



# Thanks...

for downloading our free resume template, we hope you'll be on your way to developing a killer resume in no time.

If you're reading this, it appears you may have encountered a couple of road blocks. To help guide you through them, we've developed the following Q&A.

*Click on a question* 

Where can I find the template after downloading it (MAC & PC)?

How do I edit the header?

How do I change my location information?

How do I edit the layout of the document?

How do I add another page to my resume?

# Where can I find...

## the template after downloading it (mac & pc)?

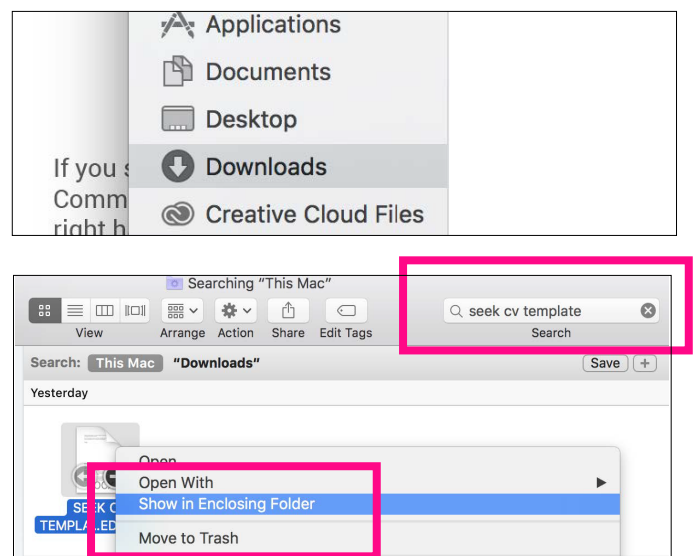


Unless you were prompted to choose a specific download location, by default Google Chrome, Safari, IE, and Firefox will put anything you download into your computer's Downloads folder.


### Follow these paths to find it

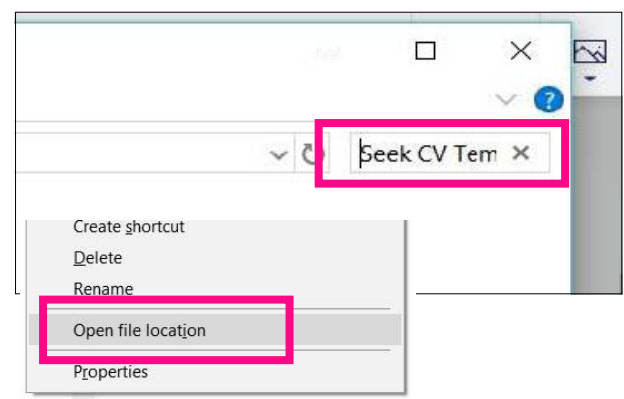
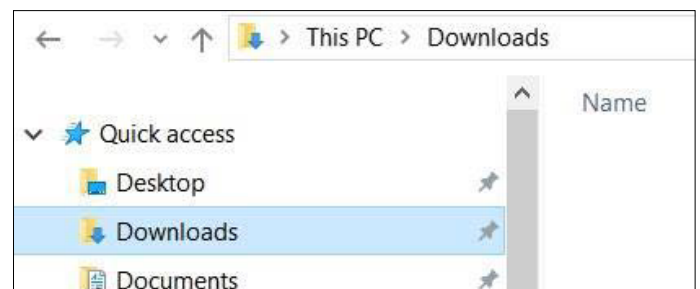
#### FOR MAC USERS:

1. Click on **Finder** and then go to the **Download** folder, **OR**
2. Your **Download** folder can also be accessed from the **Dock** (which is the small panel along the bottom of the screen that allows you to access files), **OR**
3. If you still can't find it press **Command+F** and type in parts or all of the file name into the search bar.



#### FOR PC USERS:

1. Check the **Start Menu** for **File Explorer** (which is activated by this icon )- this should then show the Download folder.
2. If you still cant find it, open up any folder and type **Control + F** and type SEEK the search bar to find the downloaded file.

