



# Resume editing guidelines

*Continued...*





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# knowledge base

Thank you very much for purchasing my Resume Pack. If you have any question please let me know. I will try to fix the problem as early as possible. Consider also these points:

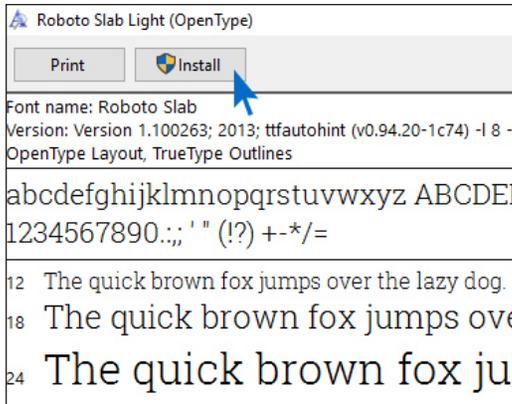
- Did you read the description for the file carefully? Usually the key facts are very specific what to expect from the file
- Please don't forget, you are becoming great work for an amazing value
- Even the files are optimized for easy editing; always some basic knowledge is necessary for the application to use. Take your time and consider searching for user guides on Google or use the Adobe and Microsoft help sites
- Sometimes a system font might be missing, use Google and you will find it
- Please UNZIP ALL THE FILES BEFORE USING AND INSTALLING THE FONTS.

## Software requirements

- Microsoft Office 2007+(Latest version recommend for MAC/PC)
- Adobe InDesign CS 4, CS 5, CS 5.5, CS 6, CC/Higher
- Adobe Photoshop CS 3/Higher

*The MS Word files might not work properly if used in Google Docs, OpenOffice or Apple Pages*

# 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 shape (circle/rectangle), you will see your 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.

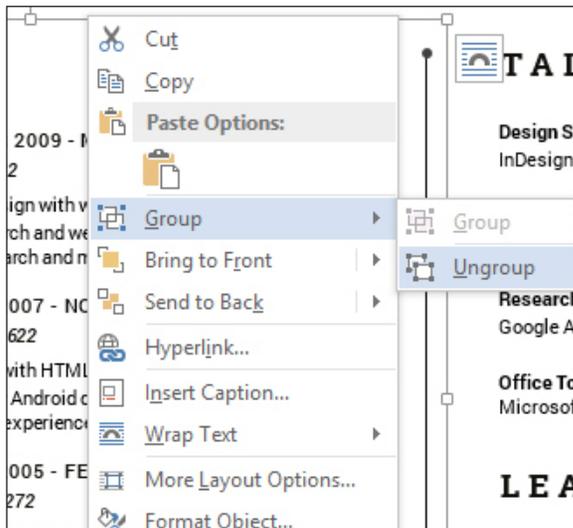
When the shape is selected right click>Format Shape..>Click fill>Select picture or texture fill>Click insert picture from>file>click on file and browse your picture.

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

## Working with text boxes/group/ungroup

Text boxes are boxes where the texts are organized and beautified. You will sometimes find (Not all the resumes) multiple sections are grouped together for easy movements of the text boxes. If you want to make them separate just select the whole section>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 employers.

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 select '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-Printable 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.

# editing photoshop

## Inserting your text

- Select the Horizontal Type tool ( T )
- Select the type layer in the Layers panel, or click in the text flow to automatically select a type layer.

### **Position the insertion point in the text, and do one of the following**

- Click to set the insertion point.
- Select one or more characters you want to edit.
- Enter text as desired.

### **In the options bar, do one of the following:**

- Click the Commit button or Hit the Enter key to apply your changes to the type layer.
- Click the Cancel button or press ESC.

## Editing skill bars

The 'Skill' bars in the PhotoShop template are created with the Shape Tool and masked by the 'Skill Bar Background' Layer. You can edit them by selecting the correct Layer and simply nudging each bar left or right with the arrow keys (hold Shift at the same time for a larger nudge). You can change the colour by double-clicking the Layer icon and choosing your new colour from the picker that pops-up.

