

# Desktop Publishing 101

## Résumés, Cover Letters and PDFs

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### Microsoft Word

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The most common word processing software that has desktop publishing tools that can be used to create custom résumés, cover letters, reference lists, etc. Compatible on PC and MAC.

#### 1. Overview of Wizards and Templates

- If starting with a resume wizard, refer to CDC resume tips and outlines to determine types of experience to display
- Use caution with all templates, with MS Word remember the table to text option
- Create your own template by using the header and footer options, as stationary for all your documents (cover letter, resume, reference list)

#### 2. Fonts

- Styles: Arial, Verdana, Garamond, Tw Ct MT, Times New Roman
- Header Name: 16 pt. – 24 pt.
- Contact Info: 10 pt. – 12 pt.
- Body Text: 10 pt. – 12 pt.
- Bold: Name, Profile Highlights, and Section Headers
- Underline: Section Headers only
- Bullet: Profile Highlights or Experience Highlights

#### 3. Margins

- Can vary between 1.25" and .5" for top, bottom, left and right margins
- May omit the header and footer to 0" margins to create more room

#### 4. Borders and Shading

- Border Line: Section Headers
- Outline: Header or Profile
- Page Border: can be used for all documents
- Shading: text, cell, paragraph and table

#### 5. Columns/Tables

- No more than 3 - 4 columns wide

#### 6. Draw Tool / Graphics and Images

- Use to align drawing objects
- Use caution with the Word Art tool
- Use color and graphics sparingly, consider copy quality

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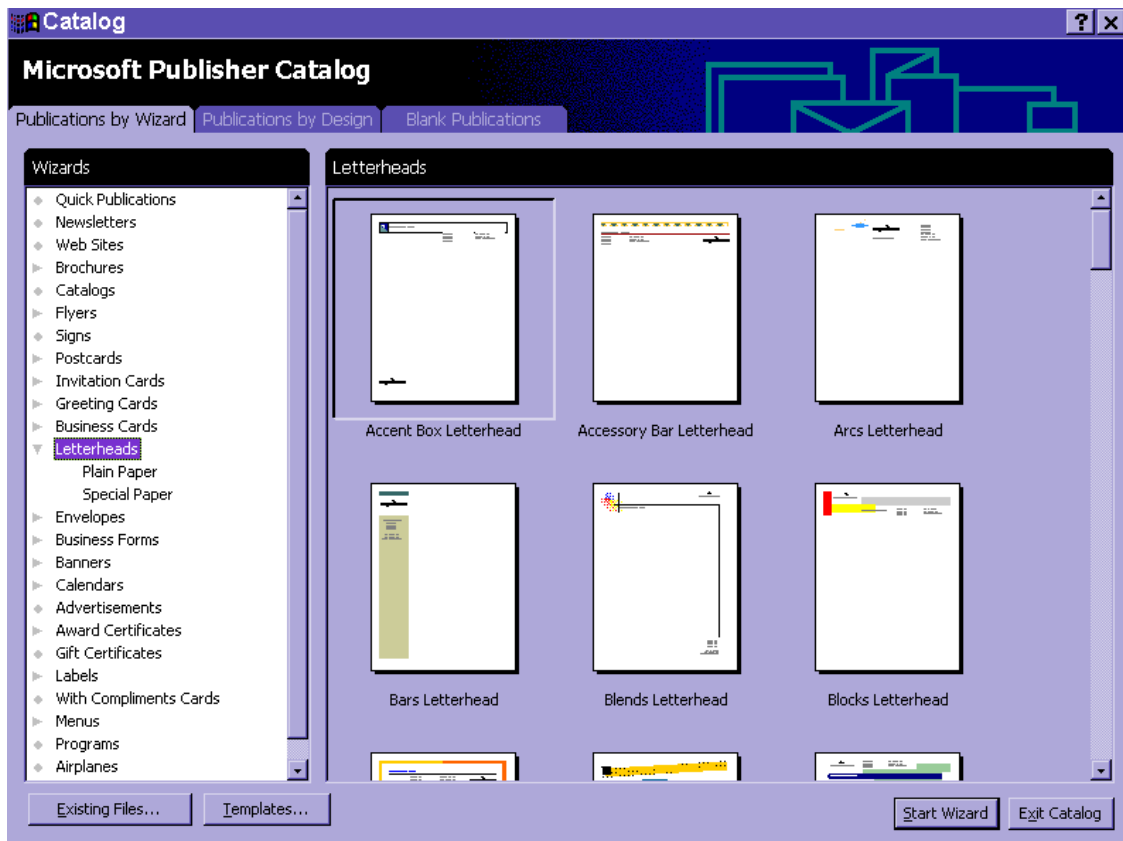
### Microsoft Publisher (screen shots only)

Primarily a desktop publishing focused software, which offers more robust tools for creating a wide array of publications, including résumés, cover letters, etc..



