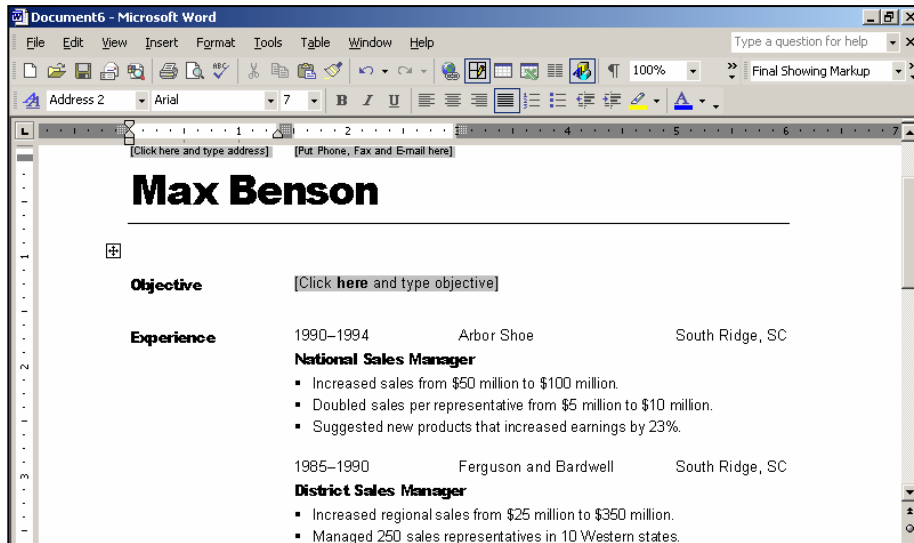


How Do I Customize A Resume Template?

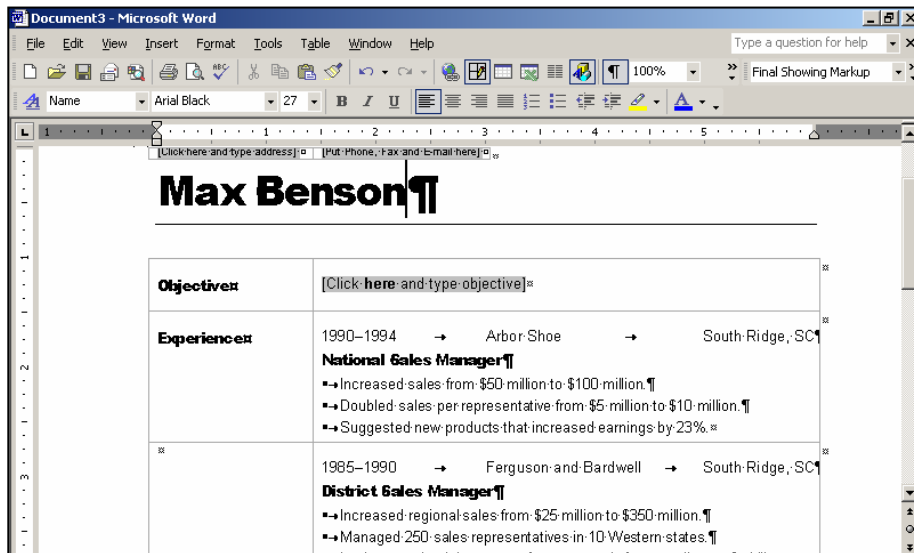
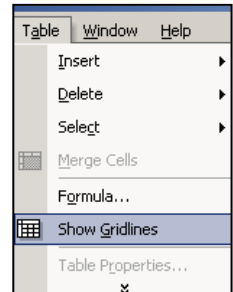
Resume templates can cause many headaches; however, these headaches can be remedied by understanding that a resume template is nothing more than a table. The following instructions can make the process of using a resume template easier:

1. Below is a screenshot of the *Professional Resume* template:

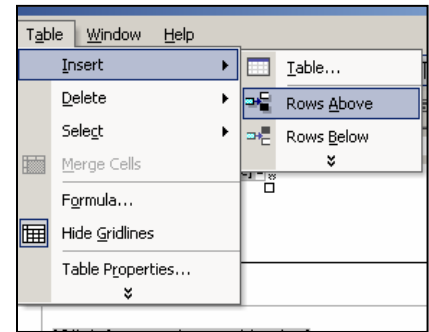


2. Click on *Table* on the *Menu Bar*.

3. Then **click** on *Show Gridlines*. This will show the various columns and rows that make up the resume template.



- If you need to add or delete a row to accommodate your experience or education, **click** on *Table* on the *Menu Bar*.
- Then **point** to *Insert* or *Delete*.



If you add a row, then you will need to add information to that row as well. Knowing this next bit of information is vital in keeping uniformity throughout the resume.

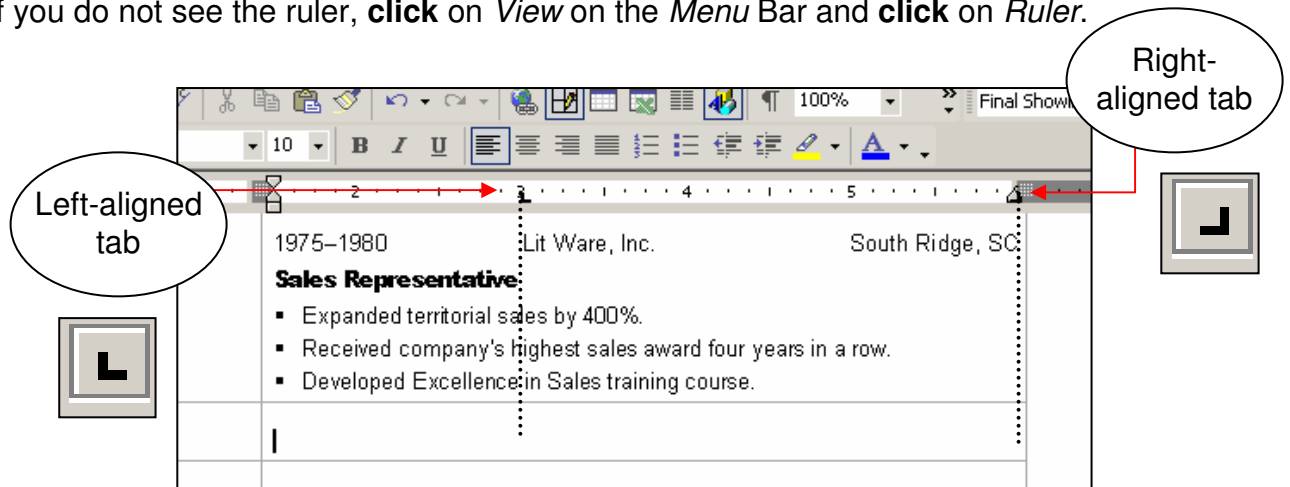
The best way to continue the same format is to select the text of an existing cell, then copy and paste into the empty cell. To do that, **click** on a cell that has information in it.

- Then, **click** on *Table* on the *Menu Bar*.
- Point** to *Select* and then **click** on *Cell*.
- The entire cell will be highlighted. Just **copy and paste** that information into the empty cell.
- Now you can change the information and keep the same tab and bullet format.



Using the tabs provided is vital in keeping the uniform look.

- If you click on a cell, you can look on the Ruler and notice that there is a left-aligned tab at 3 inches and a right-aligned tab at 6 inches.
- If you do not see the ruler, **click** on *View* on the *Menu Bar* and **click** on *Ruler*.



- These tabs allow for *the company* and the *city* to be aligned throughout the document (No more eye-balling it!).
- Usually, to use a tab, you press Tab on the keyboard. However, if you press Tab on the keyboard when using a table, the cursor is moved to the next cell.
- Therefore, to use a tab when using a table, you have to press **CTRL+Tab** on the *keyboard*. The cursor will jump over to the next tab marker.