the vitae template instructions

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08 THANK YOU & COPYRIGHT INFO
Includes a thank you note, copyright information and contact details.

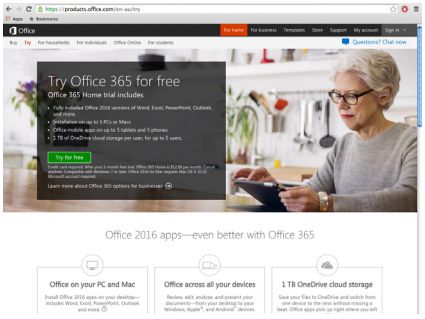
02 WHAT'S INCLUDED

YOUR RESUME PACK

Your Resume Pack comes in the form of a zip file. This file contains all the contents that you will need to complete your resume.

What's in the Resume Pack:

- Your chosen Resume Template for operating system.
    - A4 Size
    - US Letter Size
- Font File
- Icons (Office and Social Media)
    - White with black background
    - Black with white background
    - White without background
    - Black without background
- Instruction Document.

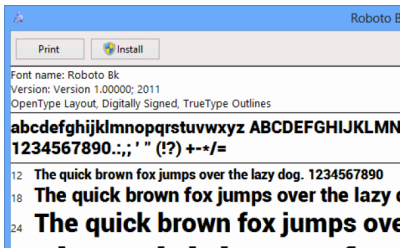


SOFTWARE NEEDED

The Vitae's goal is to create templates that are accessible and easy to use for everyone therefore we have created all documents in Microsoft Word. To use this template you will need a Microsoft Word 2011 or later version.

If you find that you do not have this you can download a free month trail of the latest Microsoft Office programs at: https://products.office.com and choose to try.

03 MANAGING FONTS

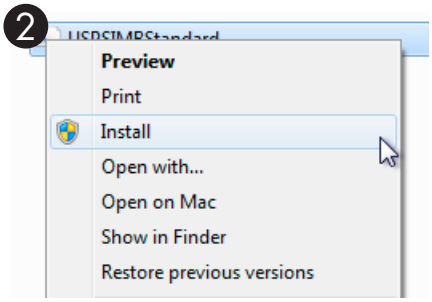


DOWNLOADING

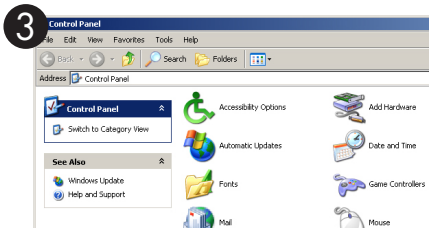
Unless you already have the font installed on your computer you will need to download the font file, find out how below.

INSTALLING

Before you download ensure you include all the different 'weights' (bold, italic, extra bold, etc.) Also you might need to restart your computer if these don't appear straight away.

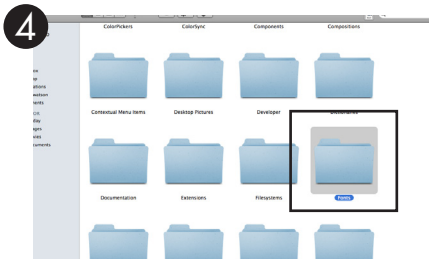


WINDOWS 8 (image 1)
- Extract the fonts, from the downloaded ZIP file, to your computer.
- Select the fonts and right-click (or double click an individual font).
- Select Open (in the case of several selected fonts).
- Click Install from the preview window.

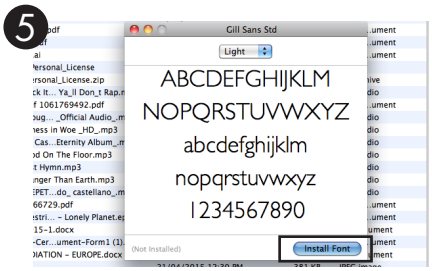


WINDOWS 7 & VISTA (image 2)
- Extract the fonts, from the downloaded ZIP file, to your computer.
- Select the fonts and right-click.
- Select Install.

WINDOWS XP, WINDOWS 98 & 95 (image 3)
- Copy & Paste the fonts into the Fonts Folder, usually found in C:\Windows Fonts.
- Note: Don't extract the fonts directly from the Zip file into the Fonts Folder as they won't install correctly. You must extract them to another area on your computer then first then Copy/Paste them over to the font file.

