Resume Editing Guide

for MS Word

File Opening

These templates are designed to be used on a computer, PC (Windows) or Mac (macOS) using Microsoft Word. If you use another device (tablet, iPad, smartphone, etc.) software, the template can undergo changes or alterations. These templates are compatible with **Microsoft Word 2007** and later versions.

You can download the files to a tablet but you must use a computer to edit them. I recommend downloading and editing the templates from a computer.
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After unzipping your files from the archive, open the folder **1. Templates_(Word)**, select a suitable file, and then open it with MS Word.

The resume template is ready, usable and easy to edit - just replace the template text with your own information.

In this guide you will find graphic step-by-step instructions on how to produce a properly formatted resume.

Text Editing

After opening the file, you can start to replace the template text with your own information. For more detailed information on how to write a resume correctly, please read our **Resume Writing Guide**.

Just select the text you want to replace and write your own text.

Tip: If something goes wrong and you want to go back, just press **Ctrl+Z** or **Cmd+Z**. You can also click the **Undo** button on the **Quick Access Toolbar**. If you want to undo multiple steps, you can press this key combination multiple times.
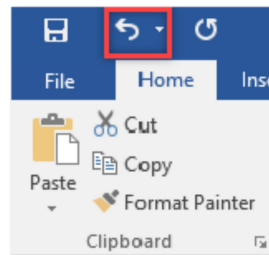
Tip: Also, don't forget to press **Ctrl+S** or **Cmd+S** to save the changes. Another way to save is to click the **Save** button on the **Quick Access Toolbar**.
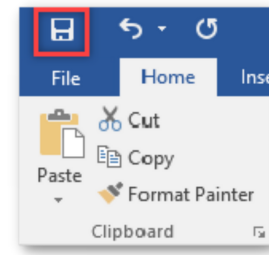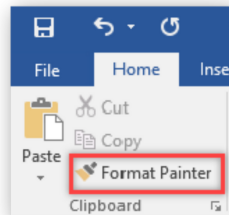
Text Formatting

If you copy text from another file (for example, your previous resume), the formatting style will also be copied. Below, you will find instructions on how to fix it.

1. Select a text with the correct style, and then press **Ctrl+Shift+C** or **Cmd+Shift+C** to copy its format.

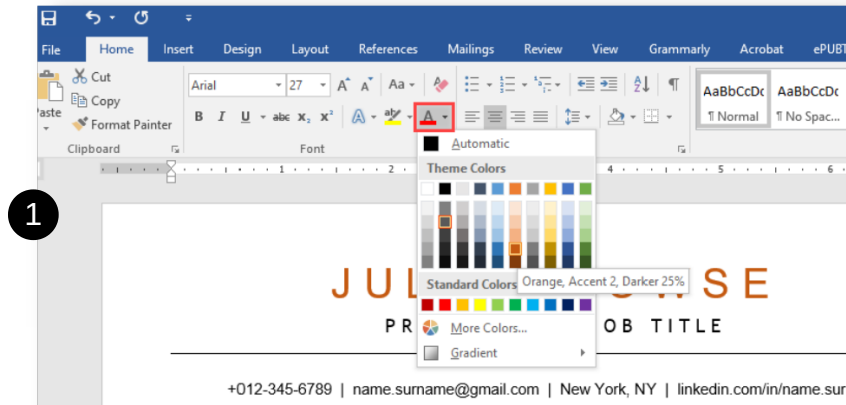2. Now, select some text with the wrong style (need to change) and press **Ctrl+Shift+V** or **Cmd+Shift+V**.

