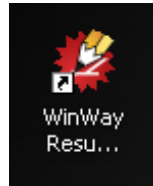


WinWay Resume Deluxe walk-through

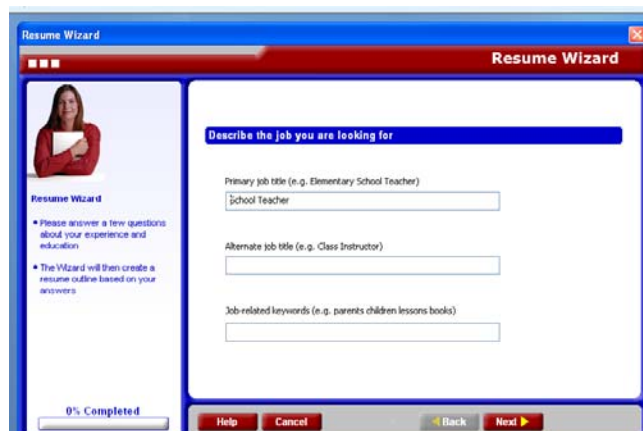
To get started, double-click the WinWay Resume icon.



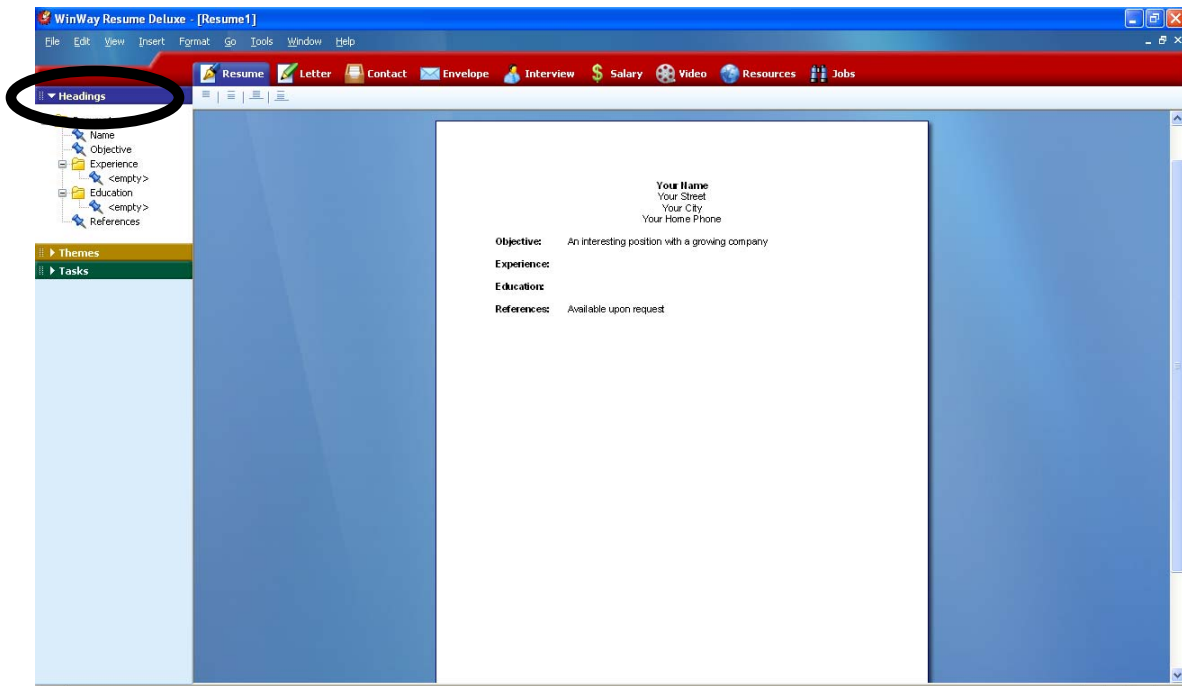
Once you have opened WinWay, close the Welcome screen using the **Close welcome screen** button.



The Resume Wizard screen will now pop up. Close this screen by clicking **Cancel** on the bottom, or by clicking the red **X** in the upper right corner.



Now left click on Headings on the left side of the screen. Do not click on Themes or Tasks. We will use Themes later; we will not use Tasks at all.



