


INDESIGN

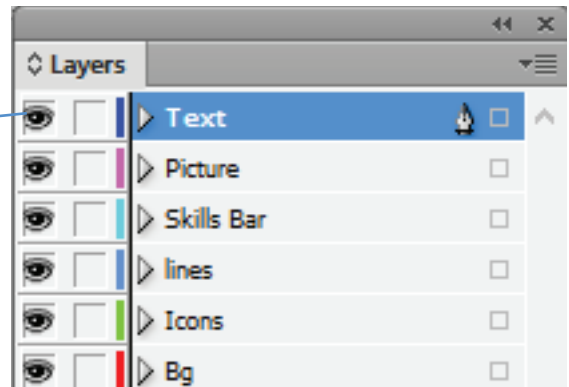
THE FONT USED ARE FREE YOU CAN DOWNLOAD

Montserrat <https://fonts.google.com/specimen/Montserrat?selection.family=Montserrat>

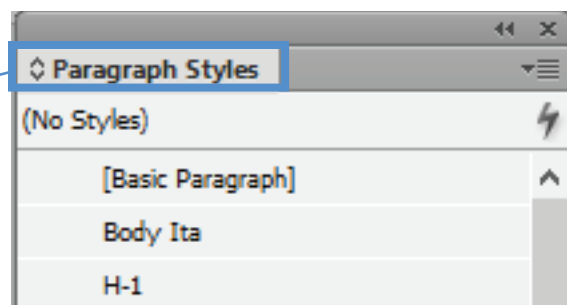
Open-sans <https://fonts.google.com/specimen/Open+Sans>

WORKING WITH TEXT

- 1 In **Layer Palette** select **Text** layer
- 2 Use the **Type** tool  to click inside the text frame.
Delete the existing text and place your text with **Place** command or type it.

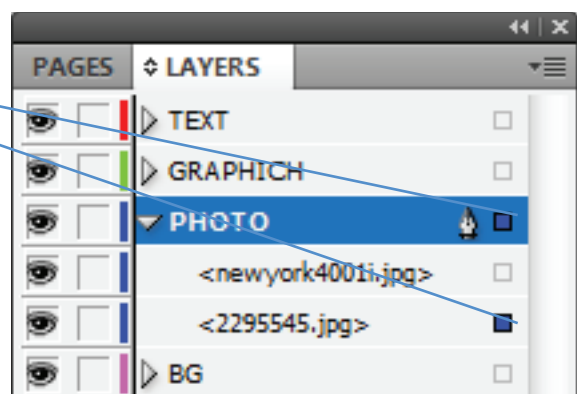



- 3 **TO APPLY A STYLE,** simply select the text and click a style name in **Paragraph Styles**



REPLACING IMAGE

- 1 In Layer Palette select **Photo** layer.
click on the photo rectangle to select and replace with yours
- 2 To replace an existing image, go to **File > Place** and select your image, **hold down Alt** (Windows) or **Option** (Mac OS) and click the loaded image icon on the image you want to replace.



- 3 To adjust or to resize imported content without moving the frame, use the Direct Selection (that automatically changes to the **Hand tool**  when placed over an imported image).

WORD

BEFORE STARTING DOWNLOAD THE FONTS

Montserrat <https://fonts.google.com/specimen/Montserrat?selection.family=Montserrat>
Open-sans <https://fonts.google.com/specimen/Open+Sans>

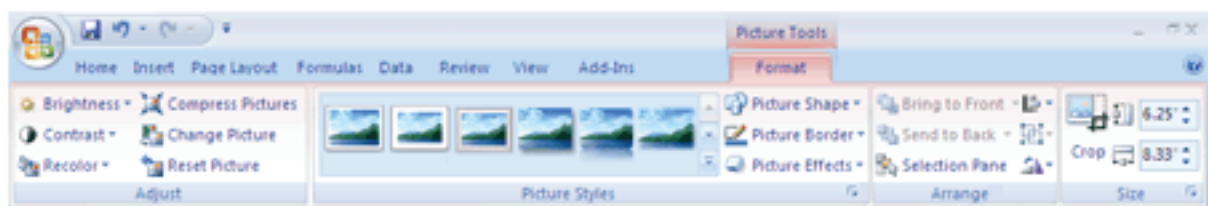
REPLACING TEXT IS VERY EASY

Just delete the dummy text and replacie with yours

REPLACING ICONS, SKILLS BAR & PICTURE

Click the **icon** or **Skill Bar** that you want to replace

Under **Picture Tools** , on the **Format** tab, in the **Adjust** group, click **Change Picture**.



or just click the icon you want to replace

right click >> **Change picture**

go to the **Icons folder** >> **Png** >> chose one of the listed Icons and replace

The same process to replace Skills Bars

Please check this video tutorial on how to edit Resume in Word

<https://youtu.be/ftpzNL06ICA>

It is another template in the video, but the way it work is the same