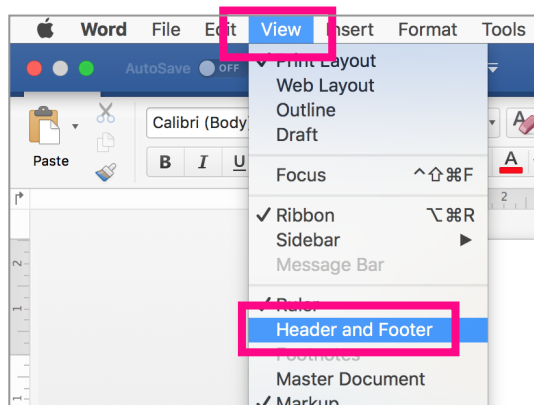
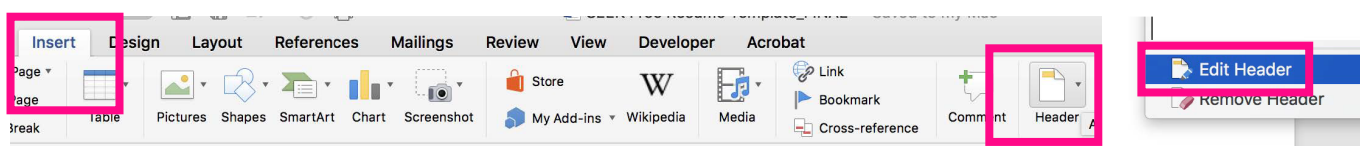


# How do I edit...

## the header?

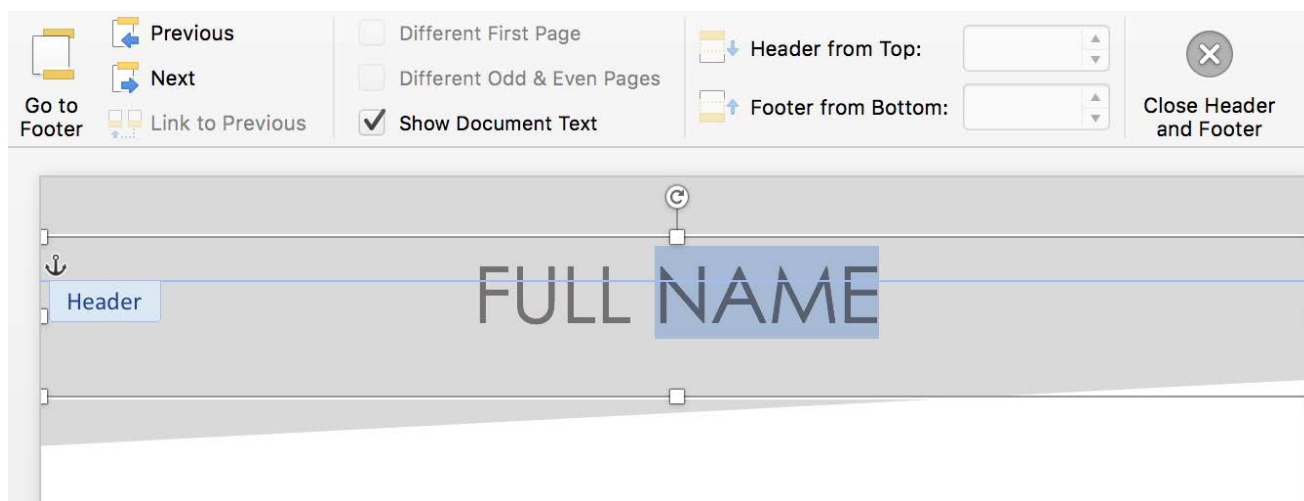


For both **MAC & PC** go to (Insert > Header > Drop down to Edit Header) in the tab menu to access the header and footer. Or on **MAC**, go to (View > Header and Footer) in the top main menu.



You can also (Double Click) on the shaded grey area which is the header itself. Or on **MAC**, go to Help and type in header in the search box.

From here, simply (Double Click) on the text box to change your name. Once done, click (Close Header & Footer) or (Double Click) outside of the header.