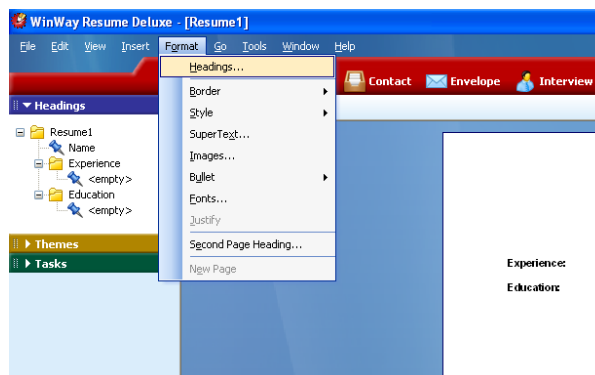
To delete unneeded headings:

Right click on Objective, then click **Delete** from the drop-down menu. Click **Yes** when it asks if you want to delete.

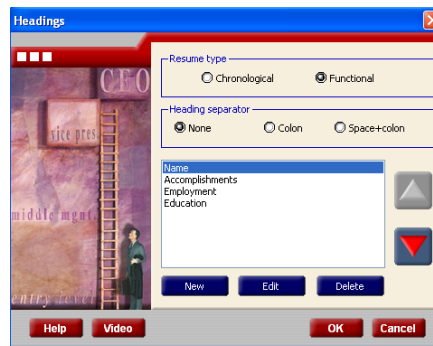
Now right click on References, then click **Delete** from the drop-down menu. Click **Yes** when it asks if you want to delete.

To insert new headings:

Go to Format > Headings.



You'll see a new screen pop up.



For *resume type*, choose Functional. When it asks if you want to delete the heading, click **Yes**.

For *heading separator*, choose whichever you think looks best.

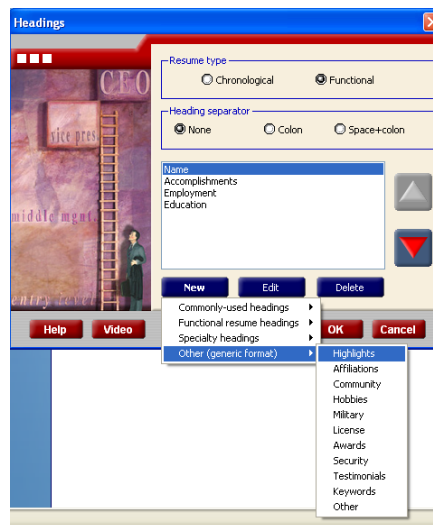
(Hint: you can see what the choices look like just underneath)

We want the headings to be:

Name, Highlights, Experience, Employment, and Education

To add these headings:

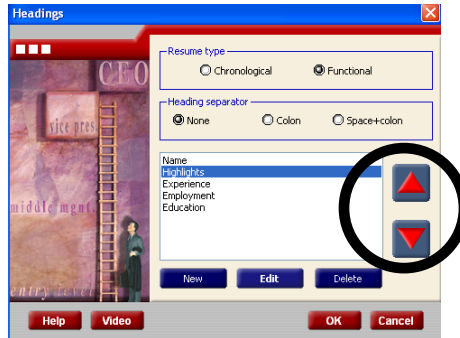
Click **New**, go to Other (generic format), and select Highlights.



Click **New** again, go to Commonly used headings, and select Experience.

Click **New** again, go to Functional resume headings, and select Employment.

You can see in the Headings window that the order of the headings is not right. To move headings up and down in the list, click a heading once so it's highlighted blue. Move it using the red arrows on the right.

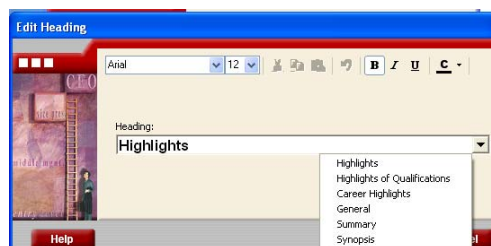


The final order should be:

Name, Highlights, Experience, Employment, Education

To change the name of your headings:

Click the heading once so it's highlighted blue, then click the blue **Edit** button. The Edit Heading window will pop up. Click the drop-down down arrow on the right and select the heading name you like best or type in a new name yourself. Then click **OK**. To leave it as is, click cancel. Continue through all of the headings (except Name!), or leave them as they are.



To close this window:

Click the **OK** button and **not** the **Cancel** button. The **Cancel** button will close the window but **will not** save any information you typed or selected.

To begin entering information into your resume:

Start with your name. Double-click the Name area. A new window will pop up.



Click in the Name field, then backspace or highlight and delete “Your Name” and type your name. Continue for the remaining information lines.

