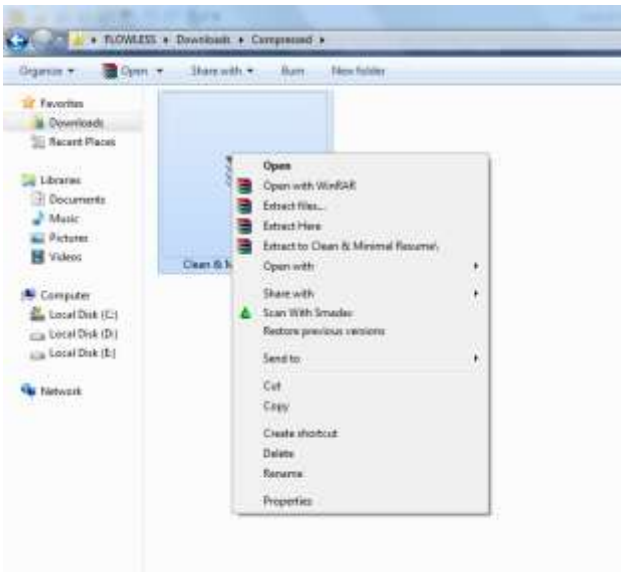
# HELP

# FILE

*Hi, thank you for download my item.here some help to use it*

## EXTRACT “ZIP” FILE FIRST




1. Right Click on the “Zip” file
2. Choose “Extract to” your file.
3. Open your resume folder

## INSTALLING FONTS ON WINDOWS

First thing first. Download and install all the required thing like fonts listed on the bellow

1. Download the font
   - Monserrat : https://fonts.google.com/specimen/Montserrat
   - Cormorant : https://fonts.google.com/specimen/Cormorant
2. Open window explorer
3. Locate the downloaded font file (extract it first if it on the zip/archieve file)
4. Right-click (click right-mouse-button) on the font file
5. A popup menu will showing, click Install
6. Repeat the steps for another font if needed

## INSTALLING FONTS ON MAC

- Under Mac OS X 10.3 or above (including the FontBook)
  Double-click the font file > "Install font" button at the bottom of the preview.
- Under 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).

- Under Mac OS 9 or earlier:
  First, you have to convert the font files (.ttf or .otf) you have downloaded. Then drag the fonts suitcases into the System folder. The system will propose you to add them to the Fonts folder.

## HOW TO : EDITING AND MOVING THE TEXT/SHAPE

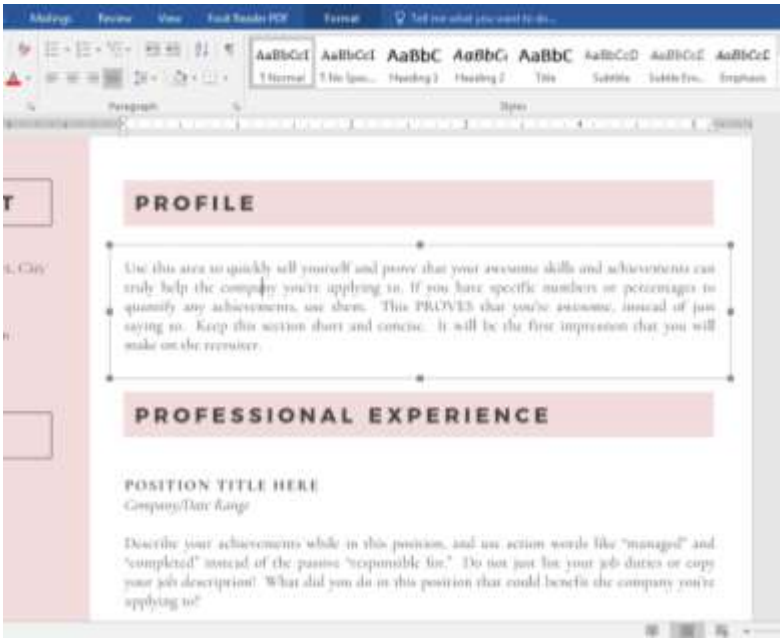
This resume template is made upof individual text boxes / auto

shape , so it will be easier to edit and move / rearange the positioneasily.

In order to move an object you have to select the shape first. To select a shape CTRL Click on the object. Then move by pressing your Arrow keys on the keyboard. To move the text (text box) / shape, just click/select it, move cursor on the edge of the shape until the crusor change to ✥ then drag cursor or press arrow button on keyboard to desire place.

