



Using the Company Template to Create an Accessible Resume

Overview

By using our accessible resume template, you simplify the tasks for making your TAD company resume compliant with Section 508 accessibility guidelines. You also put your resume into a format that is easy for you to update and for the company to use in project proposals.

In this guide, you will learn how to:

- [Access the resume template and prepare it for use.](#)
- [Enter your information in the template.](#)
- [Save the finished resume as a PDF.](#)
- [Perform the final accessibility tasks in Adobe Acrobat.](#)

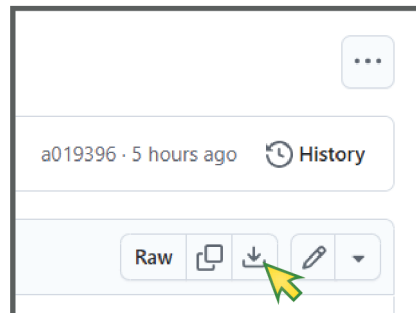


Note: You can also view a detailed demonstration about how to use the resume template. To do so, see [the TAD Accessible Resume Tutorial](#). Wait for your browser to present the **Play** icon. Then, click it.

Accessing the Template and Preparing It for Use

To access and prepare the template for use, perform the following steps:

1. Using your standard web browser, go to [the company's document repository site](#).



2. Click the **Download** icon.

3. Prepare the file for use. To do so, perform the following tasks:
 - A. Move the file from your "Downloads" folder to the folder where you want to maintain it.
 - B. Click the file once to activate the filename for editing.
 - C. Type the new filename using the following format: **FirstName LastName - TAD JobTitle**.
 - D. Press the **ENTER** key.

Entering Your Information

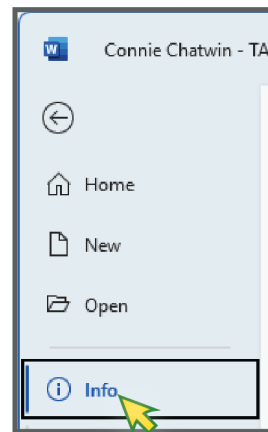
To fill the template with your information, perform the following steps:

1. Double-click the file you just renamed.

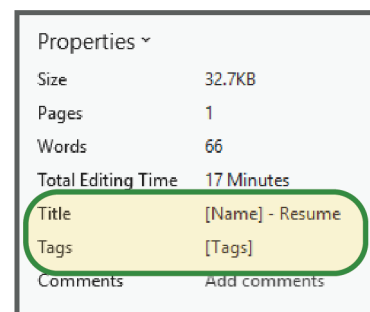
2. Click the **File** tab.



3. Select the **Info** option in the left-hand column.



4. On the right side of the screen, substitute your name for the **[Name]** placeholder in the “Title” field. Then, substitute keywords about you and your job for the **[Tags]** placeholder in the “Tags” field.