List your primary phone number first. Use the last blank line for a message or cell number.

If you want to include a secondary or mailing address, click on the blue Secondary Addr tab at the top of the window edit box

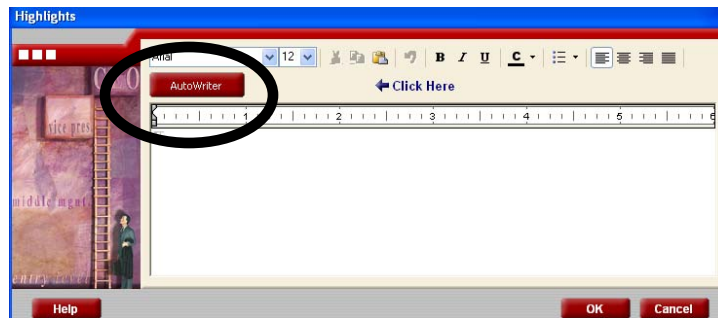
If you want to include an e-mail address, click on the blue e-mail & More tab in the upper right.

TIP: To move between fields, use the Tab key or use the mouse. Using the Enter key will only give you a “hard return.”

To close this window:

Click the OK button and **not** the Cancel button. The Cancel button will close the window but **will not** save any information you typed or selected.

Next double-click on the Highlights area of your resume. A new window will pop up.



Click on the red **AutoWriter** button. You'll see a long list of highlights to choose from. Scroll through and read the different choices. Keep in mind that some choices are very similar but worded slightly differently. You should end up with about 5–7 highlights.

TIP: You can choose many highlights at first, then delete some later.

There are some highlights that have <brackets>. This is for you to fill in with your own experience. For example, you could change “Trained in all areas of <what>” to “Trained in all areas of office management.”

TIP: You can only change what's in the brackets *after* you've selected the highlights.

When you find a highlight you want, double-click it, or click it once with the mouse so it's highlighted in black, then click **Insert**.

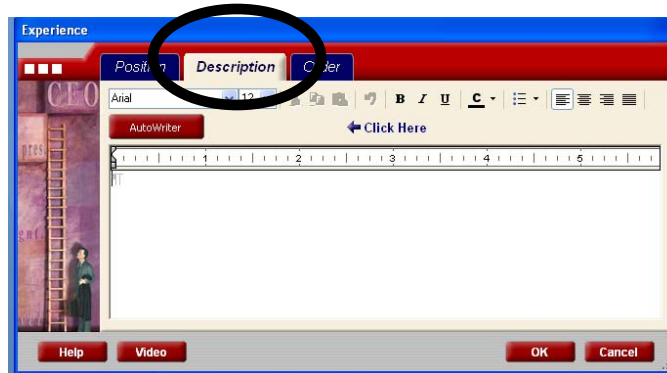
Once all your selections are made, click the blue **Close** button on the Autowriter window. You can click in the white text area to change any bracketed information.

TIP: To move highlights up and down, you will need to copy and paste.

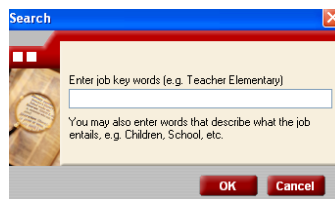
Don't do any formatting now. This will be all be done at the end.

When you're finished, click **OK** to save your information and close the window. Do **not** the **Cancel** button. The **Cancel** button will close the window but **will not** save any information you typed or selected.

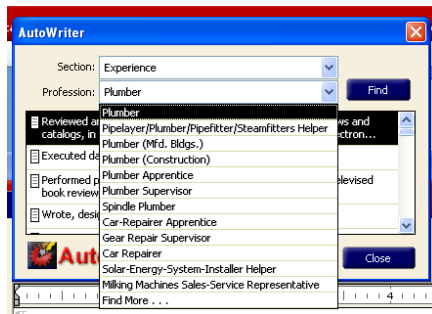
Now double-click on the Experience area of your resume. **Do not** use the Position tab. Click on the blue Description tab so your window looks like this:



Just like with Highlights, click on the red **Autowriter** button. You'll see a Search window this time.



Click in the search field and type in a key words (or key words) that describe the kind of job you're looking for. You'll get a list of job title suggestions.

