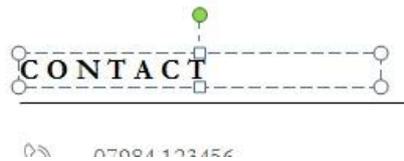# Professional CV template : Help guide

This guide has been designed to help you make some simple adjustments to your CV template. We appreciate that everyone has a different version of Word and some of the options may not be as set out in this guide (which is based on MS Word 2010). If you still need help after reading this guide, please feel free to email us: **contact@cvtemplatemaster.com**

Contents

How do I change the headings/text?

Simply click on the heading or block of text that you'd like to change and your cursor will appear, allowing you to start typing.
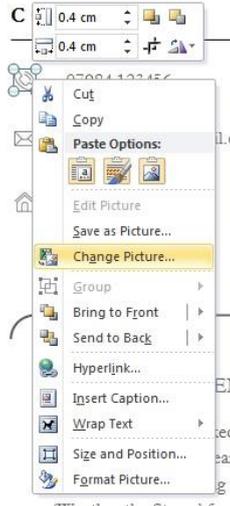
How do I replace an icon?

Your professional CV template comes with various icons for contact details and social media. If you'd like to use a different icon, follow these steps:

1. Right click on the icon you want to change, and select "Change Picture

You can then select the icon from your computer that you would like instead.

NB: If you are just changing one icon, you may wish to **change the colour** of your new icon to match the others. To do this:

1. Right click on the icon and choose 'Format picture'.

2. In the dialogue box that appears, choose 'Picture Color'.

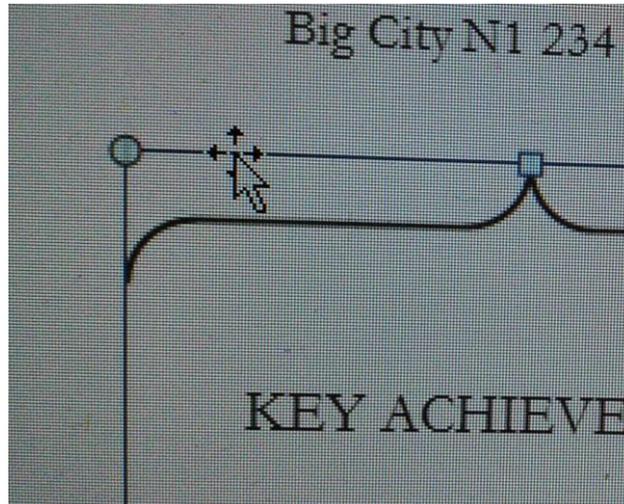3. Under 'Recolor' choose the bottom left option as shown below:
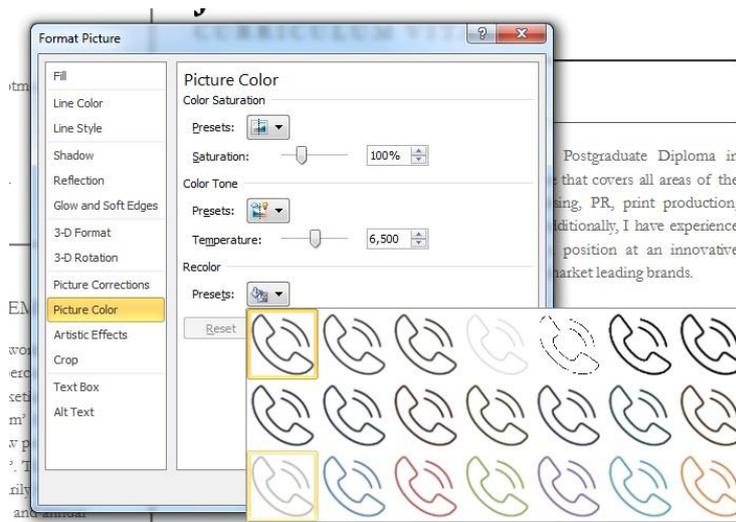
How do I delete the achievement/recommendation box?