5. Click the **Back** arrow at the top of the left-hand column.

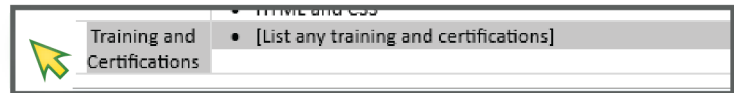


6. Substitute the relevant information for all placeholders within the resume template.

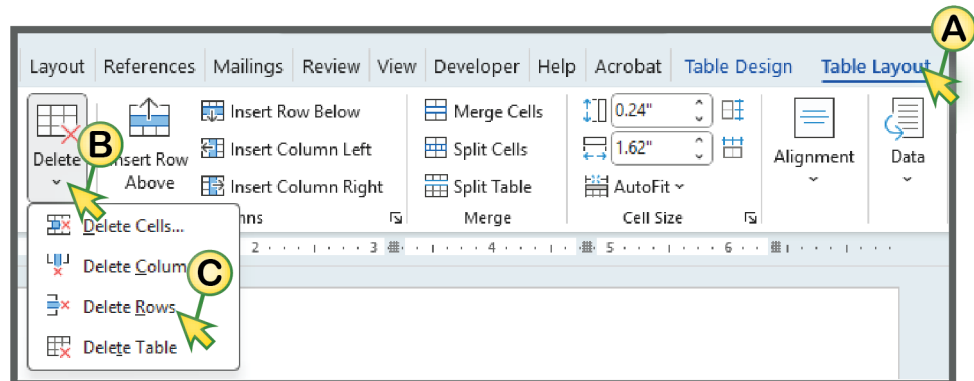


Note: The first heading in the template—the one that contains the placeholders for your name and title—is set to **Heading 1**. Do not change this setting, and do not set any other text in the template to **Heading 1**. In accessible work, the only item that can be set to **Heading 1** is the document's title.

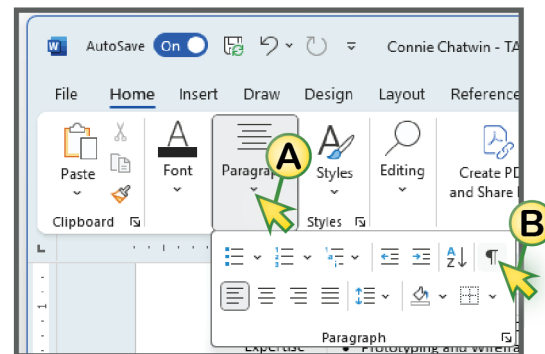
7. If you do not have any information to put in the “Training and Certifications” row in the “Skills” table, delete it. First, click a spot to the left of the row to select it.



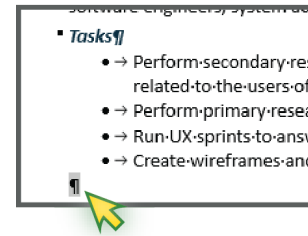
Then, select the **Table Layout** tab, click the **Delete** drop-down arrow, and choose the **Delete Rows** option.



8. When you have entered all your information, check for any empty paragraphs. To do so, click the **Show/Hide** icon in the “Paragraph” group on your “Home” tab.

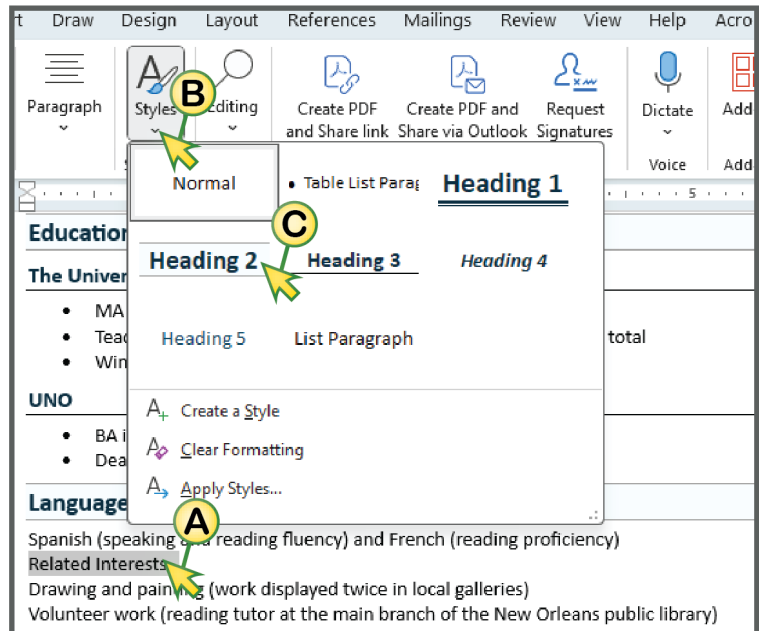


9. If you see any paragraph marks that do not have text next to them, select them and press the **CTRL-X** key combination to delete them.