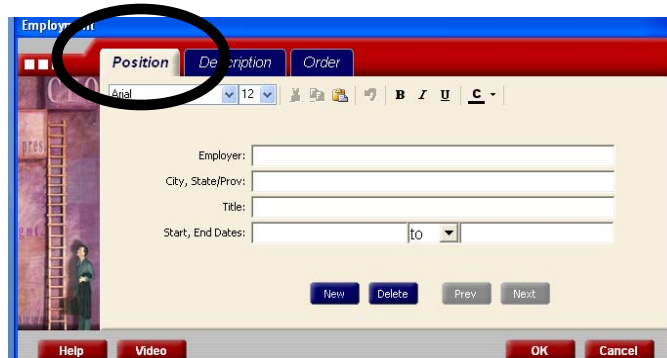


TIP: Try different key word searches. Also, experiment with different job titles.

When you click on a job title, you'll see a long list of highlights to choose from. You should end up with between 5–7 bullet points.

When you're finished, click **OK** to save your information and close the window. Do **not** the **Cancel** button. The **Cancel** button will close the window but **will not** save any information you typed or selected.

Now double-click on the Employment area of your resume. This time you want the Position tab.



Enter your work history from your most current job and work your way back.

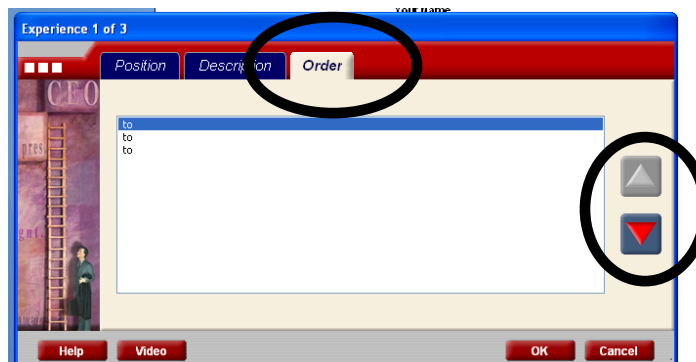
Employer is the name of the company or person you worked for. For location, just use city and state. Title is your job title.

Dates should be given as MM/YYYY. For example: 01/2004. Using this style helps format your resume and keeps things consistent.

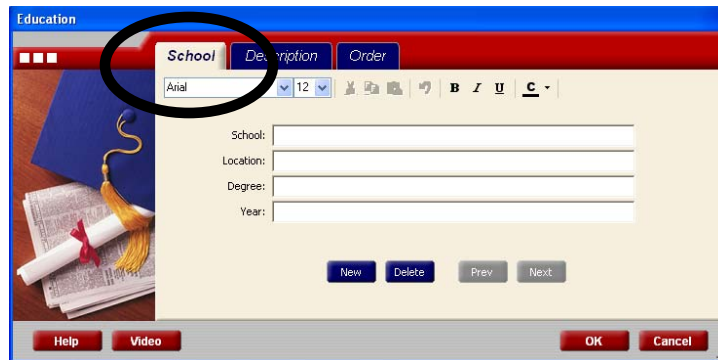
Click **New** after you finish each job entry, and click **OK** when you're completely finished. Do **not** the **Cancel** button. The **Cancel** button will close the window but **will not** save any information you typed or selected.

TIP: You don't have to list every job you've had. The last 10 years is usually sufficient.

If you've typed the information in the wrong order, **do not delete**. Use the blue **Order** tab and using the red arrows to move the information to its correct order. Then click **OK**.



Next is Education. Use the blue School tab.



Then type/enter data working from present to past. School is the name of the school. Location is city and state. Degree is the name of the degree earned, *not* the subject studied. Put in any special training as well, including continuing education or certifications. Only use the year if you attained your degree within the past 5 years.

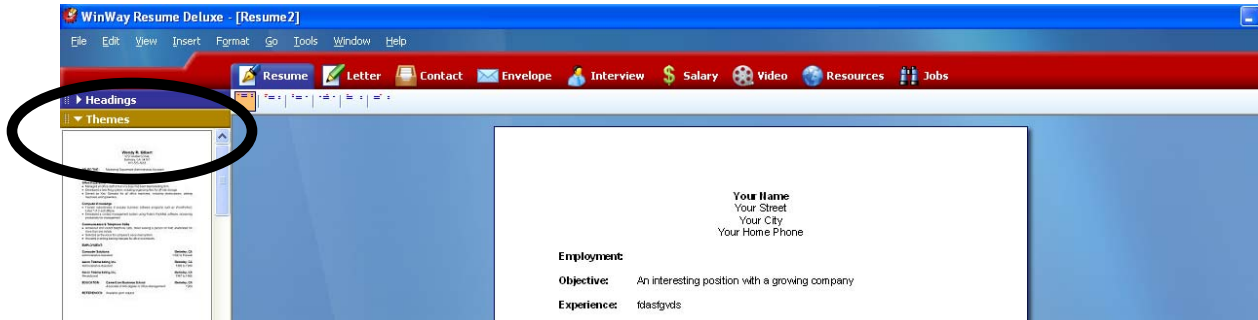
TIP: If you have graduated from college, omit your high school information.