3. Now, the text has reached the desired appearance.

Tip: You can also use the **Format Painter** button on the **Clipboard** menu to copy the necessary text formatting. First, select an area of text that has the correct style, then click the **Format Painter** button, and then select the area of text you want to change. It will be converted to the correct style.
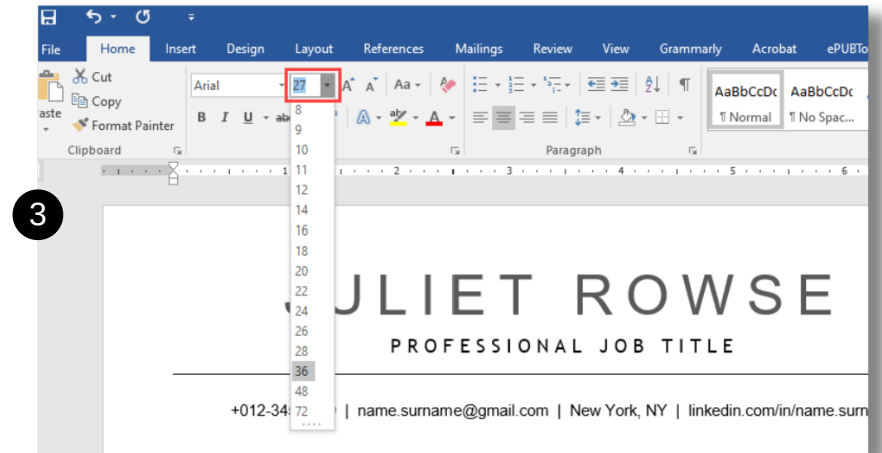
Text Formatting

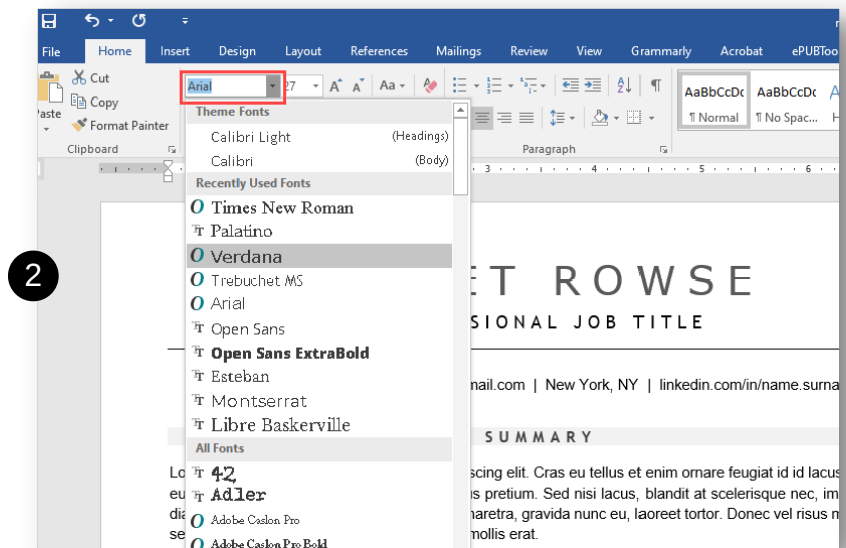To change the font, color or size, you can use the **Font Settings** menu on the **Home** tab.

1. Select the desired text, and then choose the desired font color.

2. Select the desired text, and then choose another font.

3. Select the desired text, and then select the desired font size.

Text Formatting

If you find that 1-2 lines of text have moved to the next page during the template filling process, you can do three things to avoid this situation:

1. Change the font size of the main text (please refer to the previous page)
2. Change the line spacing (please refer to the instructions on this page)
3. Change the margins of the page (please refer to the instructions on the next page)

You can use all these methods at the same time.

