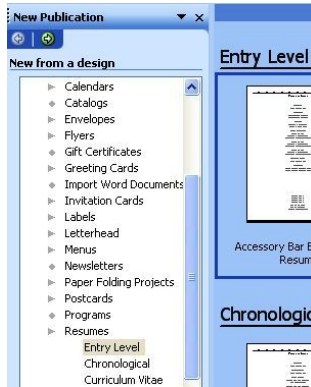


Creating a Resume in Microsoft Publisher



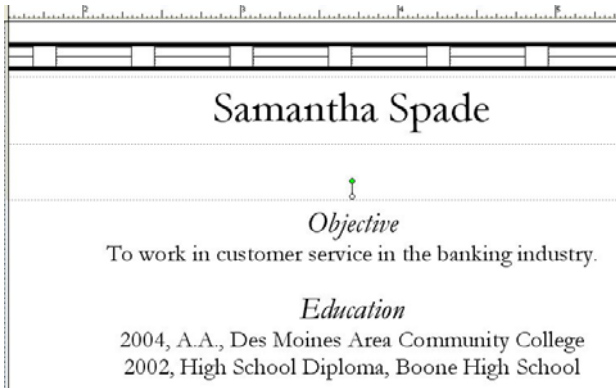
- ❖ Double-click the Microsoft® Office Publisher icon to start the program.
- ❖ In the New Publication wizard, click on Publications for Print. If the New Publication wizard doesn't appear when you first open Publisher, click on File, New to display it.
- ❖ Click on Resumes.
- ❖ Click on a resume type, such as Entry Level.
- ❖ Click on a resume style, such as Accessory Bar Entry Level Resume.



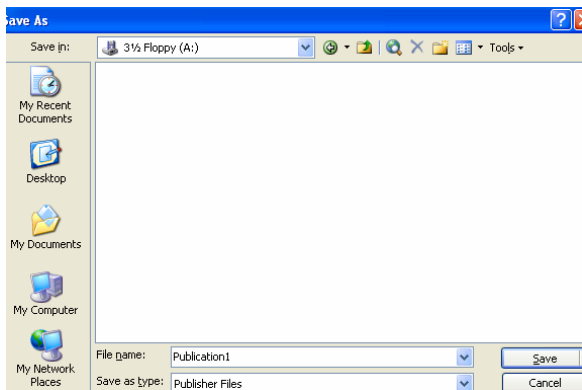
- ❖ If you are viewing the entire resume page, click on View, Zoom, 100% to read the text more easily.
- ❖ Click on Color Schemes.
- ❖ Click on a different color scheme, such as Aqua.



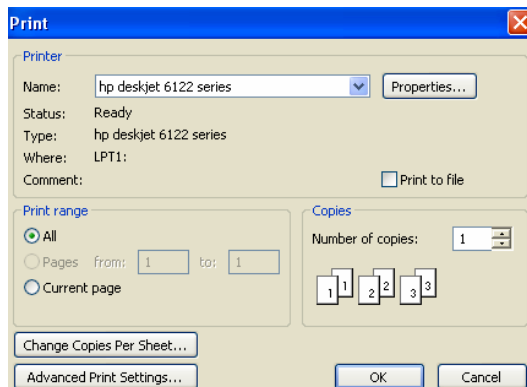
- ❖ Click on Font Schemes.
- ❖ Click on a different font scheme, such as Verdana.



- ❖ Click in each area of the resume, filling in (for example) your objective, education, awards, work experience, volunteer work, references, and your name, address, and telephone number.



- ❖ Before proceeding much further with the creation of your resume, stop and save your work.
- ❖ Click on File, Save As.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name: text box and click on Save.
- ❖ Click on File, Save frequently to avoid losing your work.



- ❖ Click on File, Print to print your resume.
- ❖ You may want to use a thicker weight of paper to give your resume a more polished look. Place the paper in the printer.
- ❖ Click on OK to print.
- ❖ Click on File, Save to save your resume.
- ❖ Click on File, Exit to close Publisher.