Build a Resume
in InDesign

SkillfUL
tech workshops

Welcome to the Design Lab

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Get Help with InDesign

- Ask at the UL Research & Design Desk
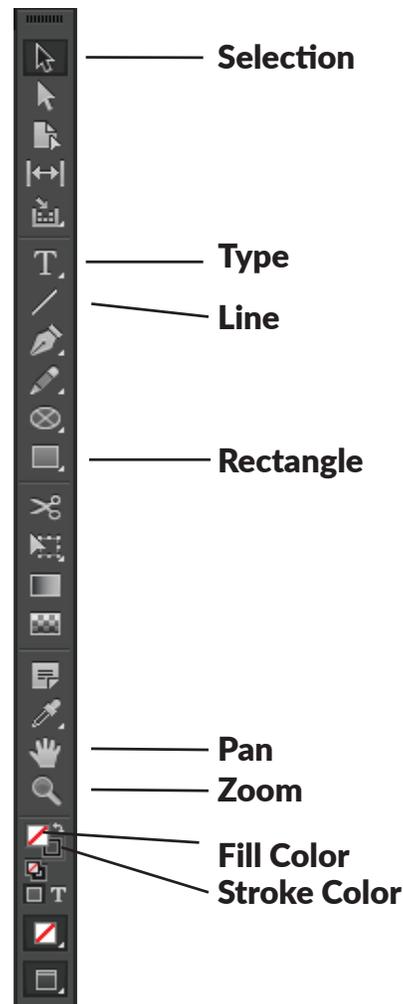- Lynda.com tutorials available through UNC subscription: *http://software.sites.unc.edu/lynda/*
- Sign up for a design consultation on our webpage *www.library.unc.edu/house/designlab*
- Sign up for the Design Lab's listserv to get email alerts for our programs: *https://goo.gl/bMH1N8*

File Formats

INDD   Editable InDesign file
PDF   Good for printing and sharing (preserves vector graphics)

Package your file (File>Package) to create a folder with all linked files and fonts. Best practice for sharing InDesign documents with another person or for storage.

DESIGN LAB
HOUSE UNDERGRADUATE LIBRARY

Tools We'll Use Today

Selection

Type

Line

Rectangle

Pan
Zoom

Fill Color
Stroke Color

Keyboard Shortcuts

**Use Control on PCs, Command on Macs
Ctrl z   Undo
Ctrl +   Zoom in
Ctrl -   Zoom out
Ctrl c   Copy
Ctrl v   Paste
Ctrl a   Select all
Shift+Tab   Right indent tab
W   Preview (without frames and guides)

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Lesson Outline

Navigate to: skillful.web.unc.edu to download the files needed for this workshop

Set up your document
1. Create new document. Print, size: 8.5" x 11". Bleed 0.125".
2. Add panels (go to Window in menu): Paragraph Styles

Create master page
Use Pages panel to navigate to Master Page A.
3. Use Rectangle Tool to create light gray box. Create a new swatch for light gray (10% black).
4. Drag guidelines out from vertical ruler for 1/2" margins for columns.
5. Use Text Tool to create box your initials in top left corner. Style text (change font and size). Create swatch for coral color: 2, 74, 63, 1.
6. Create another text box for your name.
7. Go to File>Place and choose address.png. Click and drag to place.
8. Repeat for Phone. Create text boxes for address and phone number.

Add content
1. Use Text Tool to create header "Education". Style text, with left indent to leave space for icon. Create paragraph style.
2. Place education.png. Resize and adjust header as necessary.
3. Create text box for education info. Use Right Indent Tab (shift+tab) to align dates to the right. Create paragraph style.
4. Repeat above process for Experience section.
5. Add page 2 in Pages panel. Create text box on page 2 and thread text from experience section.
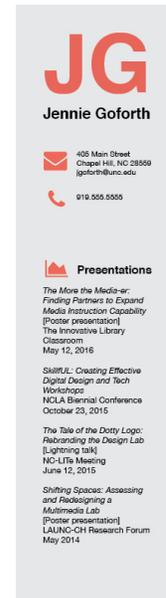6. Add Presentations and Service sections to small column.

Add skills section
1. Create header.
2. Create text box for skills list.
3. Use Line Tool to drag out a line next to first skill. Copy and paste to create other lines (or use alt+drag to copy lines).
4. Open Window>Object>Align. Select all the lines and distribute vertical centers. Change color of lines to light gray.
5. With all lines selected, copy. Then go to Object>Lock.
6. Go to Edit>Paste in Place. Change color to coral. Use Selection Tool to adjust length of lines.

Saving your document
Save as INDD
Export as PDF (print).
Save as package.