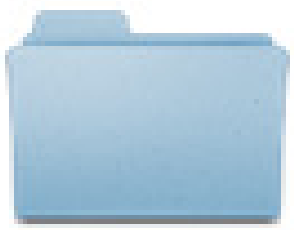


MAC OSX (image 4 & 5)
- Option 1: Place the font files into /Library/Fonts (for all users) or into / Users Your_username/Library/Fonts (image 4)
- Option 2: If you have Font Book, double-clicking on the font file and Font Book will open automatically. A dialogue box appears with a preview of the font then simple press 'Install Font' (bottom-right) (image 5).



MORE INFORMATION:
For more information on this process visit:
http://www.computerhope.com/issues/ch000563.htm

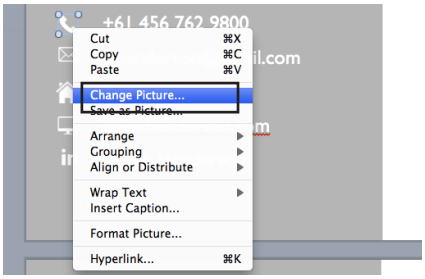
04 ICONS



WHAT ICONS ARE INCLUDED

In your Resume Pack you will receive icons which can be used in your resumes. We have a large range of social media icons and office related images to choose from.
You will find these come in four styles:

- White with black background
- Black with white background
- White without background (png files)
- Black without background (png files)

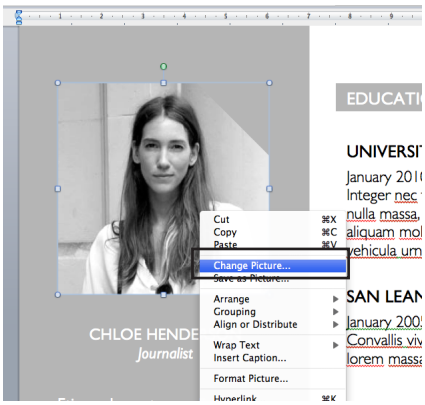


HOW TO CHANGE ICONS IN WORD DOCUMENT

You can change an icon without having to add a new image and re sizing.

If you right click on the icon you are wanting to change a drop down menu will appear.
Choose - change image.
By changing your icon this way, it allows you to keep the styling properties of the previous icon and apply them to the new selected icon.
A dialogue box appears which allows you to search your computer for a file. Double click on the icon you would like to replace with and it will change automatically.

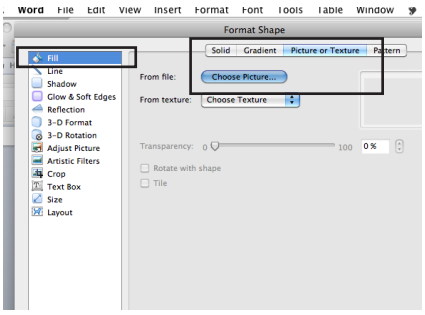
05 ADDING IMAGE



HOW TO CHANGE AN IMAGE IN WORD DOCUMENT

You can change an image without the hassel of adding a new image and re-sizing/re-formating.

If you right click on the image you are wanting to change a drop down menu will appear.
Choose - change image.
By changing your image this way, it allows you to keep the styling properties of the previous image and apply them to the new selected image.
A dialogue box appears which allows you to search your computer for a file. Double click on the image you would like to replace with and it will change automatically.

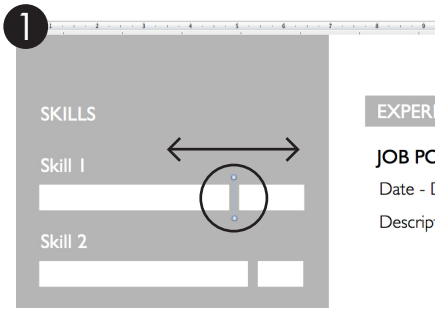


Another way to do this - which works better for circular images is to right click on the image and in the drop down menu choose Format Shape.
Once the dialogue appears select fill. Then choose ‘picture or texture’ or ‘choose picture’. This allows you then to browse your computer and select the image you would like to replace this with.