## HOW TO : EDITING THE TEXT/SHAPE

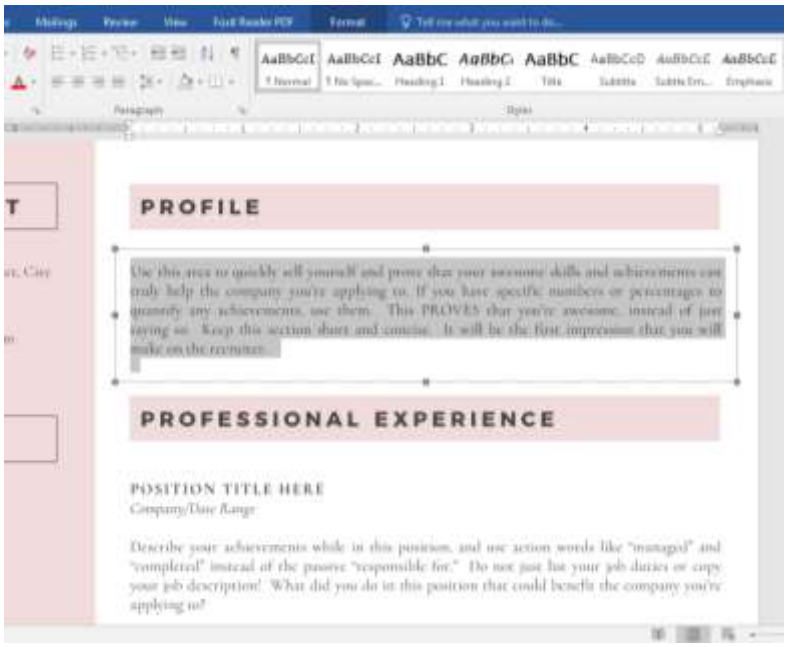
Just click to select text...

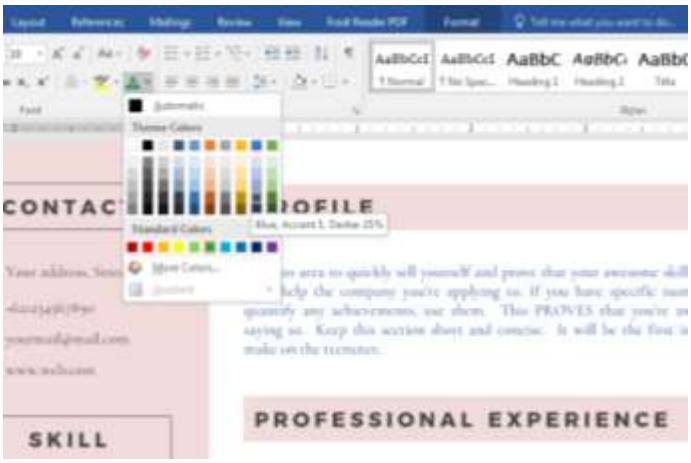



Just click on any text. Edit as you like, after editing press Esc two times to release.

## CHANGING TEXT COLOR

**You need to press CTRL + Scroll Up to zoom and CTRL + Scroll Down to zoom out. To change the color of your text, just select the text.**




## ADD PHOTO (OPTIONAL)

1. Click/select the original photo then push “delete” button on your keyboard
2. Click “Insert” > “Picture”
3. A popup window will be showing. Locate your photo, click "Insert" button
4. Your photo will push the layout, don’t worry
5. Click/select your photo, Right-Click (click right mouse button)
6. A popup menu will be showing, click “Wrap Text” or ”Text Wrapping” > choose “In Front of Text”

7. You can resize your photo by click on it, Move your cursor to the corner of your photo, until the cursor change to ↘ then drag-cursor inward or outward to resize it.
8. To move the photo, just click/select it, until the cursor change to, then drag-cursor to ✥ desire place

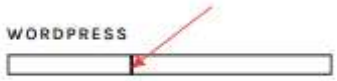
## CHANGING ICON

To change an icon of your purchased document , go to [http://flaticon.com](http://flaticon.com) . You can google it. Search for your desiredicon.

1. Cllik Insert tab
2. Click Shape, use the ractangle shape
3. Click Format
4. Then click no fill and no outliner
5. Click shape fill and click picture
6. Browse your icon
7. To change the color, you can click on the Format tab and click Color then use color what you want

## EDIT THE SKILLS GRAPHIC

### LINE




1. Select/click the vertical line
2. Press left/right arrow keyboard to move it

### BAR

1. Select/click the movable part of the bar
2. Right-mouse-clik > "Format Shape/Auto Shape"
3. A pop-pup window will be showing, click “Size” tab
4. On “Width” choose “Absolute” , enter/change the value to resize it
5. Click OK button to save
6. Repeat the same process for the remaining bar.

## HOW TO : SAVE YOUR RESUME AS PDF FILE WITHOUT WHITE BORDER

The ability to save documents as PDF files in Word 2010 and later version is already built in. You do not need to install an add-in. To save a document as a PDF file, click the “File” tab > “Save As” > Select the location/folder that you want to save your resume > on “Save as type” drop-down list, select PDF(*.pdf) > click “Save”

NOTE :

In Microsoft Word for Windows, the PDF will automatically borderless, but in some version or in Word for Mac, you need to do the following to save the pdf without white border (borderless)

1. Click "File", go to "Page Setup ... ":
2. Settings - Page Attributes
3. Format for - Any Printer
4. Paper Size - click here and select Manage Custom Sizes
5. Click + (at the bottom left) to add new size - name it as "Borderless PDF"
6. Change the paper size to 8.27" x 11.69" (in inches) or 20.99 x 29,7 (in cm) (or whatever you need if not using a A4)
7. Make sure the "Non-Printable Area" says "User Defined",
8. Change all 4 margins in the boxes to 0
9. Click "OK"
10. Under "File" select "Save As...". a small window will open
11. select "Format" as "PDF".
12. Click "Save"

## HOW TO : COMBINE/MERGE MULTIPLE PDF PAGES INTO ONE FILE

Once you have saved your template pages as borderless PDF files, you can combine the separated PDF file into just one file.

For the example, If you want to combine your resume page with your cover letter page, you can go to http://www.pdfmerge.com (or similar website).

Please upload them in the order you want them to be. Click "Merge", and save the file into your computer.