1. Select the desired paragraph, and then press the small arrow in the lower right corner of **Paragraph Settings**. You will access the **Paragraph** dialog box.
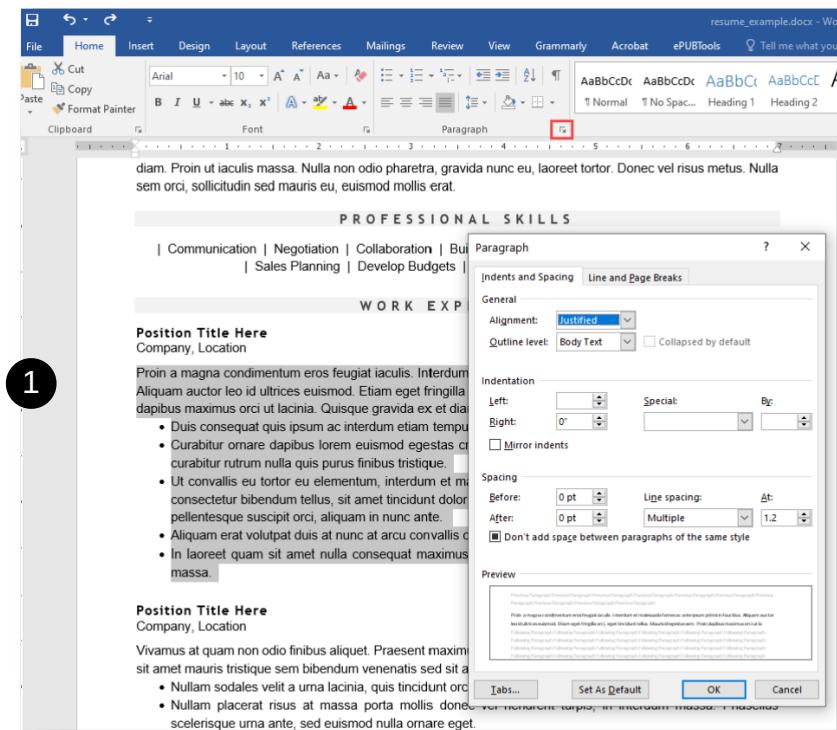
2. Here, you can choose to adjust the spacing between lines in the document. Select **Multiple** and enter the appropriate value.
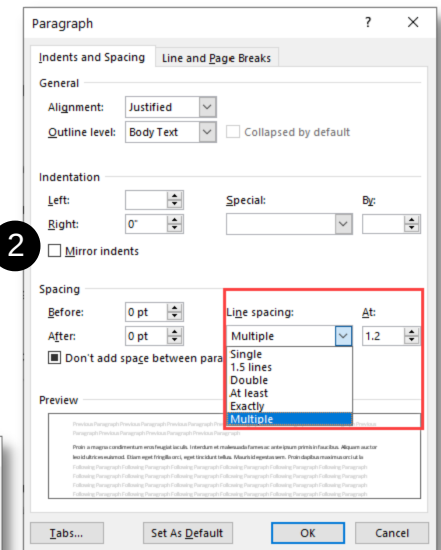

3. You can also adjust the space before and after the paragraph.
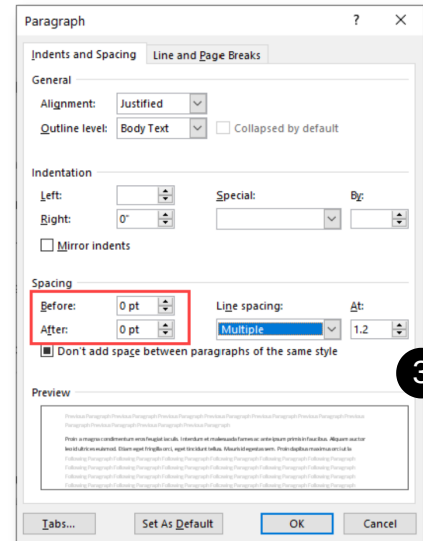
Margins

Margin is the empty area between the text and the edge of the document. Sometimes you need to change the margins.
Please follow the following steps:

