

Guide – CV and job application templates

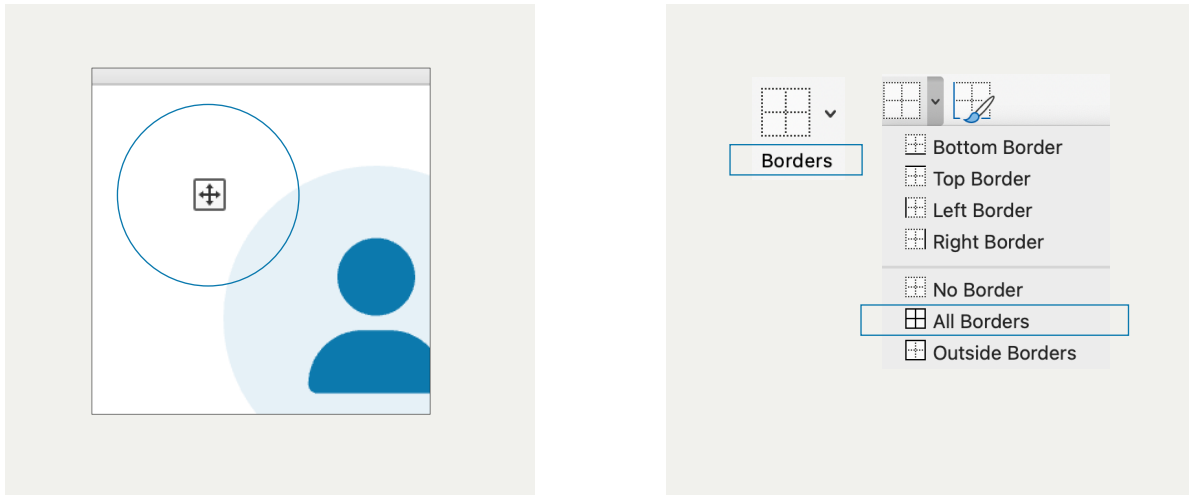
- Page 2: **TIP 1:** Turn on table gridlines
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TIP 1: Turn on table gridlines

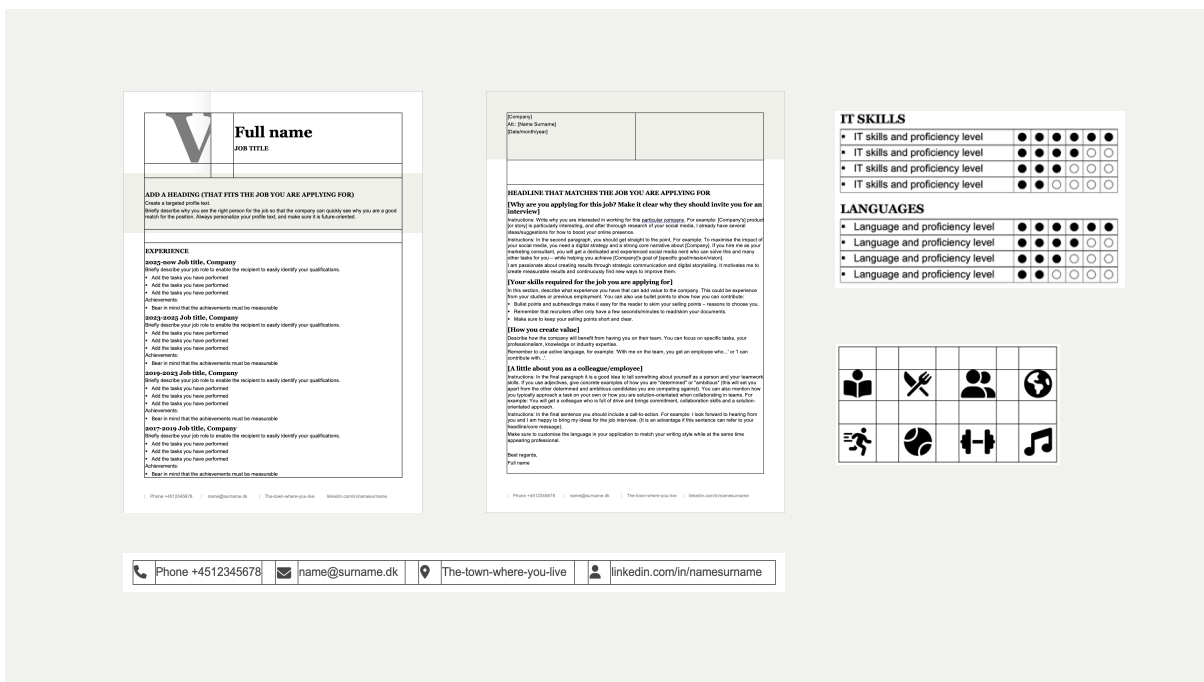
Framing the content while working with the templates makes it easier to work with the content and keep track of things while you work.