**Live view here:** <https://www.youtube.com/watch?v=wDBiUkG83ow>

# editing photoshop

## Inserting your headshot

- Open your image in to Photoshop resume page. Drag and drop or use Open dialog
- Create the shape layer (ellipse). Make sure your image is above the shape layer in the Layers panel.
- Right click your image in the layers panel, and choose Create Clipping Mask. Its a A non destructive method for creating circular or elliptical images.
- To adjust the image size, select the move tool, and click on the Show Transform control, make sure your image layer is selected. Now hold on the shift key and drag by clicking any corner.

## Using additional icons from asset folder

- The Asset/Social Icons folder contains PNG files, Illustrator and EPS files.
- Your first option is to place, drag or open then copy/paste the PNG files into the Photoshop document. This is the simplest way for those without a copy of Illustrator or InDesign.
- Your other option is to open either the Illustrator, EPS or InDesign files and copy/paste into the Photoshop document, depending on which software you have.
- You may need to re-size the icons, but you can use the existing ones in the template as a guide.

# editing photoshop

Saving photoshop files to PDF is must!

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 'Photoshop PDF'.
3. In the next dialog box, from the Adobe PDF Preset drop-down menu select either 'Press Quality' or 'High Quality Print' if you intend to print out your PDF and 'Smallest File Size' if you intend to email or upload to a website.
4. Now click on "Save". Its Done!

## Printing a photoshop PDF

If you'd like to get your Resume/CV printed professionally by a Printing Company, you can export your PDF with 'bleed', which is a little extra around the edge for the Printing Company to cut into so the colour goes to the end edge of the page.

The PSD files in this template already include bleed so just export for PDF as normal.

# editing indesign

## Editing text into the text boxes

For editing any InDesign files just press (T) or select the type tool and start editing.

## Editing master pages is must!

You Must have to edit master page options **to change your name, post and logo**. A master is like a background that you can quickly apply to many pages. Objects on a master appear on all pages with that master applied. Master items that appear on document pages are surrounded by a dotted border.

In Pages panel (F12)/ Window>Pages, click the name of a master spread to select the master spread add your text once and all pages will take the changes automatically.

To Learn more about master pages: <https://helpx.adobe.com/indesign/using/master-pages.html>

# editing indesign

## Quick print preview tip

If you want a quick preview of your layout without any guides just **press W**, this will allow you to quickly assess how your layout is shaping up.

## High quality image/icon tip

If you have checked the image resolution in the Links panel, and have the appropriate Actual & Effective resolution for your output device, then it's most likely simple a matter of customizing the display settings. Choose View > Display Performance > High Quality Display. It will take InDesign a few seconds longer to display your page, but the result should look significantly better!

## Editing skill bars

The 'Skill' bars in the InDesign template are created using simple stroked lines. The coloured line on top can be edited using the Selection Tool (Black Arrow).

Grab the anchor on the right side of the line and scale to suit your capability in a skill. You can use the Document Grid (Menu > View > Grids & Guides > Hide/Show Document Grid) and also snap to the Document Grid to help you (Menu > View > Grids & Guides > Snap to Document Grid).

# editing indesign

## Inserting your headshot/icon/any image

**If you want to insert you headshot/icon/any iamge please do one of the following:**

- To import a graphic without first creating a frame (F), make sure that nothing in the document is selected.
- To import a graphic into an existing frame, select the frame. If the new image is larger than the frame, you can refit the frame later by choosing Object > Fitting > [fitting command].
- To replace an existing image, select its graphics frame.
- Choose File > Place and select one or more graphics files of any available format. Use illustrator Ai/eps files to use in InDesign
- If you select multiple files, you can click or drag in the document to place the selected files one at a time.
- To replace an object you selected, select Replace Selected Item.

# editing indesign

## Saving as PDF is must!

- Choose File > Export from the menu at the top of the screen.
- In the dialog box, rename and/or choose a place to save your file. From the 'Format' drop-down menu select 'Adobe PDF (Print)'.
- In the next dialog box, from the Adobe PDF Preset drop-down menu select either 'Press Quality' or 'High Quality Print' if you intend to print out your PDF and 'Smallest File Size' if you intend to email or upload to a website.
- Click 'Export' to save as PDF.

## Saving PDF with bleed for printing

When exporting, choose 'Marks and Bleeds' from the left column (step 3) and tick the 'Use Document Bleed Settings' box, then Export as normal.