1. Select the **Layout** tab, and then click the **Margins** command. Choose **Custom Margins** from the drop-down menu.

2. The page setup dialog box will appear. In it you can adjust the value of each margin.
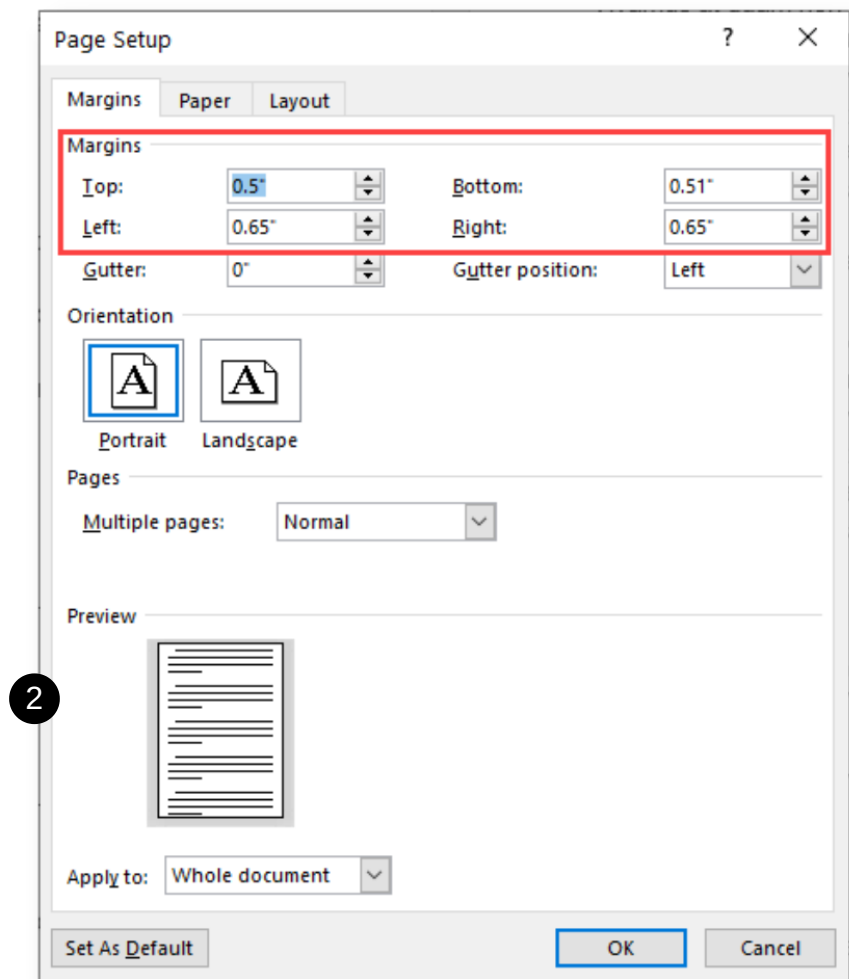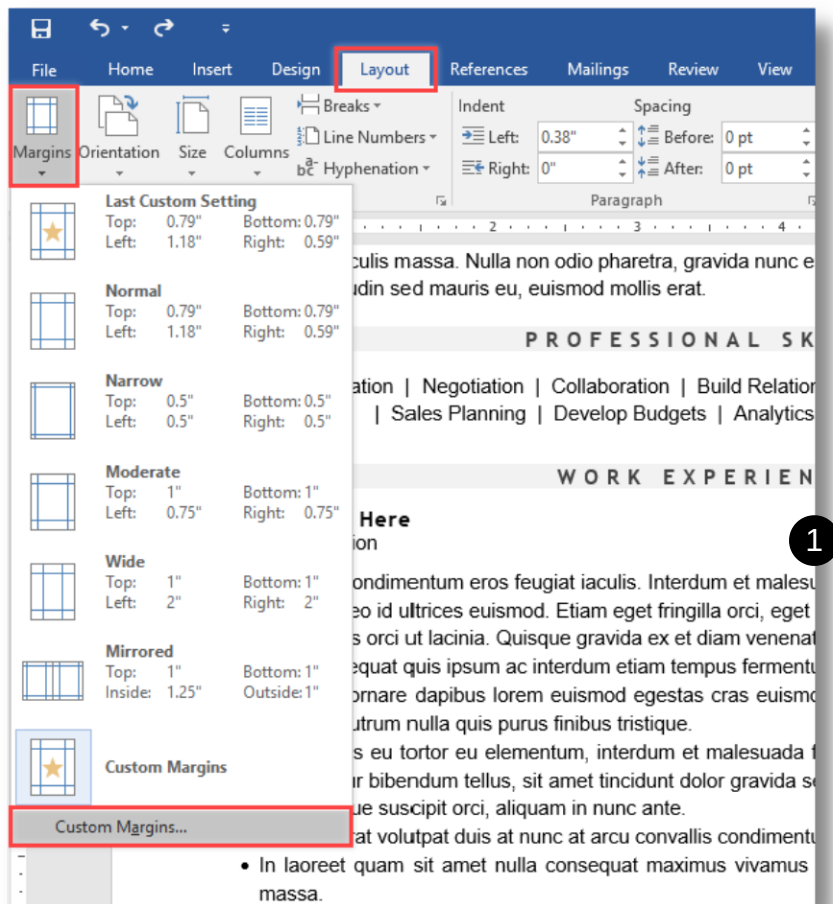
Shading / Adding Lines

If you would like to customize your resume format and alter the shading or add lines after the text, follow the steps below.

