

PDF Resume

Information Sheet

This sheet provides information for the completion of the PDF Resume assignment.

Create PDF Resume

1. **Create a Resume with Microsoft Word or a page layout program.**

- 2a. **Convert to PDF (Mac)**
 - a. Have the document open in whatever application program created it.
 - b. **File > Print > click on PDF button**
 - c. Give the file a proper name with the .pdf file extension
 - d. Select the 355 folder in your Web site.
 - e. Click **Save**

- 2b. **Convert to PDF (PC)**
 - a. **Open Adobe Acrobat**
 - b. **File > Create PDF > From File > select file > Open**
 - c. **File > Save As**
 - d. Give the file a proper name with the .pdf file extension
 - e. Select the 355 folder in your Web site.
 - f. Click **Save**

Adobe Photoshop

1. **Open PDF file**
 - a. **File > Open > select pdf file > Open > select page 1 > OK**
 - b. **Image > Image Size**
 - c. Set Height to 300 pixels
 - d. Click **OK**

2. **Make the Background White**
 - a. Create a new layer in the layer pallet
 - b. Move the new layer below the original layer
 - c. Set foreground color to White.
 - d. Use the Paint Bucket to fill the new layer with the color white
The Paint Bucket tool is under the Gradient Tool.

3. Make a Black Border

- a. **Image > Canvas Size**
- b. Change inches to pixels
- c. Add 2 pixels to both width and height
- d. Click **OK**
- e. Create a new layer in the layer pallet
- f. Make the new layer the bottom layer
- g. Set foreground color to **Black**.
- h. Use the **Paint Bucket** to fill the new layer with the color black

4. Save the image as a PNG

- a. **File > Save for Web & Devices**
- b. Select **PDG-8** format with **100%** dither, **Selective palette**, **8 colors**, and **no transparency**.
- c. Click **Save**

Note: When Quitting Photoshop, Don't Save the PDF file!

Adobe Dreamweaver

1. Place both the PDF and PNG files of your resume in your Web site.
2. Place the PNG graphic on your career Web page.
3. Link the PNG graphic to the PDF file.