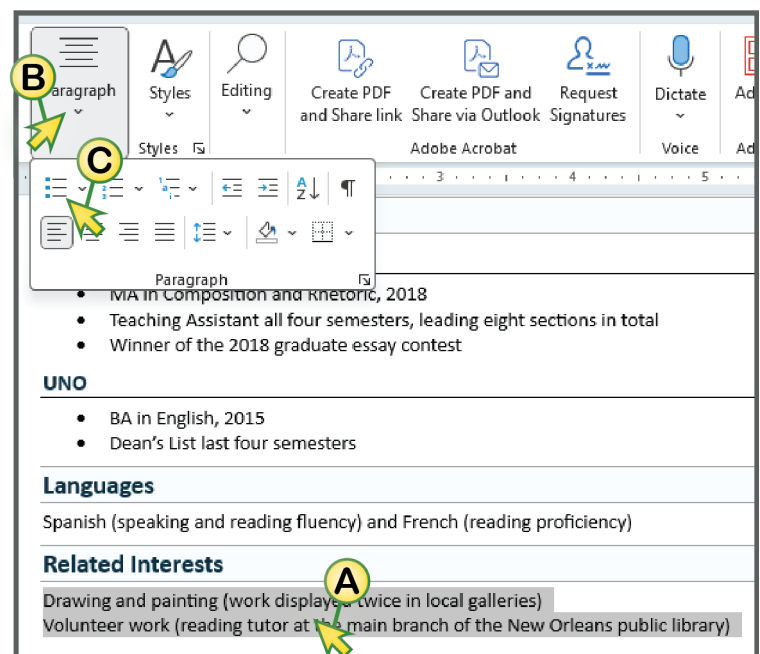


10. If you need to add information that is not covered by the existing placeholders, enter the text in the desired location and then format any resulting headings. To do so, select the relevant text and click the appropriate heading in the **Styles** panel on your “Home” tab.

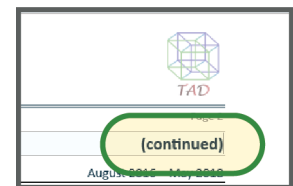
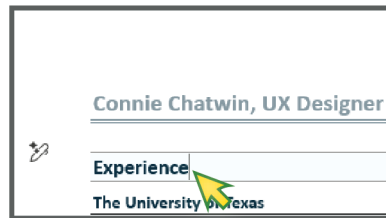
 **Note:** As mentioned earlier, there can be only one Heading 1 in an accessible document, so the first heading you choose for a new section should be **Heading 2**. A subsection within a “Heading 2” section would fall under **Heading 3**, and so on. This structure is called *nested headings*.



11. Wherever appropriate, use bulleted lists to set off your accomplishments, skills, and background. To do so, just select the lines of text and click the **Bullets** icon in the “Paragraph” group on your “Home” tab.



12. If your resume has grown to more than one page, update the header on the second page. Double-click it and substitute your name and title for the placeholders. When you are done, double-click a spot outside the header to leave it.
13. If one of your sections broke across pages, create a “continued” heading for it. To do so, perform the following tasks:
 - A. Copy the section heading and paste it at the top of the page where it needs to be repeated. Then, place your cursor at the end of the last word in the heading and press the **TAB** key.
 - B. Type **(continued)** in the “tabbed” location at the right side of the heading.



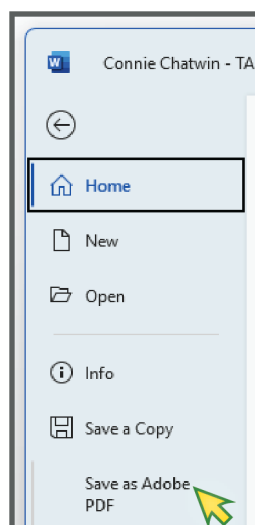
Saving the Resume as a PDF

To save your resume as a PDF, perform the following steps:

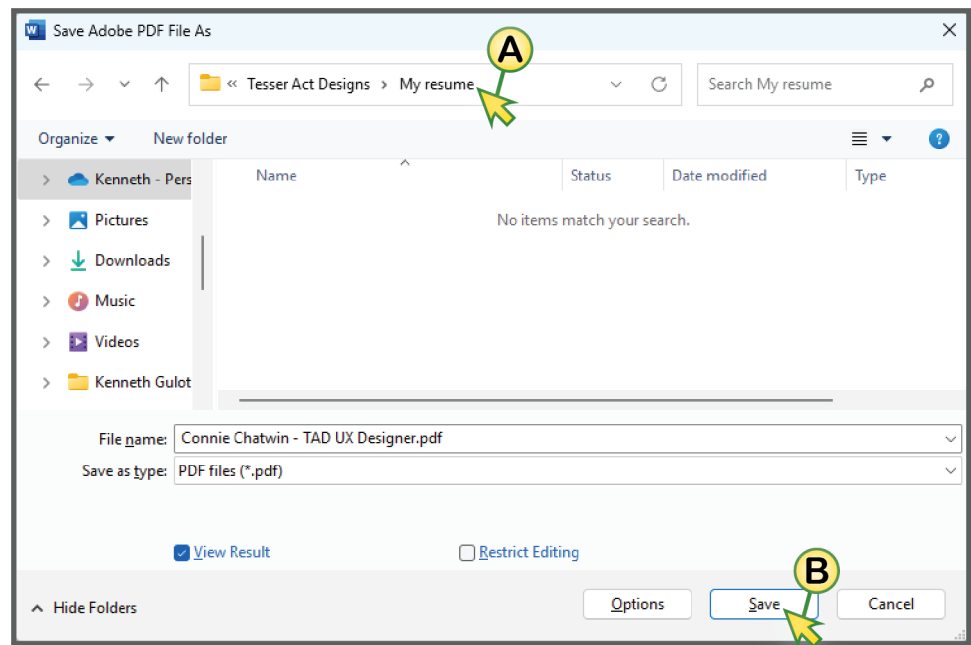
1. Click the **File** tab in the Microsoft Word document.



2. Click the **Save as Adobe PDF** option in the left-hand column.



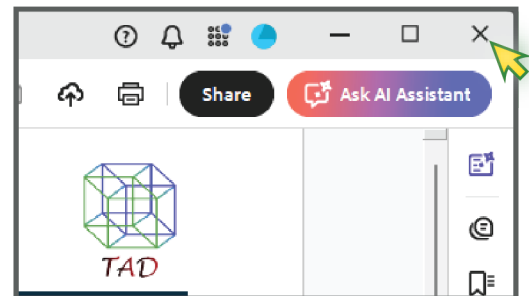
3. In the “Save Adobe PDF File As” window, choose where you want to save the PDF, and then click the **Save** button.



4. If the system presents the PDF, click the **X** button in the upper-right corner to close it.



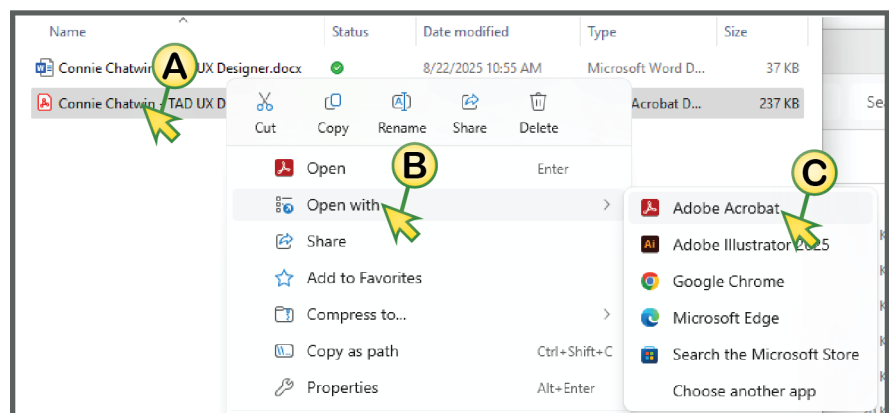
Note: Closing the PDF and reopening it can help avoid issues when you use Adobe Acrobat to perform the final accessibility tasks.