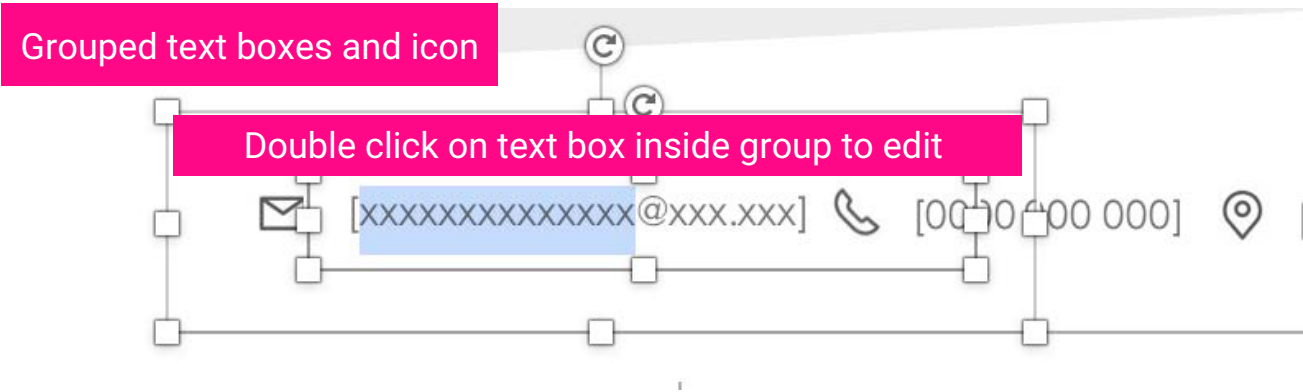


# How do I change...

## my location information?



The location and contact information is grouped with their respective icons. To edit, simply double click on the text box (not the icon) you wish you edit.



# How do I edit...

## the layout of the document?



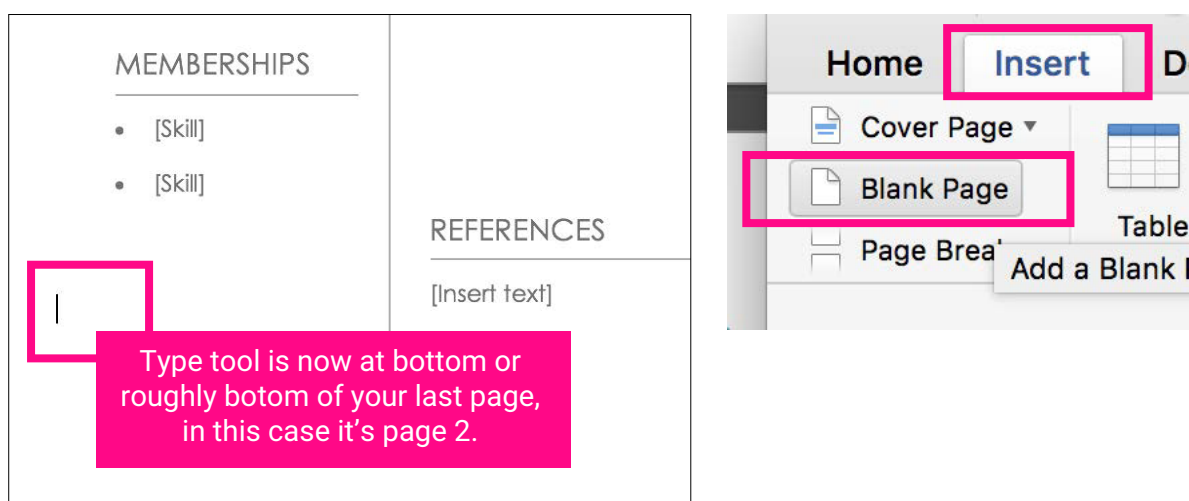
This resume template includes suggestions for important information you might want to consider adding to your resume, however feel free to make this your own by adding, editing or removing what's included. For example, if you don't want to include a personal summary in your resume, simply select this section and delete it. Each section fits within a text box that can be edited, removed or resized to fit your needs.

## How do I add...

### another page to my resume?



To add another page to your resume, go to the bottom of page 2 using your keyboard down arrow, then go to the menu at the top of the screen and next to the Home tab click (Insert > Blank Page).



The header will be automatically copied over to any new pages you add. Your next step is to copy over the style from the other pages so that the format of your resume is consistent. To do this you need to click and drag your cursor from the top left to bottom right of the last page to select everything, then:

Control+C for PC or Command+C for **MAC** to copy and Control+V for **PC** or Command+V for MAC to paste onto your new page.