To delete these, and other, elements:

1. Hover over the edge of the box until the cross hair appears:

2. Right click and choose 'CUT'.

I've deleted a section and I want to move everything up – how do I make sure it's lined up?

You'll see that all the elements can be dragged around and you might find yourself shifting headings up and down to fit your information - so how do you make sure they are perfectly aligned afterwards?
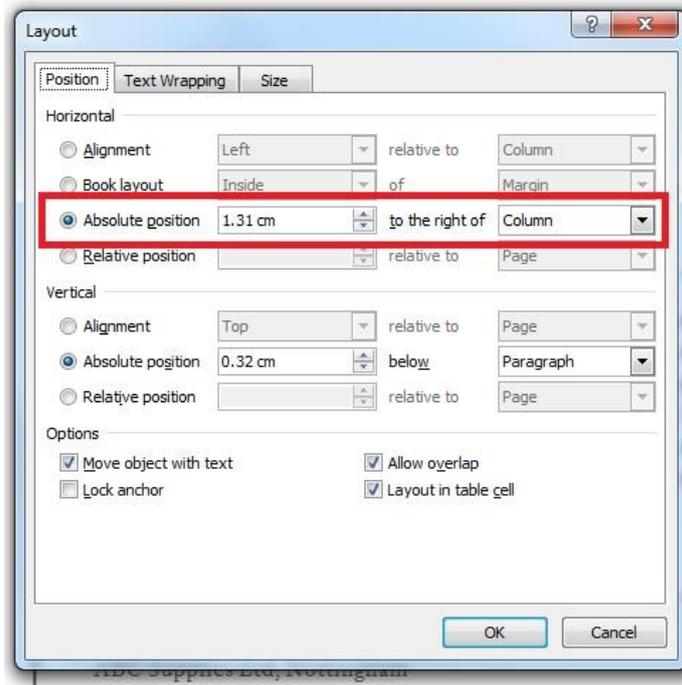
If the element is an ICON:

1. Right click on the icon

2. Choose 'SIZE AND POSITION'

3. Select the 'POSITION' tab.

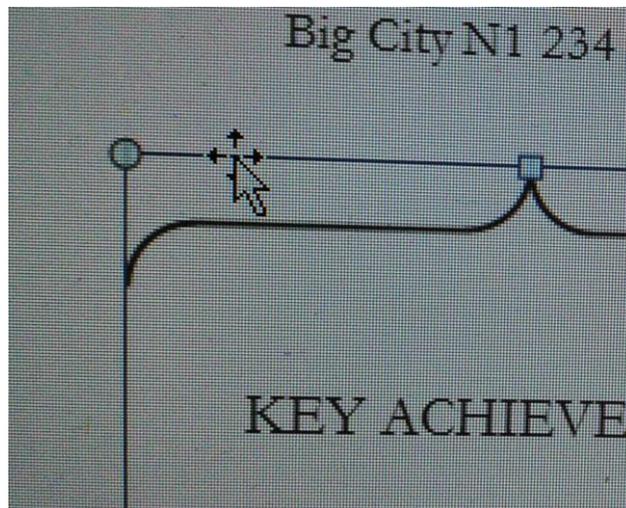From here you can ensure the Horizontal 'Absolute Position' matches all the other icons.

This is the setting for lining up the Contact and Social Media icons:

There's a slightly different way to do the same thing for the other elements in the template (horizontal lines and text):
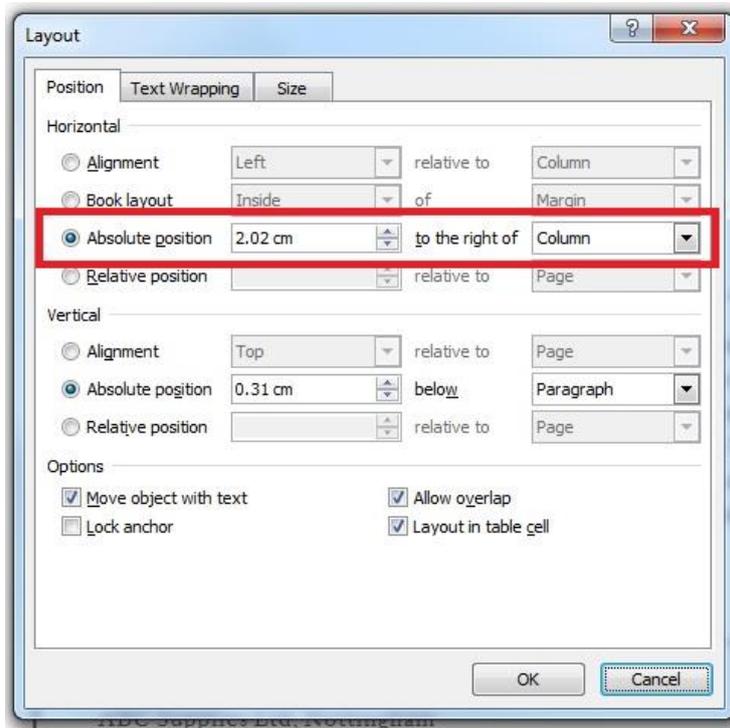
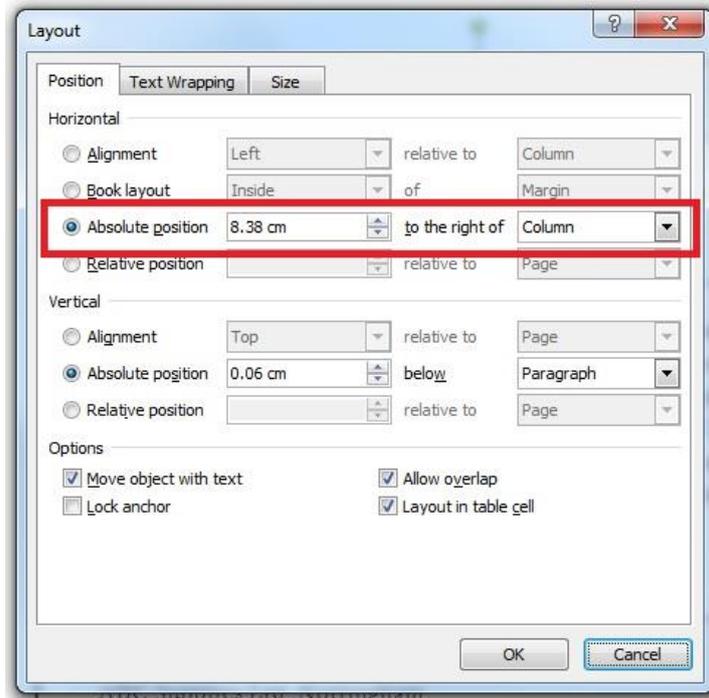1. Hover over the edge of the element until the cross hair appears:

2. Right click and choose "More Layout Options"

3. Navigate to the position tab.

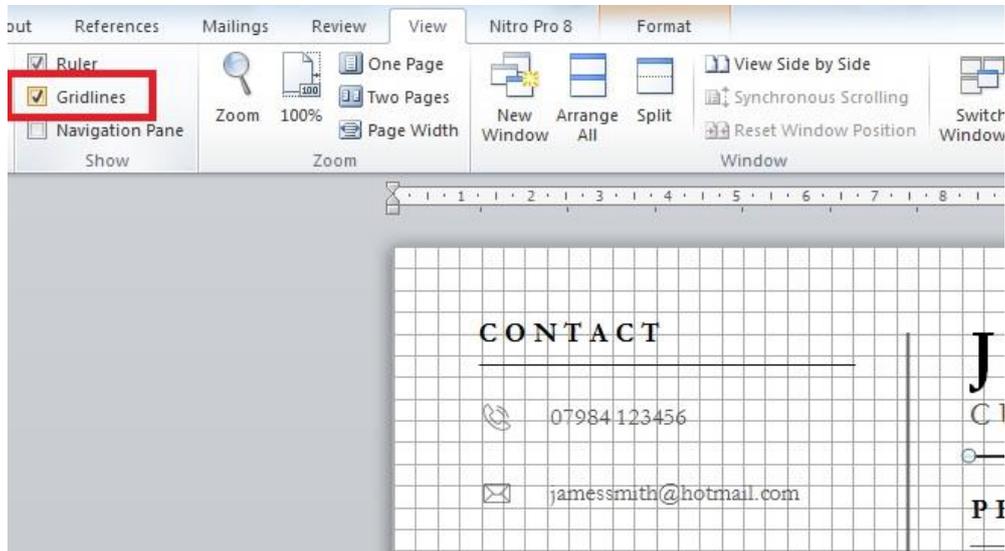This is the setting for lining up the Contact and Social Media text:

This is the setting for lining up the headings, lines and text in the right column:

Another very useful tool for lining up different elements (such as Vertical alignment) is the grid. To display this, go VIEW > GRIDLINES:


This is really helpful if you've moved a heading and the line underneath up the page. You can't easily use the Absolute position settings above so instead you can simply compare the spacing to other headings to make sure it is the same.

How do I add another text box?

If you're using Version 2 of the template, there's space for more text if you need it.

1. Click on the area where you want the text box to go.

2. On the INSERT tab, choose TEXT BOX then 'DRAW TEXT BOX':
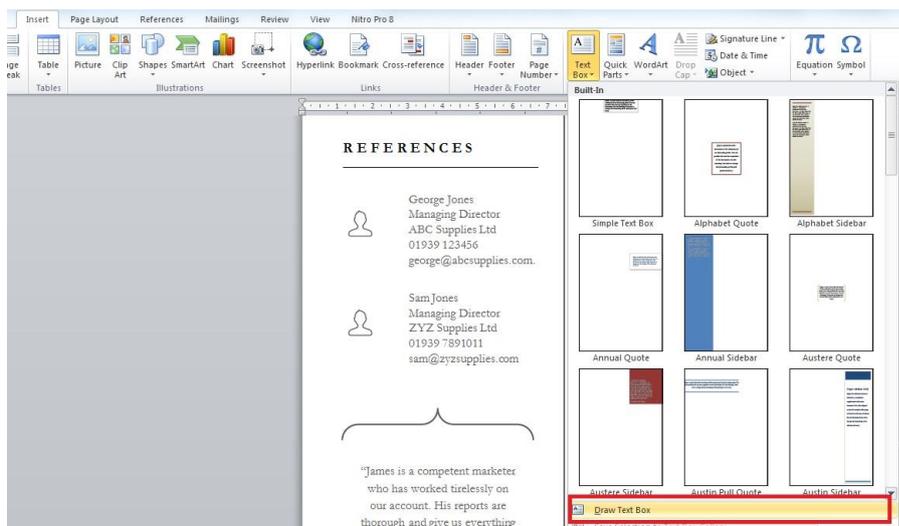
3. Click and drag to draw a new text box.

You might find Word gives you a border or fills your new text box with a colour. If this happens, hover over the edge until the crosshair appears then right click and choose FORMAT SHAPE.

Then choose:

FILL > NO FILL

and then

LINE COLOR > NO LINE

Use the Absolute position settings above or the grid to ensure your text box is lined up with the other elements.

I don't have the Garamond font!

Don't worry, it's free.

1. Close down your CV template.

2. Go to Font Palace: http://www.fontpalace.com/font-details/Garamond/

3. Click the relevant download button (Windows or Mac)

4. On the next page, click the 'I'm not a robot' box and then click the small green download link underneath:

Take care not to click on the adverts that look a lot like download links!

Help! I'm really stuck!

If you're stuck and need help, get in touch and we'll do our best. Please be aware that we help over 14,000 visitors a week and the majority of our content is completely free, so we do not have a huge support team and may take a while to get back to you. Please also be aware that whilst we'll do our best to help with problems, we cannot simply customise your CV for you, due to a lack of resources. Thanks so much for your understanding and we hope you love your new CV template.