1) Select the table in the top right corner of page 1

2) Click **Gridlines** > Select **All gridlines**



Examples of activated gridlines:



TIP 2: Remove all text formatting

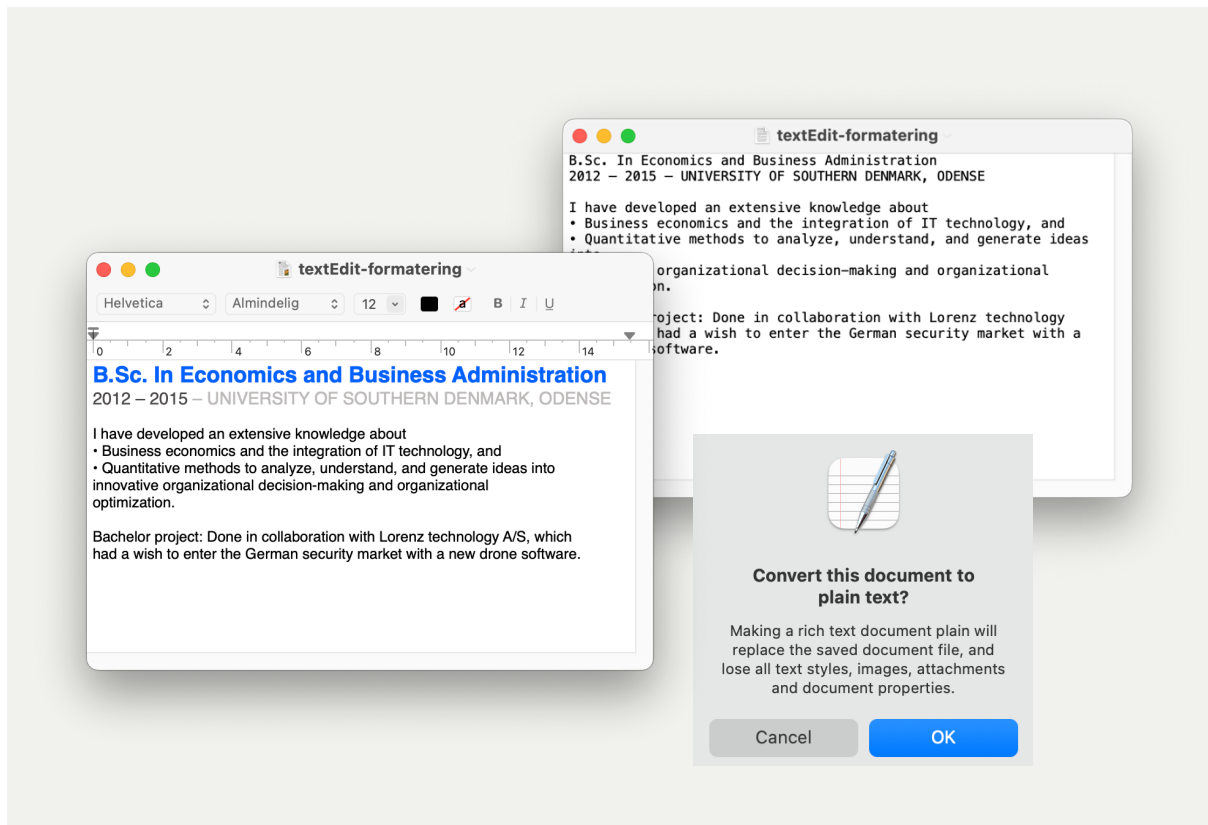
Before pasting your text into the template, it is a good idea to remove all formatting so that you do not bring other fonts into the template.