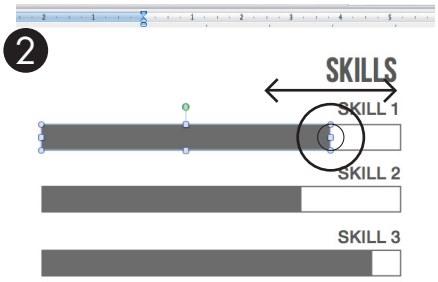
For more detailed information on these processes please visit: https://support.office.com/en-CA/article/crop-a-picture-or-place-it-in-a-shape-21dfb9ee-09bf-4cc7-9bd5-c51fc1bd04fe

06 ADJUST THE SKILLS SECTION

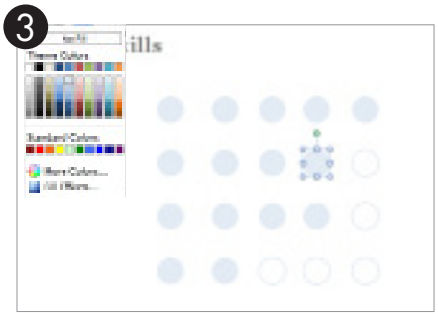
1



2



3



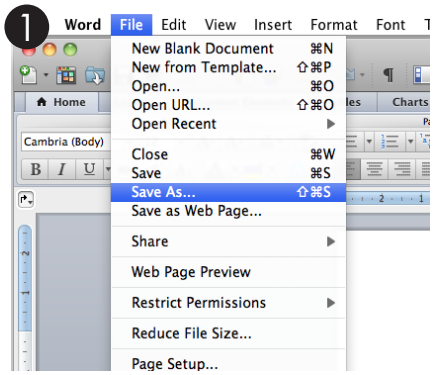
HOW TO ADJUST THE SKILLS SECTION

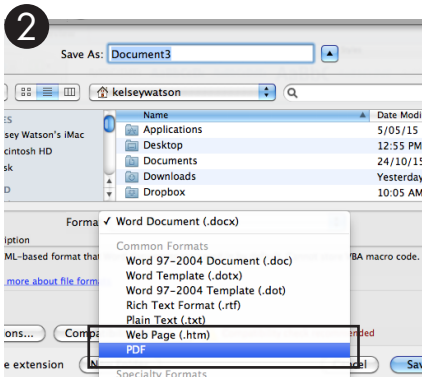
LINE SKILL SECTION - STYLE 1(image 1)
This skill section features one long horizontal rectangle with the small vertical line placed in front of it.
To adjust select the small vertical line and hold shift (by holding shift it allows you to keep the line straight.) Then move the vertical line right or left accordingly.

LINE SKILL SECTION - STYLE 2 (image 2)
This skill section features two long horizontal rectangles placed one over the other. The bottom rectangle is an outline shaped only while the top rectangle is filled with colour.
To adjust select the top rectangle (filled with colour.) Select the anchor (shown in the small circle) and while holding shift move right or left accordingly.

CIRCLE SKILL SECTION (image 3)
This skill section features circle shapes which are filled with colour or shapes which are outlined only.
To adjust this section you simply need to fill or outline the circle shape with the selected colour to change the appearance.

07 EXPORTING TO PDF





EXPORTING AS A PDF

Once you have completed editing your resume you should save it as a PDF. WHY?

1. PDF document are widely accepted and often employers will require you to send your resume in this format.
2. PDF is a compress file so nothing is edittable and nothing in your layout will change when viewing it on another computer/computering system. This means your potential employer will see your resume as you intended them too.

Remember: Because PDF is a non-editable file type you should leave this as the last step on completing your Resume Document. Save the file as you are working and on completion as a Word Doc (.doc) so that you can make changes and edit as you need.

Saving as a PDF is simple. When you are saving your file you can simple change what format you would like to save as.

- Select File and choose Save As.. (image 1)
- When the Save As dialogue box appears you can choose the name and location which is suitable.
  At the bottom of this box there will be a format drop down menu and in this the option PDF will appear. Choose this and then click save. (image 2)
- This has now saved your resume document as a PDF and is ready to send out to employers.

08 THANK YOU & COPYRIGHT INFO

thank you

from

the vitae

THANK YOU

Thank you for choosing one of the superbly designed resume's from The Vitae. We hope that you enjoy the service and would recommend/use us again.

Please feel free to get in touch with any feedback - you can find our contact information below.

COPYRIGHT INFORMATION

All designs are copyright and original to The Vitae.
Each purchase entitle the customer to 1 licence only. Resume template designs are for personal use only and may not be resold or redistributed under any circumstances.

CONTACT INFORMATION

We hope that this instruction document has helped cover any questions that you have on how to construct your perfect resume. If you have future questions you can contact The Resume Assembly by email at thevitaeresumes@gmail.com