

## How to make your one PDF CV

1. Use the Al Shola American International School CV template to begin your new “one PDF file” CV.
  - a. Place it on your desktop.
  - b. Open it and **RENAME IT WITH YOUR FORMAL NAME...now SAVE**
2. Review your Al Shola American International School CV template and make a list of needed documents you will need to scan (or take a smart-phone picture of) to insert into the template.
  - a. **If you use a smart-phone....no scanner needed....**email them to yourself and then to your desktop and drag them into the CV template.
3. Go get those documents
4. Scan individually all of the pictures/documents (degrees, passport face pages, teaching licenses, current digital pictures, etc.) and **NAME THEM PROPERLY** and place them on your desktop with your new CV template.....(your scanner will save each document as a pdf or jpg file to your desktop)
5. Open up your Al Shola American International School CV and go to where you need to insert a picture.
  - a. Minimize your CV Template so you can see both the template and the files on your desktop.
6. Open your CV template.
7. Find the file name/picture and drag it right into the space where it is listed to be on your CV and let up.....it will stay but may need to be re-sized or re-positioned.
8. If your picture is not the right size, you can right click it and a box will appear....then you can reduce or enlarge it....at the corners
9. If your picture is not the right place, you can right click it and a menu box will appear
  - a. Use “format” and then choose “tight” and now you can move the box to anywhere on the CV by just dragging it.
  - b. On some versions of MS Word, “format” does not have this feature and you must choose “text wrap” and then choose “tight” and now you can drag/move the box to anywhere on the CV by just dragging it.
10. It might take some practice but you will catch on quick, because at our school “our kids” do this and much more every day. We all use smart boards, overhead projection panels, smart phones, tablets, editing equipment and software, use all kinds of apps., produce videos, produce plays, edit web pages, produce music and much more. So “indoctrinate yourselves!”