PC: Use, for example, the Windows **Notepad** program

- 1) **Paste** your entire text into Notepad
- 2) **Copy** the text without formatting from Notepad, and insert all or part of it into the Word template

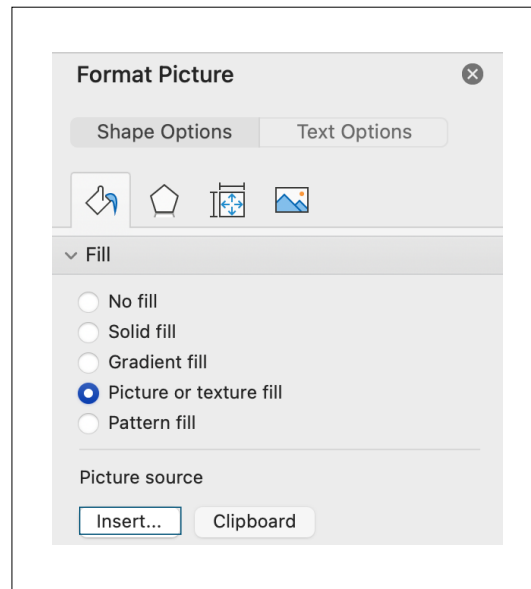
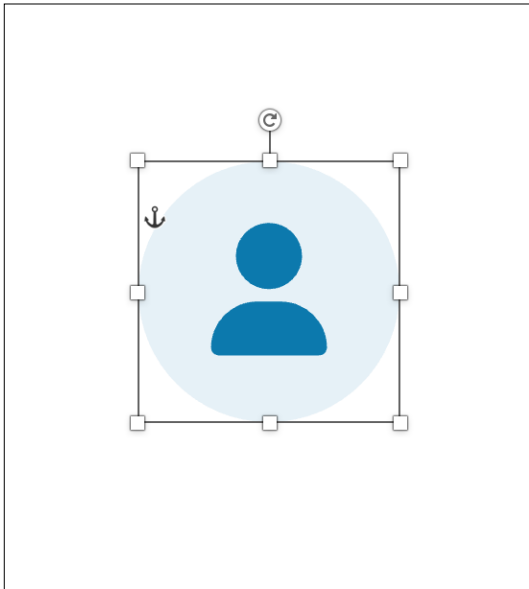
MAC: Use, for example, the **TextEdit** application.

- 1) **Paste** your entire text into TextEdit
- 2) Click the "**Format**" menu, and select "**Convert to plain text**"
- 3) **Copy** the text without formatting, and **paste** it into the template



