

SAVING YOUR RESUME INFORMATION IN MICROSOFT WORD

1. Make sure all required fields (those in red italics) in the DONHR On-Line Resume Builder are completed.
2. Scroll to the bottom of the screen and click on the **PROCEED** button.
3. Your completed resume will now be showing. You can check the information in the resume for accuracy.
4. Scroll to the bottom of the screen. If you want to make changes in your resume, click **MAKE CHANGE**. This will take you back to the DONHR On-Line Resume Builder.
5. If your resume is complete, or if you just want to save what you have completed, point your arrow to the word **F**ile on the Menu Bar.
6. Click on **S**ave **A**s...
7. In the **S**ave **i**n box, choose where you want to save your resume (A: is the floppy disk).
8. In the **F**ile **n**ame box, type in the name you want to call the resume.
9. In the **S**ave **a**s **t**ype box, click the down arrow and choose **T**ext **F**ile **{*.txt}**. This will save your resume as a Microsoft Word document.
10. Click **S**ave.

How to Open Your Saved Resume in Microsoft Word

1. Click on the **Microsoft Word** icon.
2. Click **F**ile on the menu bar and scroll down to **O**PEN...
3. Select the location of the file in the **L**ook **i**n: box
4. Make sure you change the **F**iles **o**f **t**ype: box so it says **A**ll **F**iles
5. Now locate the file name and double click on it.