

FAQ  
GUIDE  
HELP

R E S U M E T R E N D Y

## INTRODUCTION

### Thank you for purchasing RESUME TRENDY

For any further enquiries after reading these instructions please feel free to contact us via email at [customercare@resumetrendy.com](mailto:customercare@resumetrendy.com).

Our team will help you as soon as possible.

## QUESTIONS & ANSWERS

### 1. HOW DO I PLACE MY PHOTO ?

- Click / select the shape that should contain your photo.
- Right click > "Format AutoShape" > "Fill Effects" > "Select Picture" >.
- A new window will show up.
- Click "your passport picture" and click "insert" to upload your photo.
- Tick "lock picture aspect ratio" and click OK.

### 2. WHY DOESN'T MY RESUME LOOK EXACTLY LIKE THE EXAMPLE IMAGE?

**Fonts:** You'll need to install all the required fonts (please refer to Question no.3 for font guide plus download links) in order for template to display exactly like the example image in the shop. Fonts play a key role in the look and design of the template.

**Software:** Please ensure the file open only by using Microsoft Word. Please do not use different softwares such as OpenOffice, Pages, Indesign, Online Word, Google Docs, etc to edit your resume. These do not share the same features and tools used in Microsoft Word to create the template.

### 3. HOW TO DOWNLOAD THE FONTS?

Resume Trendy used 4 types of Fonts:

- **Raleway Font** –  
Click link below to download font for FREE  
<http://www.fontsquirrel.com/fonts/raleway>
- **Open Sans Font** –  
Click link below to download font for FREE  
<http://www.fontsquirrel.com/fonts/open-sans>
- **Montserrat Font** -  
Click link below to download font for FREE  
<http://www.fontsquirrel.com/fonts/montserrat>
- **Karla Font**  
Click link below to download font for FREE  
<http://www.fontsquirrel.com/fonts/karla>

**Step 1 :**

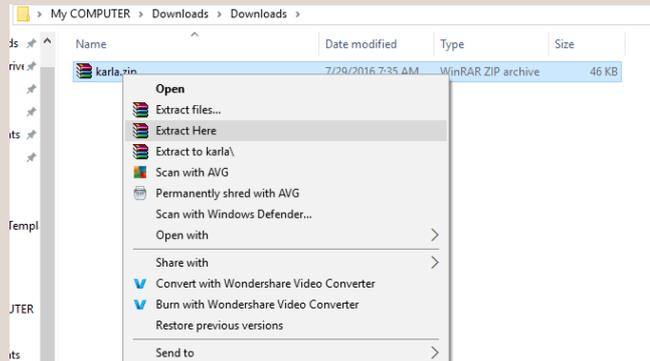
Click the link to download font.

**Step 2 :**

After **download Font karla** > **unzip file karla.zip**

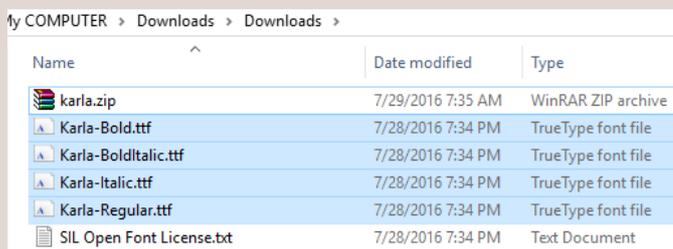
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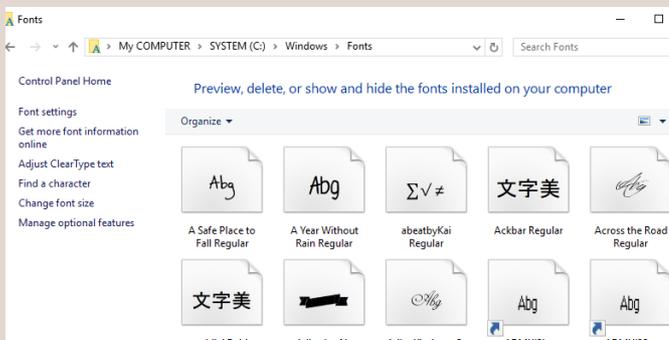
Step 3 :

Copy all .ttf file as in the picture below.