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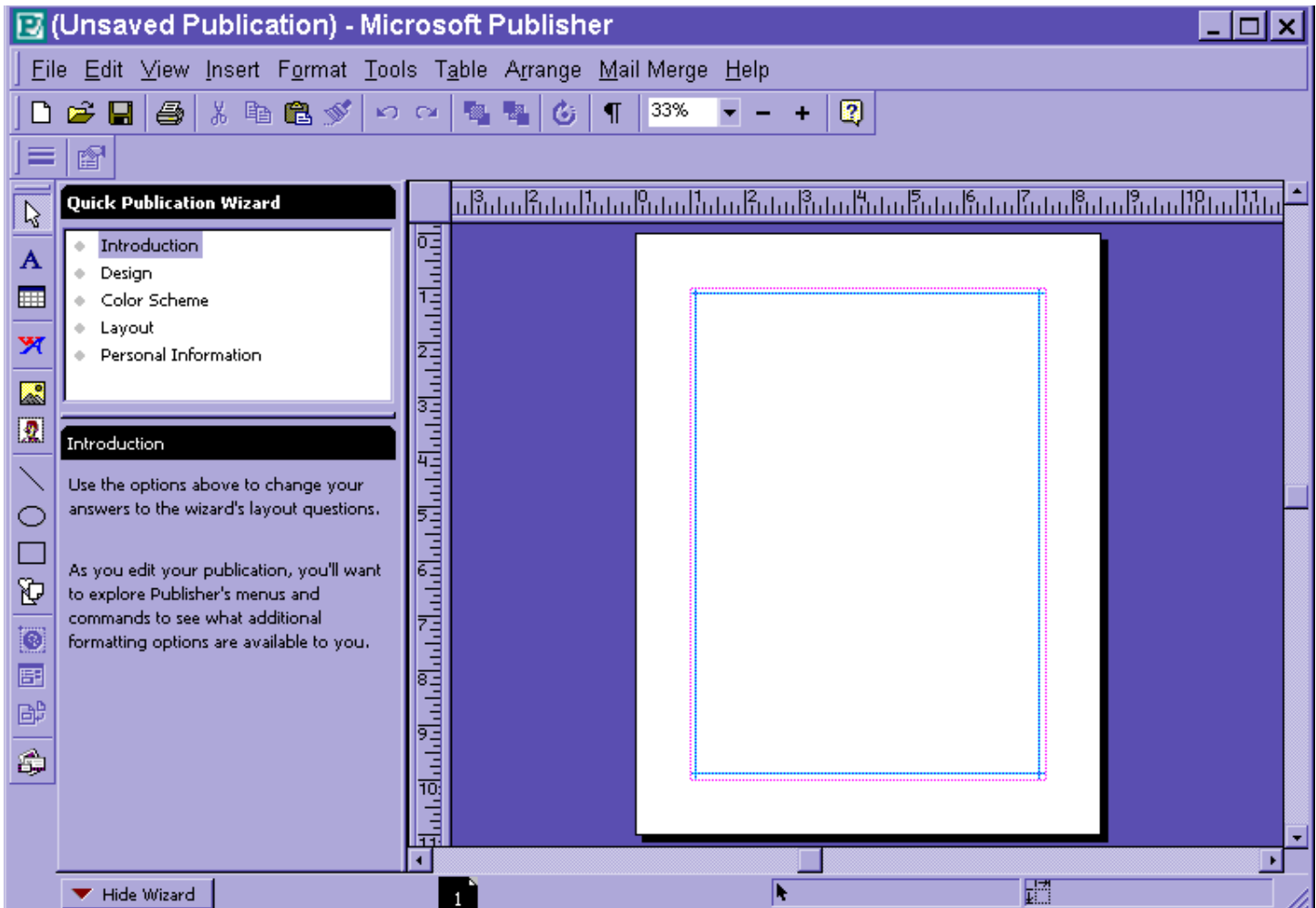
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**Adobe Acrobat** ([www.adobe.com](http://www.adobe.com))

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### Creating .pdfs

- When sending .pdfs inform sender to ensure they have Adobe Reader
- Free Adobe PDF creator, up to 5 .pdfs via e-mail
- \$299 for 7.0 – check school discount