1. Select the desired text, then click the **Shading** button on the **Paragraph Settings** menu, and then select the color.

1
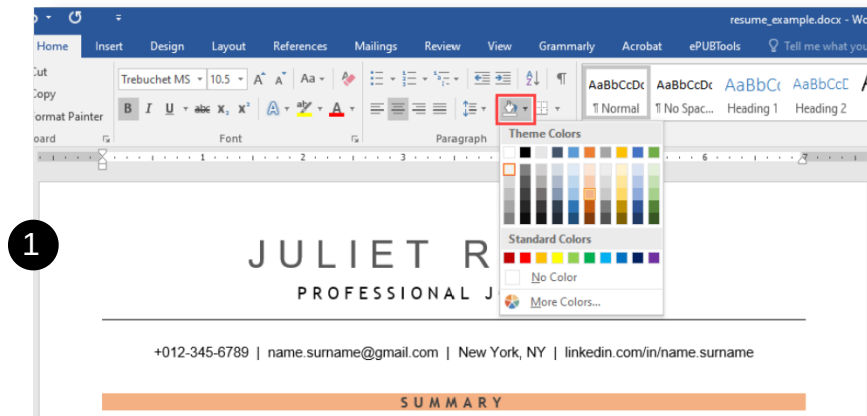
2. To add a horizontal line, place the cursor on the desired position on the page, and then find the **Border** button on the **Paragraph Settings** menu, and then select **Bottom Border** or **Top Border**.

2
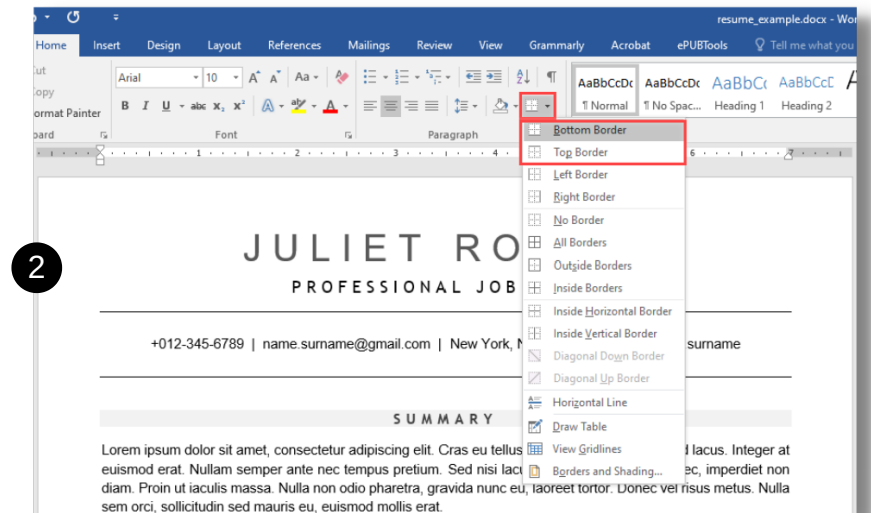
Adding Pages

If you need to add additional pages, you can do it one of two ways:

1. Place the cursor at the bottom of the final page and press **Enter**. The new page will automatically show up.

2. Another method is to click the **Blank Page** button in the **Insert** tab. A new page will appear every time you click.

