

# IMPORTANT STEPS FOR SAVING A WORD DOCUMENT AS A PDF:

When you have a full resume document, your margins can be small. PDFs will cut off the edges unless you change the borders to "0" in your Page Setup Document settings. It is good practice to always check the borders in Page Setup before saving as a PDF. You will need to do these steps every time you save your Word document as a PDF.

## FOLLOW THESE STEPS:

(Notice these steps are for a Mac. They may be slightly different for a PC)

### Page Setup Document Settings:

'File' > 'Page Setup' > 'Paper Size' > 'Manage Custom Sizes'

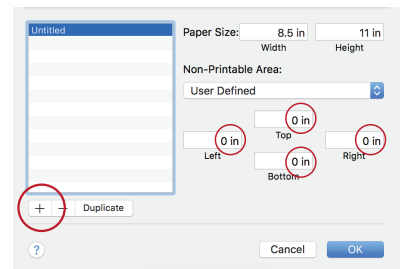
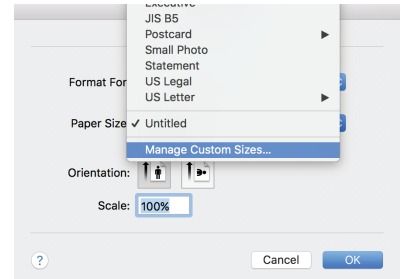
Click "+" on the left side to add a new document setting

Make sure document is 8.5x11"

"Non Printable Area" = "User Defined"

For the boxes - "top", "bottom", "left", "right" = enter "0"

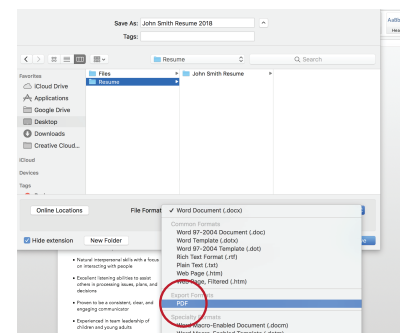
Click "OK"



### Save As Settings:

Then go to 'File' > 'Save As'

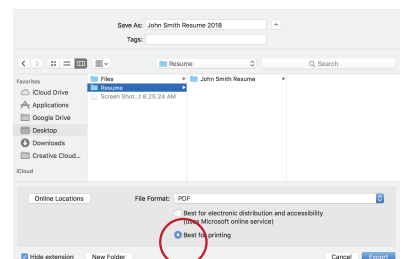
Towards the bottom of the Save As box there will be a drop down to Save As. Click on 'PDF'.



Once you select PDF from the drop down menu, you may see 2 options.

Click 'Best for Printing' (may only appear for mac)

Click "Export" to save your PDF.



Always open your PDF to make sure it saved correctly. Check the borders and the footer.

**\*REMEMBER:** never send your resume as a Word document to anyone. Always send as a PDF.