TIP: If you have coursework but no diploma, you can put “Coursework toward degree.”

TIP: If you received your GED, type in General Equivalency Diploma under degree.

When the information on your resume is all correct, you are ready to choose a theme, or design, for your resume. Remember that all text formatting (bold, italic, etc.) will come at the very end!

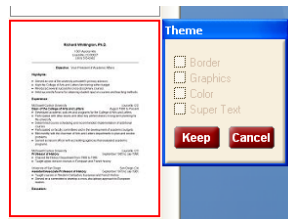
To choose a theme, first click on Themes on the left-hand side.



There are 210 themes (designs) for your resume. 1–39 are simple themes with a clear and easy to read layout. We recommend choosing a theme from 1–39.

Themes 40–210 are very busy and likely to distract someone reading your resume. Also remember that library printers only print in black and white, so the color you see on the screen is not what you will end up with.

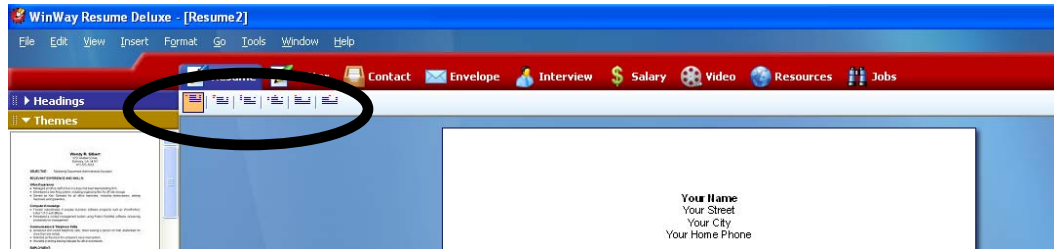
Click on a theme. A red box will surround the theme you chose and will change your resume on the right side. You can use the up and down arrows to scroll through the themes, or you can use the mouse. As you change themes, the text will remain the same, but the look will change. When you find a theme you like, click **Keep**. If you want to try another theme, click **Cancel**. You can change the theme any time or save as many as you'd like.



TIP: When you find a theme you like, write down the number. (You can find the number by hovering your mouse over the preview of the theme on the left.) This way you can easily remember which one you want to use. You can also use this theme number to create a cover letter and reference page.

TIP: You will need to export the file each time you find a theme you want to use. (For more on exporting, see below.)

TIP: If you like a theme but want to fine-tune it, you can use the formatting icons in the upper left to change the style of each section. Click on the section you want to change, then click on one of the section formatting icons.



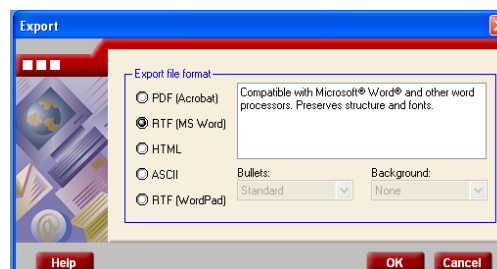
Once you have selected a theme, go to the menu bar and click on Tools and Fit to Single Page. This should be done **every time** you select a different theme.

TIP: If you don't like the way WinWay has fit your resume to the page, go to the menu bar, click Edit and Undo. You can also format your document once you've exported it to Word.

Now click on Tools and Spell Check. Note that spell check in WinWay doesn't recognize proper nouns or abbreviations.

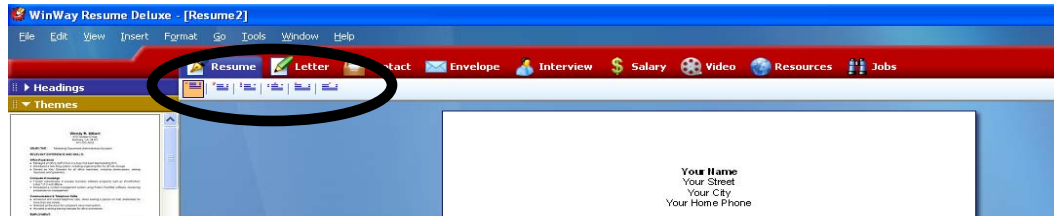
Now you will export your resume to Word. **THIS IS A VERY IMPORTANT STEP.** If you don't export your resume to Word, you **WILL NOT** be able to use this file.