Step 4 :

Paste into C:\Windows\Fonts.



Step 5:

Restart Microsoft Word (MS Word).

#### 4. HOW DO I EDIT GRAPHIC SETTINGS?

Line :



- Select the vertical line, and using the arrow keys from your keyboard move it more to the right or left.

Bar :



- To change the width of the bar, select the movable part of the bar.
- Click-Right-mouse > click "Format AutoShape" > "Size".
- See at column "Width" change the width of the bar at "Absolute" by changing the size required.

Circular :



- Select the part of the graphic that is meant to shrink or grow until you'll see 2 yellow dots at the beginning and end of the curve.
- Move the yellow dots according to % that you want.

# FAQ GUIDE HELP

## R E S U M E T R E N D Y

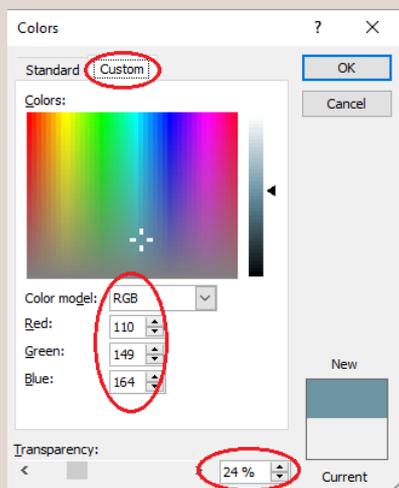
Dot: ARABIC

(To remove "DOT") :

- Click at "DOT" that you want to change.
- Go to "Format" > "Shape Fill" > "No Fill".

(To add "DOT") :

- Click at "DOT" that you want to change.
- Go to "Format" > "Shape Fill" > "More Fill Colors" > "Custom" > follow the settings as the picture shown below.
- Then click "OK"



\*\*\*You can change the colour as you want by varying the RGB insert.\*\*\*

### 5. HOW DO I EDIT INTEREST?

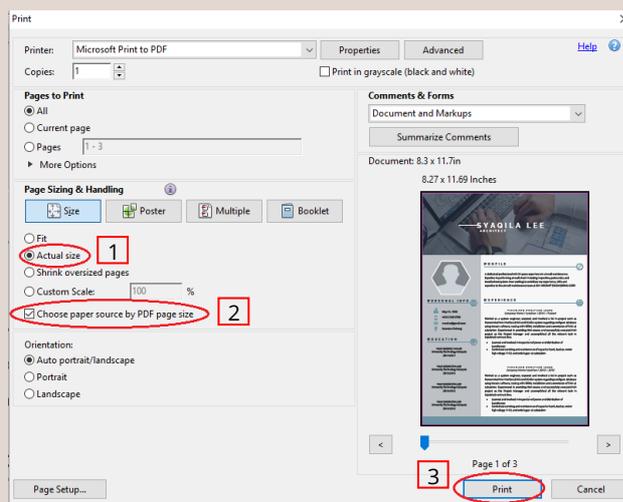


- Click at the symbol that you want to change.
- Go to "Format" (Text Box Tools), > Click "Shape Fill" > "Picture" (choose the folder that has the icons provided by Resume Trendy). > click "insert".

### 6. HOW TO PRINT RESUME TEMPLATE WITHOUT BORDER?

ENSURE Resume is save in Pdf.

1. Open the pdf file > Click "File" > "Print".
2. Follow the setting as picture shown below



**\*\*ATTENTION\*\***

PLEASE ENSURE that Resume Template is always save in PDF prior to print or send the Resume via online (email).

*Resume Trendy*