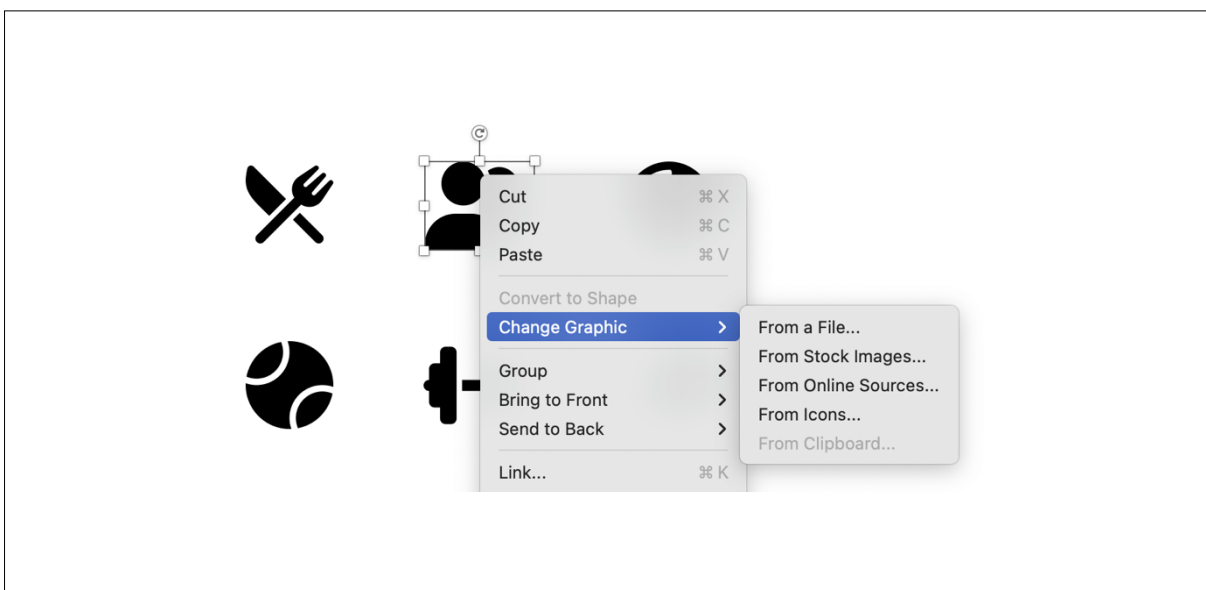
TIP 3: How to insert your profile picture

- 1) Click on the circle for the **Profile Picture**
- 2) Open **Format Picture** on the right side by clicking the **Format Pane** button or double-clicking the picture
- 3) Select **Picture or Texture Fill**
- 4) Click **Insert** under Picture Source



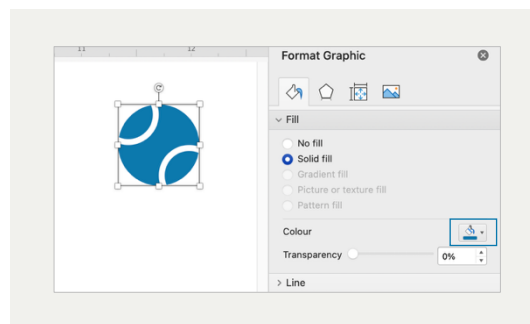
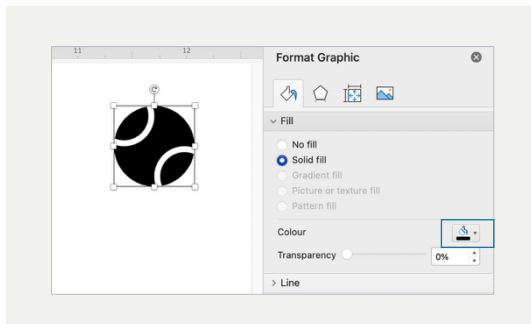
TIP 4: How to replace icons

- 1) Right-click the **icon**
- 2) Select **Change graphic** > from a file



TIP 5: How to change the colour of icons

- 1) Double-click or right-click the **icon** > **Format graphics**
- 2) Solid fill > Select Colour



TIP 6: How to edit text/graphics in footer

Double-click the footer to access text and graphics in the footer.

Note: Footer changes are made on **both page 1 and 2** when the document has more than one page.

Page 1:



Page 2:



TIP 7: How to change the letter (the V) at the top

- 1) **Double-click** the header to access header/footer text and graphics
- 2) **Double-click** the text field (the V)
- 3) Type the **first letter of your first name**



Example using N:



TIP 8: Insert Page Break/Column Break/Section Break

NOTE: As the templates consist of tables, the Insert Page Break/Column Break/Section Break functions do **not** work.

To insert a Page Break, you can place the cursor at the start of the text which is to be moved to the next page > press "Enter" until the paragraph is moved to the next page.