If you still need help after reading these instructions please feel free to message me or send an e-mail to odd.bits.studio@gmail.com sharing your problem. I'll be happy to help as soon as possible.

1 HOW DO I PLACE MY PHOTO?

- Click/select the shape that should contain your photo
- Go to "Format" > "Fill" > "Fill Effects..."
- A new window will show up. Click "picture or texture" and upload your photo.
(To your photo work inside the shape make sure you use a square shaped one, or it may look distorted).

2 WHY DOESN'T MY RESUME LOOK EXACTLY LIKE THE EXAMPLE IMAGES?

Fonts: You'll need to install all the required fonts (please check the font guide pdf for download links) into your computer in order for the templates to display properly. Fonts play a key role in the look and design of the template.

Software: As mentioned in the product description, the templates are designed to work exclusively on Microsoft Word for Mac or Windows. Please do not use different softwares such as OpenOffice, Pages, Indesign, Word Online, Google Docs, etc, to edit your docx files. These do not share the same features and tools used in Microsoft Word to create the template.

If you don't have the software already, please download Microsoft Word to edit your resume. It is easy to find online (a 2011 or later version would be ideal!), and even the official Office website offers a free trial of the program: http://products.office.com/en-us/try

3 WHY CAN'T I FIND THE FONTS I JUST INSTALLED IN THE FONT LIST ON WORD FOR MAC?

If you are a Mac user you may run into the problem where certain installed fonts do not show in your font list. To fix the problem please visit the website http://www.files-conversion.com/font-converter.php

and convert your .TTF files into .DFONT files. Next, install the .DFONT files, close and re-open Word, to make sure the font list is now updated and the new fonts visible in the list.

4 HOW DO I EDIT THE SKILLS GRAPHICS?

Liner: Select the vertical line, and using the arrow keys from your keyboard move it more to the right or left

Bar: To change the width of the bar, select the movable part of the chart. Right-mouse-clik > "Format Shape". A new menu will show up. Select "Size", and add or reduce the "Absolute Width" for the bar to resize. Click OK to save your alterations. Repeat the same process for the remaining bar charts.

Circular: Select the part of the graphic that is meant to shrink or grow. You'll see 2 glowing dots right at the beginning and end of the curve. To change the % simply play with those 2 dots, but make sure to keep the curve with the same thickness.

5 HOW DO I SAVE A PDF WITHOUT THE WHITE BORDERS?

In order to retain the look of colors going all the way to the edge of the page please follow the instructions:

In Word "File", go to "Page Setup ... ":
Settings - Page Attributes
Format for - Any Printer
Paper Size - click here and select Manage Custom Sizes

Click + (at the bottom left) to add new size - name it "PDF Borderless"
Set the paper size to 20.99 x 29,7 cm (or whatever you need if not using a A4)
Make sure the "Non-Printable Area" says "User Defined", and change all 4 margins in the boxes to 0
Click "OK"

Under "File" select "Save As...". In the window that opens select "Format" as "PDF".
Click "Save"

6 HOW CAN I CHANGE THE PAPER SIZE? TO US LETTER, ETC.

ODD BITS is an European based studio, so all our templates follow the A4 standar size. If you wish to convert it to a different paper size (Us Letter for example), go to "File" > "Page Setup ... " > "Paper Size" (choose your desired size from the dropdown list)> Click "OK" to save. You may need to adjust some of the elements inside the page so they can fit the new paper size correctly.

If you only need your resume as a digital file, and there is no need to print, keep the A4.

7 HOW SHOULD I SEND MY RESUME ONLINE?

You should always save your resume as a PDF file if you are going to e-mail it or upload it via web. Please see question #5 to learn how to correctly save a PDF.

Never send your docx files to someone: not only you will be sharing a copyright, personal-use only template with other people, but whoever receives it will not have the fonts you just installed, and the file could look completely different! PDF files guarantee that the same you see in your screen will be the same the other person will receive.

8 CAN I MERGE MULTIPLE PDF PAGES INTO JUST ONE FILE?

Yes, that is possible. If for example you want to combine your resume with your cover letter page, the easiest way would be to visit www.pdfmerge.com . Make sure you save your pages as PDF files (see question #5), go to the website and upload them in the order you want them to be. Click "Merge", save the file into your computer, and that's it!

9 WHY DO I SEE A WHITE FRAME WHEN I PRINT MY RESUME AT HOME?

Most home and some office printers are unable to print color all the way to the edge of the page. If this happens with your printer, the best option would be to take your PDF files (see question #5) to a print shop. Have them print your pages into a larger sized paper (A3 for your A4 resume for example) and trim them down to the proper size. This will make your resume instantly stand out! Probably no one else had that attention and dedication to detail.

10 HOW CAN I CHANGE COLORS?

Geometric:Right click on the shape you want to recolor > "Format Shape (or)Object". A new window will show up. Click "Fill" or "Line", and have fun selecting new colors.

Non-geometric:Right click on the graphic you want to recolor > "Format Picture". A new window will show up. Click "Adjust Picture", and have fun playing with all the recoloring options.

11 CAN I HAVE A ONE PAGE ONLY RESUME?

Yes you can. Simply delete all that is visible in the second page, and any invisible typed "spaces" that you may detect, and the page will automatically disappear.

12 CAN I INSERT ADDITIONAL TEXT BOXES OR PHOTOS/IMAGES/SIGNATURE IN MY RESUME?

Yes you can. In the top menu select "Insert" > "Photo" > "Picture from files" > and select your image (a scan of your signature for example). Once it lands on the page, go to it and use right-mouse-click > "Wrap Text" > " None". This action will prevent your image from interfering with the design, making it "float".

The same works for new added text boxes; always make sure to right-mouse-click > "Wrap Text" > " None".

13 MY ZIP FILE DOESN'T WORK. IT SAYS THE FILES ARE CORRUPTED. WHAT CAN I DO?

It seems that your download was not completed correctly, so you may have received corrupted files. If this happens please contact me right away, and i will send all files unzipped directly to your e-mail account.