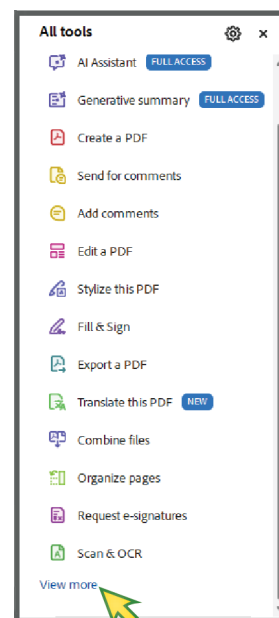
Finishing the Accessibility Configuration in Adobe Acrobat

To complete the accessibility configuration for your resume in Adobe Acrobat, perform the following steps:

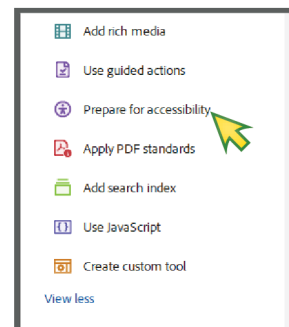
1. Open the PDF version of the resume in Acrobat. To do so, right-click the file, select the **Open with** option, and then choose the **Adobe Acrobat** application.



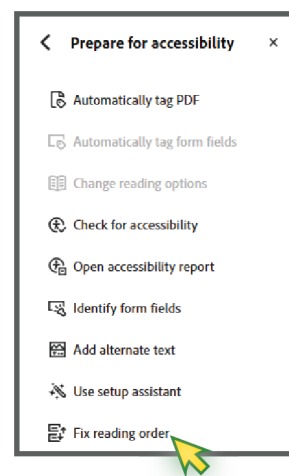
2. Click the **View more** link at the bottom of the “All tools” menu.



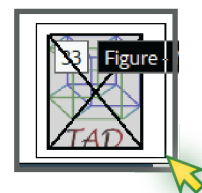
3. Click the **Prepare for accessibility** option.



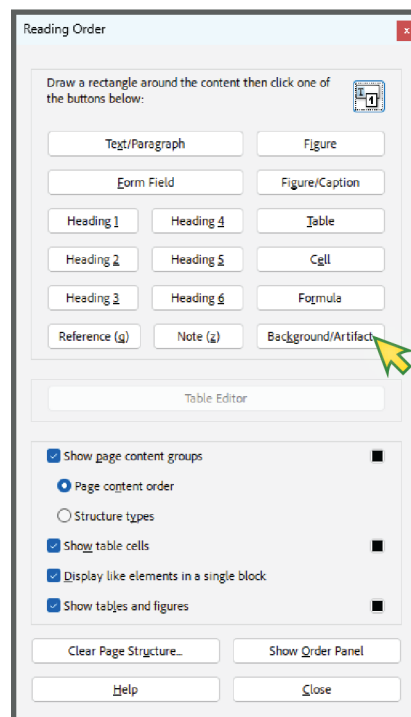
4. Click the **Fix reading order** tool.



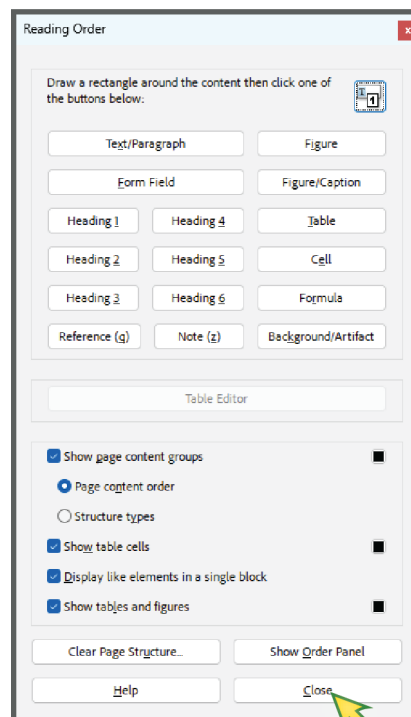
5. Use the cursor to draw a square around the TAD logo on the first page. To do so, click a spot next to one corner of the logo and drag the cursor to a spot next to the opposite corner.