To export your resume, first go to File, then Export. **DO NOT** use Save or Save As. A new window will pop up.



For Export file format, choose **RTF (MS Word)**. Click **OK**. Now the File Export window will open. Go to My Computer, then navigate to your disk (flash drive).

TIP: If you like a theme but want to fine-tune it, you can use the formatting icons in the upper left to change the style of each section. Click on the section you want to change, then click on one of the section formatting icons.



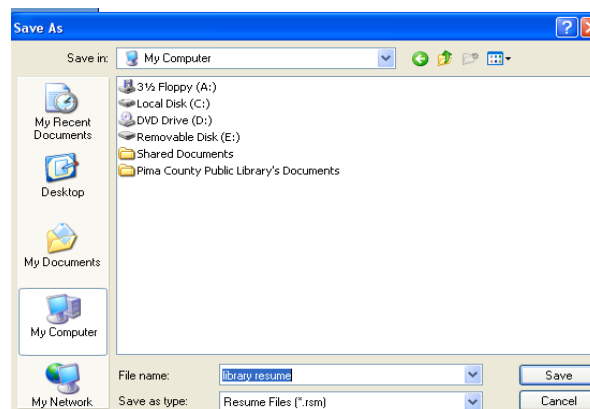
Once you have selected a theme, go to the menu bar and click on Tools and Fit to Single Page. This should be done **every time** you select a different theme.

TIP: If you don't like the way WinWay has fit your resume to the page, go to the menu bar, click Edit and Undo. You can also format your document once you've exported it to Word.

Now click on Tools and Spell Check. Note that spell check in WinWay doesn't recognize proper nouns or abbreviations.

Now you will save a copy of your resume that you can edit in WinWay in the future. NOTE: This copy can **only** be used on a computer with the WinWay Resume program. If you try to open it on a computer without the program or send it to an employer in this format, the file **WILL NOT OPEN**.

To save a copy of your resume for editing in WinWay, first go to File, then Save As. A new window will pop up. Go to My Computer, then navigate to your disk (flash drive).

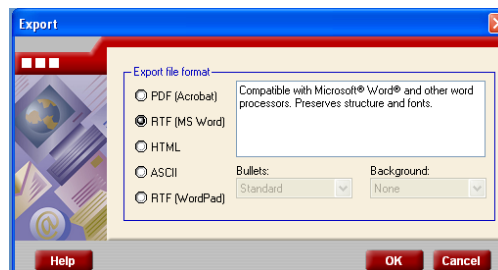


TIP: If you don't have a flash drive, you can save the document to the desktop and then email the file to yourself. However, on library computers, **all** personal files are deleted **every time** a computer session ends.

WinWay will name your document Resume1, but you can change the name to whatever you want. You may want to name this copy “library resume.” For “Save as type,” be sure the type is **Resume Files (*.rsm)**. Click **Save** to save your “editing” document.

Now you will export your resume to Word. **THIS IS A VERY IMPORTANT STEP.** If you don’t export your resume to Word, you **WILL NOT** be able to send this file to potential employers or open it in Word.

To export your resume, first go to File, then Export. A new window will pop up.



For Export file format, choose **RTF (MS Word)**. Click **OK**. Now the File Export window will open. Go to My Computer, then navigate to your disk.

TIP: Again, if you don’t have a flash drive, you can save the document to the desktop and then email the file to yourself. However, on library computers, **all** personal files are deleted **every** time a computer session ends.

WinWay will name your document Resume1. You can change the name to whatever you want. Click **Save** to save your document.

Your resume is now saved as a Word document. You can use this file on any computer that has Microsoft Word or Works. Using Word or Works, you can make changes to your resume as many times as you need to.

The last step is to make any formatting changes you would like by editing your resume in Word. You can change bold, italic, margins, etc. Save again when you’re all done.

TIP: If you decide to make changes later using the WinWay Resume program, you will need to export the new copy before sending it to potential employers or opening it in Word or Works.

Congratulations! You now have a resume that you can edit, print, and email.