open applications. Newly installed fonts may not appear in your menu if you ignore this step.
- Drag and drop the unzipped fonts into the Fonts folder in your user's Library folder found here:/Users/Your_Username_Here/Library/Fonts.

Note: As of OS Lion, the library folder is hidden from users unless you hold down the Alt/ Option key while clicking on the "Go" menu in Finder.

Optional for Mac OS X 10.3 or higher:

- Double click the font file and fontbook will open a preview of the font.
- Click "install font" at the bottom of the preview.

To learn more about how to install fonts on your MAC: https://support.apple.com/en-us/HT201749

If the font is not listed

The common problem with Word for Mac where the installed font does not showing in your font list. If that is the case, visit http://onlinefontconverter.com and convert your downloaded .ttf files into .dfont files.

Install the new .dfont files, close Word and start it again. The font should now be available in your font list.

editing ms word

For editing any Microsoft word files just take your mouse pointer to the text above, click and start editing. All text are inside the text boxes, so please handle them with care.

Editing built in marged pages

There are marged pages with header and footer (where your name, post and logo are designed) section. If you edit one header or footer, all pages will take that changes automatically. Just double click on the text when you want to edit header or footer. In the same way just double click on the text box when you want to edit the body of the resume. All pages will be your great time saver.

To Learn more about header and footer please read this article: https://support.microsoft.com/en-us/kb/211432

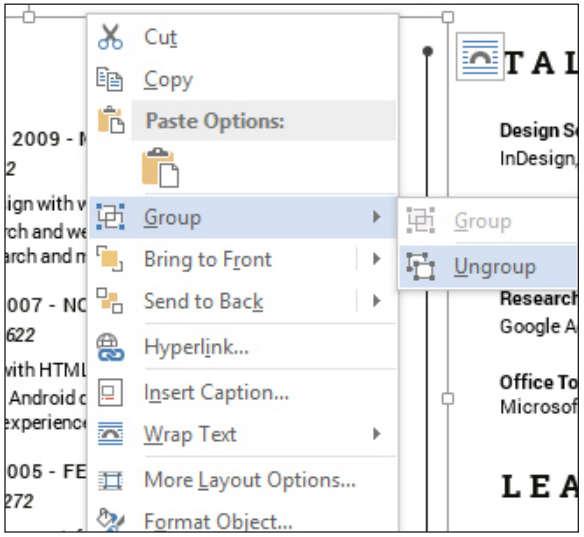
To Learn more about text please read this article: https://support.office.com/en-ca/article/Add-copy-or-delete-a-text-box-4d968daa-5c86-48f2-88fa-b65871966017

Editing skill bars

The 'Skill' Bars in the Word version are created using simple stroked lines. The coloured line on top can be edited by grabbing the anchor on the right side of the line and scaling to fit your capability in a skill (hold Shift at the same time to help keep the line straight).You can use the Document Margins or Guides to help you align them correctly.

Live view here: https://www.youtube.com/watch?v=0hGLOk9Sm34





editing ms word

Inserting your headshot

To insert your headshot in Microsoft Word Document just follow the steps: Go to Insert from the menu bar at the top, click to draw a shap (circle/rectangle), you will see you mouse pointer is converted as + sign, Now hold on the shift key and drag on the page to make a shape where you want to insert your headshot.

When the shape is selected right click>Format Shape..>Click fill>Select picture or texture fill>Click insert picture from>file>click on file and browse your picture.

If you want to turn off/change the color of the shape outline>Seclect the shape>Drawing tool>Format form the top menu bar>shape outine.

Working with text boxes/group/ungroup

Text boxes are boxes where the texts are organized and beautified. You will sometimes find (Not all the the resumes) mulitipe sections are grouped togather for easy movements of the text boxes. If you want to make them separate just select the whole sction>Right click>Group>Ungroup.

After ungrouping you will be able to move, edit, add or delete the contents of the texts inside the text boxes.

editing ms word

Saving word files to PDF is must!

When you are finished editing the template and have finished your resume/cv, the best file format to accomplish this task is a PDF (Portable Document Format).

This file is small in size, and widely accepted file format that is easy to upload and email. Another bonus is that nothing in your layout will change when viewed on a different computer, so your possible employer will see your Resume/CV as you proposed. If you want to print the resume in that case PDF is also the best format.

1. Choose File > Save As from the menu at the top of the screen.
2. Rename and/or choose a place to save your file. From the 'Format' drop-down menu select 'PDF'.

Marging multiple PDFs to one PDF

If you have used the first and second resume pages and saved them both as PDFs, you will likely want to marge these into a single PDF file to send to potential emploers.

There are a number of different ways to Marge PDF pages depending on your operating system and the software you have. Check out the following link and find the method that works best for you: http://www.wikihow.com/Merge-PDF-Files

editing ms word

Using additional icons from asset folder

Within Social Icons/Asset folder in the main download is a ‘PNG/EMF’ folder which has the individual social icons used in the Word versions.

To change these icons easily right click on an icon and seclect ‘Change Picture...’ then browse to the PNG/EMF and choose the icon you need.

This will replace the icon and keep the size and position fit for you.

Adding extra pages with the template

If your experience, education, skills are more than the template pages, you may want to add an extra page to write them. The best possible way to do this is just copy your saved template and paste the file with a different name as resume page 2. Now open that new file and start editing as a new page. In this way all formatting will be remain same.

Using signature in cover letter

If you wish to add your own signature, sign a piece of paper, scan it, and insert it into Word file as a .jpeg or .png image file. To remove any white space around it, crop the signature as close as possible, and then select “Format Picture” and “Remove Background”.

editing ms word

White borders at the time of saving

These resumes and cover letter headers are designed to look the colors go all the way to edge. In order to look this when saving as a PDF, you'll need to do the following:

• Click on "File" and then "Page Setup…". Select "Format For" as "Any Printer".

• Click on "Paper Size" and then "Manage Custom Sizes…".

• In the window that pops up, click on the "+" (plus sign) icon to create a new template name it "Noborder".

• Set the paper size as US Letter/A4 according to your need .

• Set "Non-Prinatable Areas" as "User Defined" and set all four boxes to 0.

• Click "OK" to save your changes.

• Under "File" select "Save As…". In the window that opens, select "Format" as "PDF"

• Select "SAVE" to save your now-borderless PDF.

If you still have problem with printing the edge, please take your PDF to professional print shop. Unfortunately most home and some office printers are not capable of printing to the edge of a document.