3. Now, you need to copy the content on the last page. Select the entire page and press **Ctrl+C** or **Cmd+C**. Then point the cursor to the new page and press **Ctrl+V** or **Cmd+V**
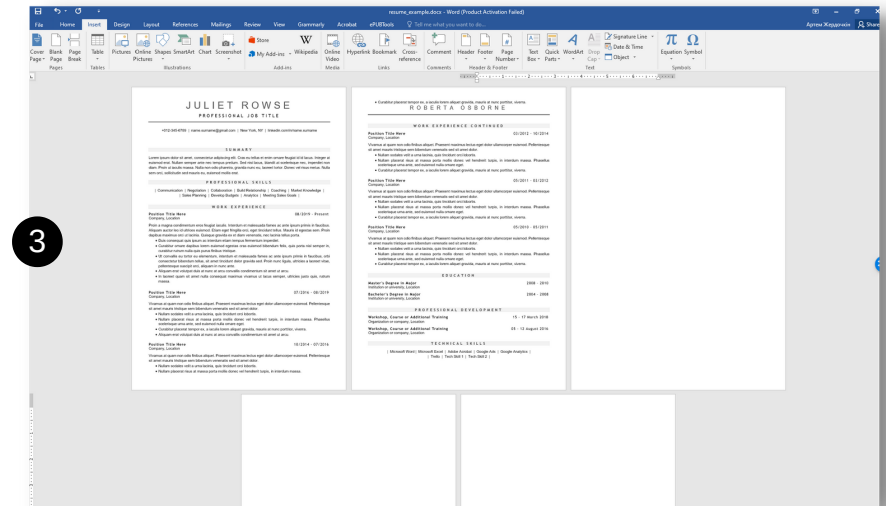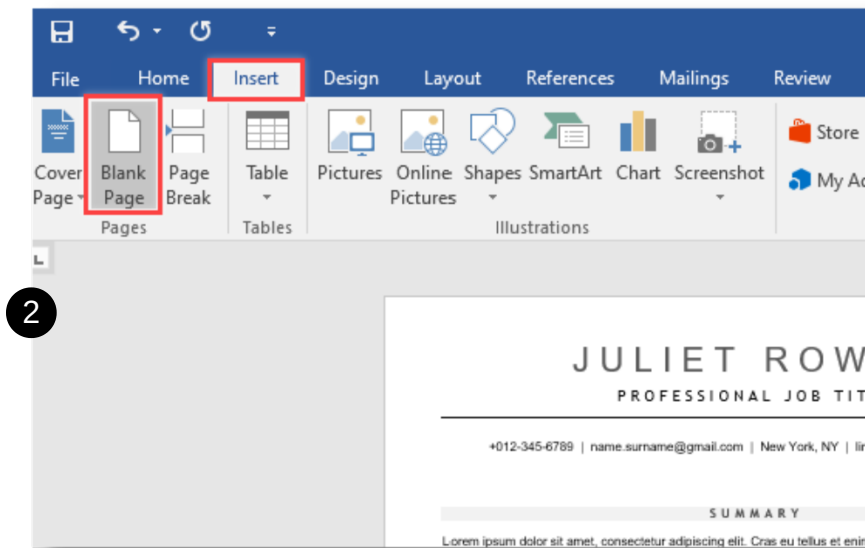
Show/Hide Function

For ATS-compatible resumes, it is crucial to avoid extra spaces between potential keywords. If the words are separated by extra spaces, the top ATS will not even recognize multi-word keywords. A simple solution is possible: Before submitting, please double check your spacing, especially the spacing between multi-word keywords.

This is a quick way to proceed:

