

RESUME | STUDIO

Thanks for purchasing at Resume Studio, let's get started!:

REQUIREMENTS

- To use the templates a basic knowledge of Microsoft Word is needed.
- The templates are supported by Windows and Mac.
- If you don't have Microsoft Word, you can download a free trial for Mac and Windows here:
<http://products.office.com/en-us/try>

FONT S

Please follow these links to download the free fonts used in your template, click on "Download TTF".

Open Sans: <http://www.fontsquirrel.com/fonts/open-sans>

From this pack you only need: Open Sans **Light** to use in this template.

Montserrat: <http://www.fontsquirrel.com/fonts/montserrat>

From this pack you only need the Montserrat **Regular** and Montserrat **Light** to use in this template.

Lato: <https://www.fontsquirrel.com/fonts/LATO>

From this pack you only need the Lato **Light** font to use in this template.

Here you can find some *tutorials* (by Dafont) that might help: https://www.youtube.com/results?search_query=dafont

INSTALLING FONT S

If the document looks misaligned or strange, it is probably because you haven't installed all fonts. It should look exactly as the picture shown in the listing. To install them:

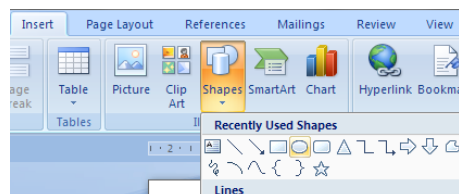
- **Windows 8/7/Vista:** Select the font files (.ttf, .otf) then Right-click > Install
- **Any version of Windows:** Place the font files (.ttf, .otf) into the Fonts folder, usually C:\Windows\Fonts or C:\WINNT\Fonts (can be reached as well by the Start Menu > Control Panel > Appearance and Themes > Fonts).
- **Mac OS X 10.3 or above:** Double click the font file and fontbook will open a preview of the font. Click "install font" at the bottom of the preview.
- **Any version of Mac OS X:** Put the files into /Library/Fonts (for all users), or into /Users/Your_username/Library/Fonts (for you only).

CHANGING PHOTO

OPTION 1: The easiest option is to right click on the template picture > change image > choose the picture you want from your computer.

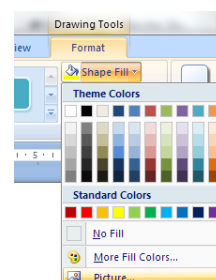
OPTION 2: **Step 1:** Go to “Insert” tab > Shapes and choose Oval (ellipse).

Step 2: Draw the shape with the size that you want.



Step 3: Hold *Shift* while drawing the shape; it helps to create a perfect circle.

Step 4: Keep the shape selected. Go to “Format” tab and then choose Shape Fill> Picture. Choose the picture you want from your computer.



To draw a border around the circle > select image > click “Picture Tools Format” Tab > click Picture Border > click Weight > select weight (usually we use 4 1/2 points, the next-to-last).

For the color of the line, just click again on the same picture border tab and select the color you want.

EDITING SKILLS :

DOTS: ● ● ● ● ○

To change the dots according to your needs, simply copy and paste the dark or blank dots.

WINDOWS: Copy (CTRL+C), Paste (CTRL+V)

MAC: Copy (Cmd+C), Paste (Cmd+V)

BARS:

To change it, select the vertical line inside the box > once selected, use the arrows in your keyboard to move it to the left <<<< or to the right >>>>.

ACTIVATING GRIDLINES

You can use gridlines to identify the center of your slide or document and position shapes and objects more precisely.

To activate gridlines click Layout > Gridlines > check the box. Gridlines do not print when you print a document.

REMOVING ICONS

If you don't need an icon (for example; **in** LinkedIn icon), you can remove it by selecting the icons > right click > Group> ungroup > select the icon you want to remove > delete.

C H A N G I N G L A N G U A G E

The "sample text" is in Latin as in the picture. If you want to do spell check in English or another language, you can change it by selecting the text, go to Tools > Language > select English (or your language) and click on "Set as Default" first and then accept. *(Most of the templates come already with the "English Spell-Check).

S A V I N G F I L E

Make sure you save your final document as a PDF file, so that all fonts appear the same on other screens.

S U P P O R T

If we didn't answer your questions, please feel free to contact us at: resumestudio@outlook.com