

INSTRUCTIONS FOR “NEW GRADUATE CHRONOLOGICAL II” STYLE RÉSUMÉ

Mac Lab (Restart computers and save frequently)

1. Click on Dreamweaver icon
2. Select HTML
3. Go to “Windows” in menu, click “Properties”
4. Click on < > icon in menu bar, change “title” to your new file name
5. Click on “Show Design” icon
6. Go to “Insert” in menu bar, select table > 1 row, 1 col, 0 border
7. Drag table down on screen; while selected, choose “center” from properties bar
8. Click on right-hand handle point, drag sideways to 75% in properties bar width (or 630 pixels)
9. Click cursor inside table. In properties bar, select “top” in “vert” pulldown menu
10. Go to “Insert” and choose “Horizontal Rule”
11. Click at end of horizontal rule and hit return
12. Type, center and format your name using the properties bar
13. Click at end of name, and insert another horizontal rule
14. Click at end of horizontal rule, go to “Insert” and choose “Table”
15. Make table 5 rows, 3 cols, 0 border, 99%
16. While table is selected, go to properties bar and select “center” in “align” pulldown menu
17. Type in Present Address and Permanent Address information on top row in the right and left sections; format as desired in the properties bar (suggested: size “2” or “12 point” in “Size” pulldown menu, font Verdana or Arial in “font” pulldown)
18. Type e-mail address on bottom line of center column; center it, and link in properties bar by typing “mailto:netID@server.com” or “edu” or whatever
19. Click at end of table and insert another horizontal rule
20. Click at end of horizontal rule and insert another table; this time 1 row, 2 cols, 0 border, width 98
21. Center the table through the properties bar
22. Type in “EDUCATION” in all caps in table’s left column; make it bold, set vert to “top”
23. Change font to Verdana or Arial in “Default Font” pulldown menu in properties bar and size
24. Click and drag column gutter sideways to position it near EDUCATION
25. Click into right-hand section. Format your education info through the properties bar: Verdana or Arial font; size to “2” or “12 point” in “Size” menu; “top” in vert pulldown menu
26. Type info about your education in right side column using the shift/return keys to start new lines (not just the return key as you would in other programs)
27. Highlight your alma mater’s name, use the browser to go to the C&J Web site, copy and paste the entire http:// address into the link window of the properties bar
28. When done with education, click at end of table and insert same tables again for Experience, Computer Skills, Activities, Honors.
29. For these other categories, you might want to use bulleted items. Type in your main line, the hit return (not shift/return this time), click on bullet list in properties bar to automatically indent and add a bullet, hitting return for each new bulleted line.
30. When you’ve put in last bulleted line, hit return twice to remove the bullet-formatting and get a regular line of type again.