1. Click the **Show/Hide** button on the **Paragraph Settings** menu. You can also use the key combination **Ctrl+Shift+8** or **Cmd+Shift+8** (do not use the numeric keypad).
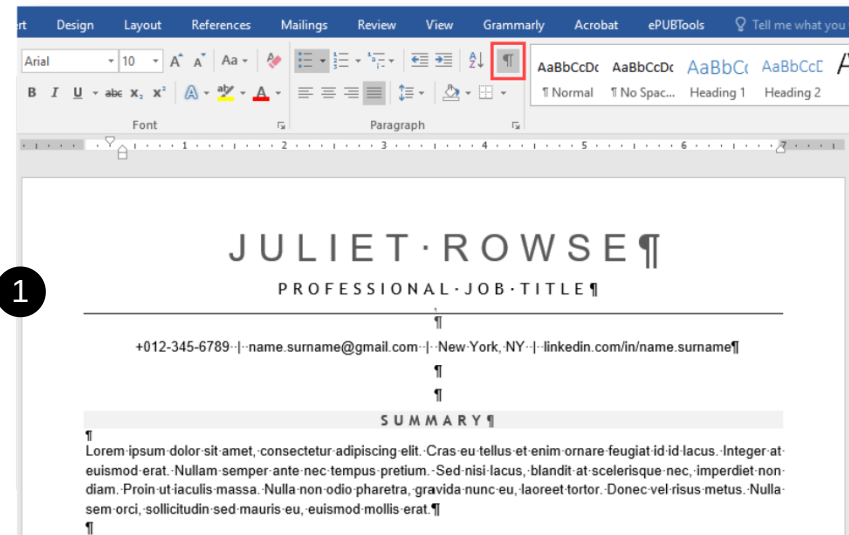
2. Check the full text and delete the extra spaces (if found). Generally, if you see more than one dot between words, please delete the extra part.
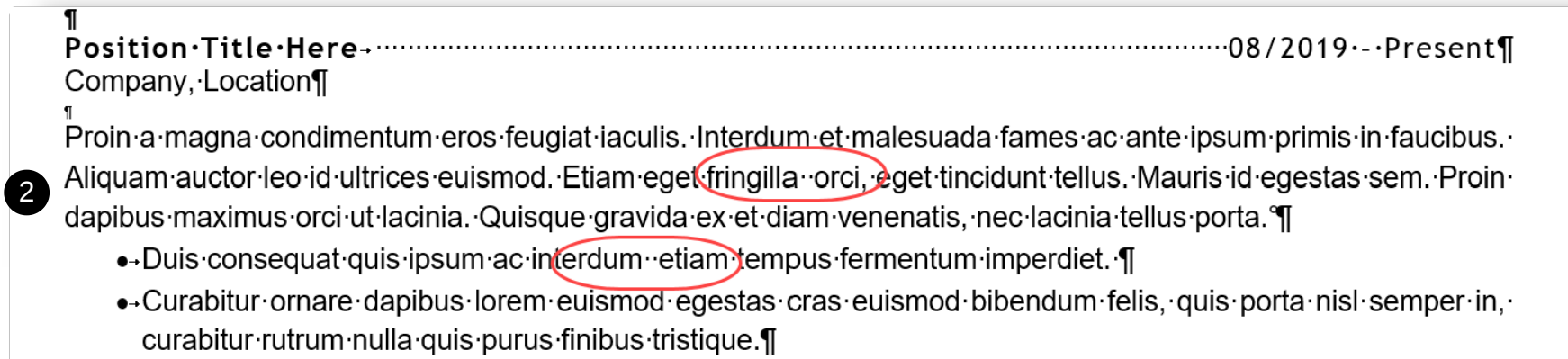
3. After completing the checking process, just click the **Show/Hide** button again to hide the text formatting symbols. Or press **Ctrl+Shift+8** or **Cmd+Shift+8** again.

Saving Your Resume

The most common resume format is PDF. It is important to give your resume a correct name.

Choose the next option: Name-Position-Title-Document. It looks like Juliet Rose-Assistant-Manager-Resume.pdf. If the post is too long, you may lose it in the file name. (Juliet-Rowse-Resume.pdf). In addition, always use hyphens or underscores to separate words and capitalize the first letter.

The following are instructions on how to save the file as a PDF document.