6. Click the **Background/Artifact** button in the “Reading Order” window.

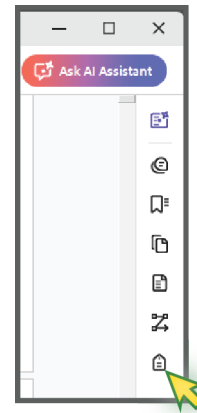


7. Repeat Steps 5 and 6.
8. If you had to create any “continued” headings, perform the same procedure to tag them as artifacts. To do so, select the “continued” heading and click **Background/Artificate**. Then, repeat the process.

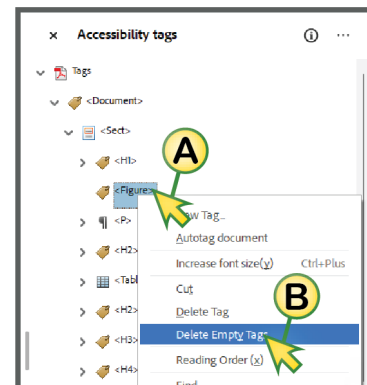


9. Click the **Close** button at the bottom of the “Reading Order” window.

10. Click the **Add, delete, or edit accessibility tags** icon in the right-hand column.



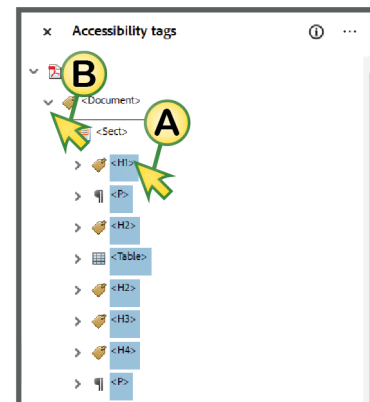
11. Delete the empty tags that were left when you converted items into artifacts. To do so, right-click the **Figure** tag near the top of the tag tree and select the **Delete empty tags** option from the resulting pop up menu.



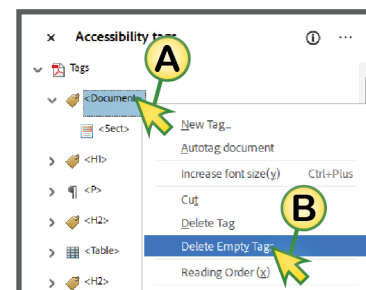
12. Check the tags by clicking through them and ensuring that each matches the correct item in the PDF. If you find any discrepancies, return to the [“Entering Your Information”](#) procedure to correct them.

13. Move your tags to the top of the tree. To do so, perform the following tasks:

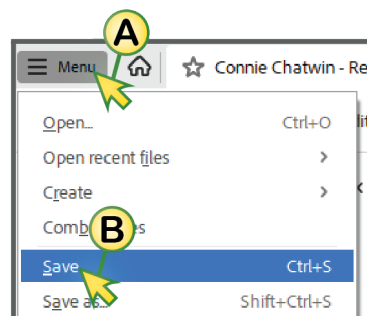
- Select all your tags by clicking the **H1** tag, scrolling to the bottom of the tree, pressing the **SHIFT** key, and clicking the last tag.
- Drag the selected tags to the left of and just above the “<Sect>” tag.



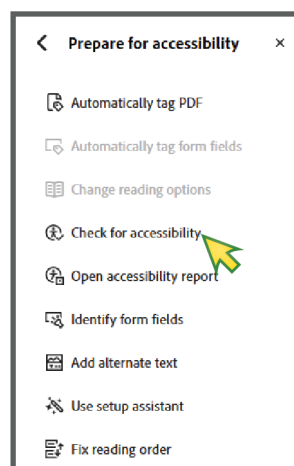
14. Delete the empty **Document** and **Sect** tags. To do so, right-click the **Document** tag and select the **Delete empty tags** option from the resulting pop-up menu.



