

Help Me Guide

If you are unable to find the help you need from this guide, don't hesitate to contact us at hello@thetemplatedepot.co

2. Why doesn't my template look the same as the example?

Fonts: You'll need to install all the required fonts (please check the font guide pdf for download links) into your computer in order for the templates to display properly.

Software: As mentioned in the product description, the templates are designed to work exclusively on Microsoft Word for Mac or Windows. Please do not use different softwares such as OpenOffice, Pages, Indesign, Word Online, Google Docs, etc, to edit your docx files. These do not share the same features and tools used in Microsoft Word to create the template.

If you don't have the software, head to the Office website for a free trial of the program: <https://products.office.com/en-au/try>



1. How do I place my photo?

- Click/select the shape that should contain your photo
- Go to "Format" > "Fill" > "Fill Effects..."
- A new window will show up. Click "picture or texture" and upload your photo.

Helpful Tip: To avoid distortion, choose a square shaped photo



3. Where are my fonts hiding?

If you are a Mac user certain installed fonts may not show in your font list. To fix the problem try closing Word and re-opening OR visit the website <http://www.files-conversion.com/font-converter.php> and convert your .TTF files into .DFONT files. Next, install the .DFONT files, close and re-open Word.

4. How do I edit the graphics?

To adjust the size or move any graphic including lines, shapes or images, either:

1. Select the graphic you wish to edit. While holding down the 'command' button on your keyboard, move freely and place where you wish or adjust the size of the shape freely by clicking and dragging a corner or edge.

Tip: Holding the 'Shift' key as well as 'Command' will allow you to freely transform your shape while constraining proportions.

2. Select the graphic you wish to edit. Click on the 'Shape Format' tab in your window bar. Adjust the width and height by using the Shape Width & Shape Height buttons toward the right of the panel.



Skills graphics:

Line: Select the vertical line, and using the arrow keys from your keyboard move it more to the right or left. Alternatively hold down 'Shift' + 'Command' and move to the left or right with your mouse.

Solid Bar: Refer to above section

Dots: To increase/decrease skill level on the dotted graph, simply fill or unfill each circle by; selecting the shape (hold down shift if you wish to select more than one at a time), click on the 'Shape Format' tab, navigate to the 'Shape Fill' drop down and select colour or 'No fill'.

5. Grouped Objects

Sometimes, you may not be able to directly click on a singular item but are forced to select multiple items at once. This means that the items are in a 'Group'. To Ungroup a cluster of items, right click on the group, navigate to the 'Group' heading and click 'Ungroup'. To create a group; select multiple items while holding down 'Shift' right click, navigate to the 'Group' heading and click 'Group'.

6. How do I change colour?

Geometric: Right click on the shape you want to recolor > 'Format Shape (or)Object'. A new window will show up. Click 'Fill' or 'Line', and have fun selecting new colors.

Non-geometric: Right click on the graphic you want to recolor > 'Format Picture'. A new window will show up. Click 'Adjust Picture', and have fun playing with all the recoloring options.



7. How do I change the paper size of my document?

The Template Depot is based in Australia, so all our templates follow the A4 standard size plus we include an alternate US letter size. If you wish to convert it to a different paper size go to 'File' > 'Page Setup ...' > 'Paper Size' (choose your desired size from the dropdown list)> Click "OK" to save.

Note: You may need to adjust some of the elements inside the page so they can fit the new paper size correctly.

8. How do I save my template as a PDF?

Saving your document as a regular PDF may cut off portions of the template around the edge. If you still wish to save it like this, simply go to 'File' > 'Save as' navigate to 'File Format' > PDF.

PDF with no white border?

In Word 'File', go to 'Page Setup ...':
Settings - Page Attributes
Format for - Any Printer
Paper Size - click here and select Manage Custom Sizes
Click '+' (at the bottom left) to add new size - name it 'PDF Borderless'
Set the paper size to 20.99 x 29.7 cm (or whatever you need if not using a A4)
Make sure the "Non-Printable Area" says "User Defined", and change all 4 margins in the boxes to 0
Click 'OK'
Under 'File' select 'Save As...'. In the window that opens 'File Format' > PDF
Click 'Save'

9. How do I send my document out online?

All word files from The Template Depot are copyright, personal-use only template's and cannot be shared or given out. It is essential you save your document as a PDF before sending to anyone online to abide by these copyright laws as well as maintaining the aesthetics of the template.

10. How do I merge multiple PDF documents?

To merge multiple PDF's together (eg: cover letter + resume) so they create one document, start by opening one of the PDF files in Adobe Acrobat. Click on the 'Page Thumbnail' icon to the left of your screen and then the 'Insert Pages' icon. You can rearrange them by dragging each page to its desired place.



11. Why do my files print with a white border on my printer?

Most home printers are not able to print right to the edge of the page. The space around the edge is required by the printer to grip and control paper flow through the machine. If you own an A3 printer, you can simply print your A4 document on that and trim down. If not, most professional print shops can print to the edge of the page and will be able to get the job done for a minimal cost.

12. Can I just have one page for my resume?

Yep! Simply delete all that is visible in the second page, and any invisible typed "spaces" that you may detect, and the page will automatically disappear.



12. What if I want to add my own text boxes and graphics?

In the top menu select 'Insert' > 'Photo' > 'Picture from files' > and select your image (a scan of your signature for example). Once it lands on the page, go to it and use right-mouse-click > 'Wrap Text' > 'None'. This action will prevent your image from interfering with the design, making it 'float'. The same works for new added text boxes; always make sure to right-mouse-click > 'Wrap Text' > 'None'.