1. Click **File**, and then click **Save As**. Select **This PC** and choose your preferred location.
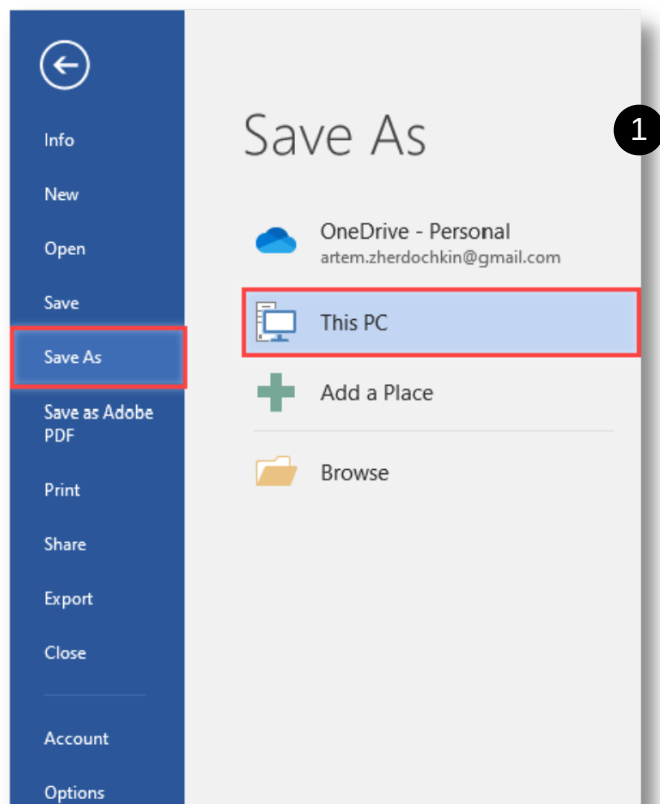
2. Enter the file name, select the PDF type, and then click **Save**.
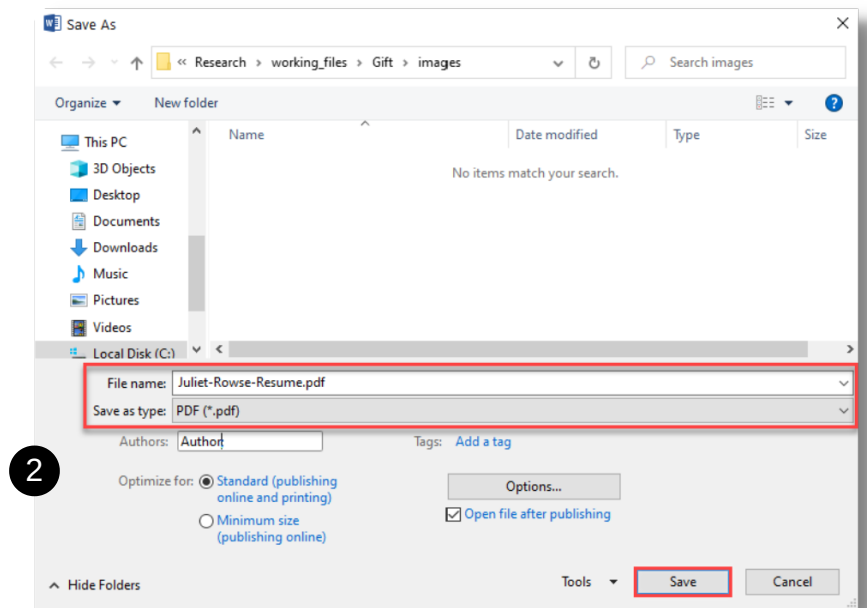
Tip: Usually, you can choose to submit a cover letter and provide a reference letter upon request.

Useful Keyboard Shortcuts

Save the document – **Ctrl+S** or **Cmd+S**

Copy the selected content – **Ctrl+C** or **Cmd+C**

Cut the selected content – **Ctrl+X** or **Cmd+X**

Paste the content – **Ctrl+V** or **Cmd+V**

Select all document content – **Ctrl+A** or **Cmd+A**

Decrease the font size by 1 point – **Ctrl+[** or **Cmd+[**

Increase the font size by 1 point – **Ctrl+]** or **Cmd+]**

Undo the previous action – **Ctrl+Z** or **Cmd+Z**

Redo the previous action, if possible – **Ctrl+Y** or **Cmd+Y**

Copy the selected formatting – **Ctrl+Shift+C** or **Cmd+Shift+C**

Paste the selected formatting – **Ctrl+Shift+V** or **Cmd+Shift+V**

Switch the text between upper case, lower case, and title case – **Shift+F3**

Display all nonprinting characters – **Ctrl+Shift+8** or **Cmd+Shift+8**