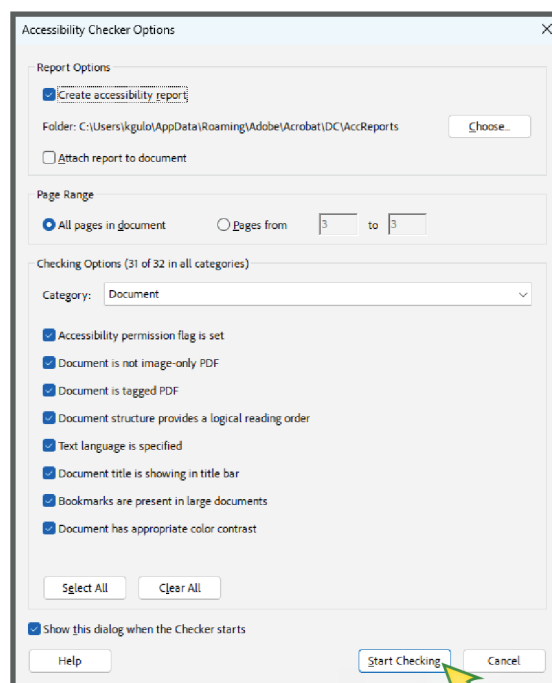
15. Click the **Menu** tab, and then select the **Save** option.



16. Click the **Check for accessibility** option in the “Prepare for accessibility” menu.



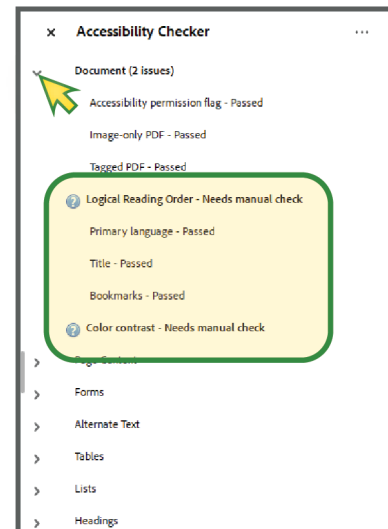
17. Click the **Start Checking** button at the bottom of the window.



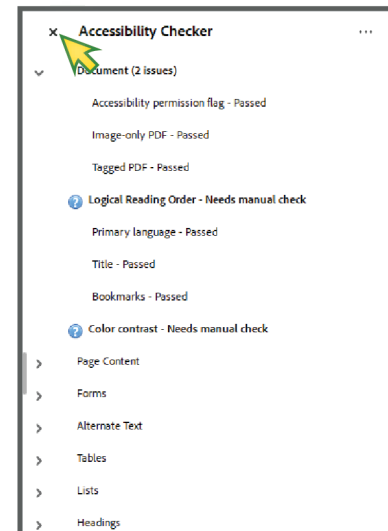
18. Check for any flagged issues. You can click the arrow next to them to display details.



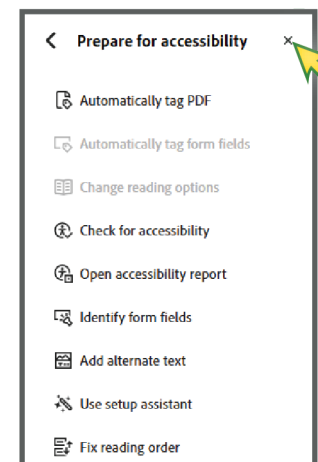
Note: Acrobat always flags the “Logical Reading Order” and “Color Contrast” items for a manual check. The template has been configured for compliance with “Color Contrast” guidelines, so you can ignore that warning. As long as you performed all the previous steps in these procedures, you can ignore the “Logical Reading Order” warning as well.



19. Click the **X** button at the top of the “Accessibility Checker” panel to close it.



20. Click the **X** button at the top of the “Prepare for accessibility” panel to close it.



21. Send both the Microsoft Word and the Adobe Acrobat versions of your finished resume to **Human Resources** and **Business Development**.



Note: If you experienced any issues with using the resume template, please contact **Documentation**.