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How-to Guide | Managing documents for your job search

Use this guide to help you:

- Use Microsoft Word to create documents for your job applications
- Save and share documents
- Upload documents to a job search website or attach them to an email

Note: This guide is designed for job seekers who have limited computer skills. Please make sure you have first read the [Using a computer for your job search guide](#) in our [additional resources](#).

Step 1 | Create documents for your job application

Many employers will ask for your resume or cover letter in a 'Word' or '.doc' or 'docx' format. You'll need a word processing program called **Microsoft Word** to create these documents. Microsoft Word is available on most public computers, including those in your local library or used by your *jobactive* consultant.



You can use Microsoft Word to create your resume or cover letter using a template. A template (see below) gives you the outline of a document (layout and design) so that you only have to add your specific information under defined headings. Your *jobactive* provider may also have templates they can share with you to make your job application easier.

- Click on the icon to open Microsoft Word. You'll find the icon on your desktop, in the taskbar, or by selecting the 'Start' button.

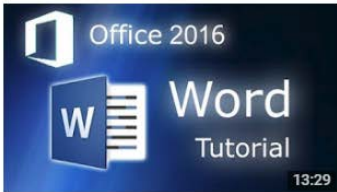
- When Microsoft Word opens, select 'New' from the template library.
- You'll find a variety of templates, including newsletters, certificates and resumes.

Handy tips


Find videos and tutorials on how to use Microsoft Word on [YouTube](#). Try searching for *Microsoft Word tutorial for beginners*. When you feel confident using Word, refer to our [Writing a basic resume guide](#) in our [additional resources](#) to get started

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Step 2 | How to save and share documents

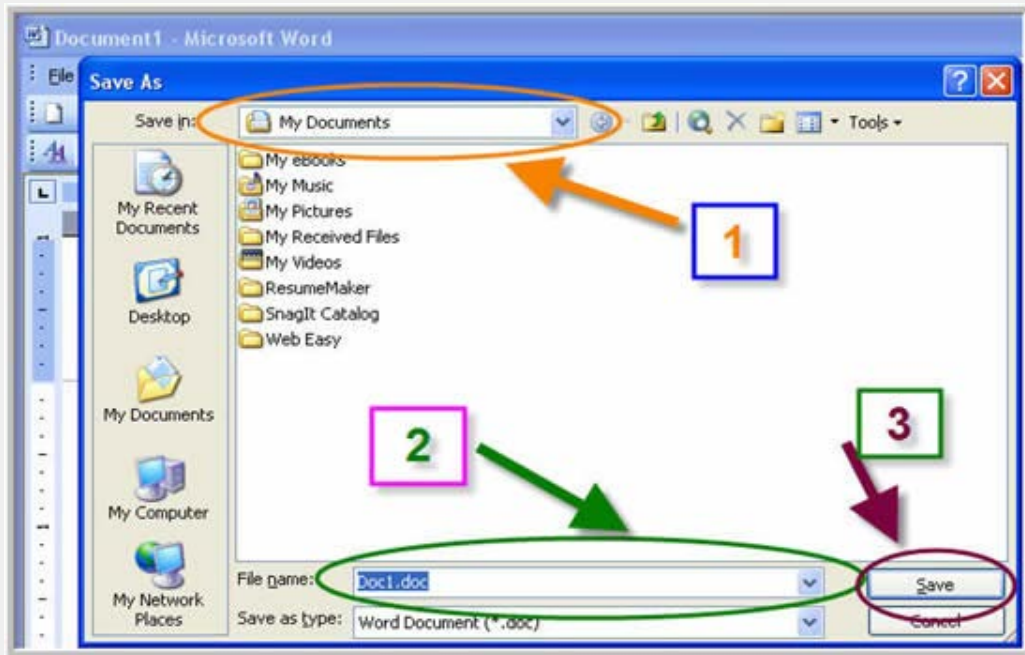
There are several ways you can save and share your documents. You can save a document to the desktop or (much better) a folder on your personal computer. If you are working on a public computer, you should save to a portable storage device, such as a USB stick.

A USB stick can be bought at any newsagency, supermarket or Officeworks. It connects to the computer via a special slot called a USB port (see below), which you'll find on the front or side of your computer or laptop.



Saving documents

- It is a very good idea to save any new Word document you start to work on. There are slight differences in how you save a document depending on the version of Word you are using, but most versions work in a similar way.
- At the top left of the screen look for the Save icon  You will be asked to name your document (**'filename'**) and where you would like to save it (**'save in'**). If you have inserted your USB stick, this will appear as a location that you can save to.
- You'll also need check the type of document you are saving. Word documents are automatically saved with the extension **' .docx'** or **' .doc'** (see below).



1. **Save in:** The location or folder where you can save your word document.
2. **Document name:** the name of the document or 'filename'. The document will usually end with '.docx' or '.doc'.
3. **Save button.** Clicking Save will save your file in your selected folder where you can find it later.

Step 3 | How to upload or attach your document

You may need to upload your documents to a job application website or attach them to an email.

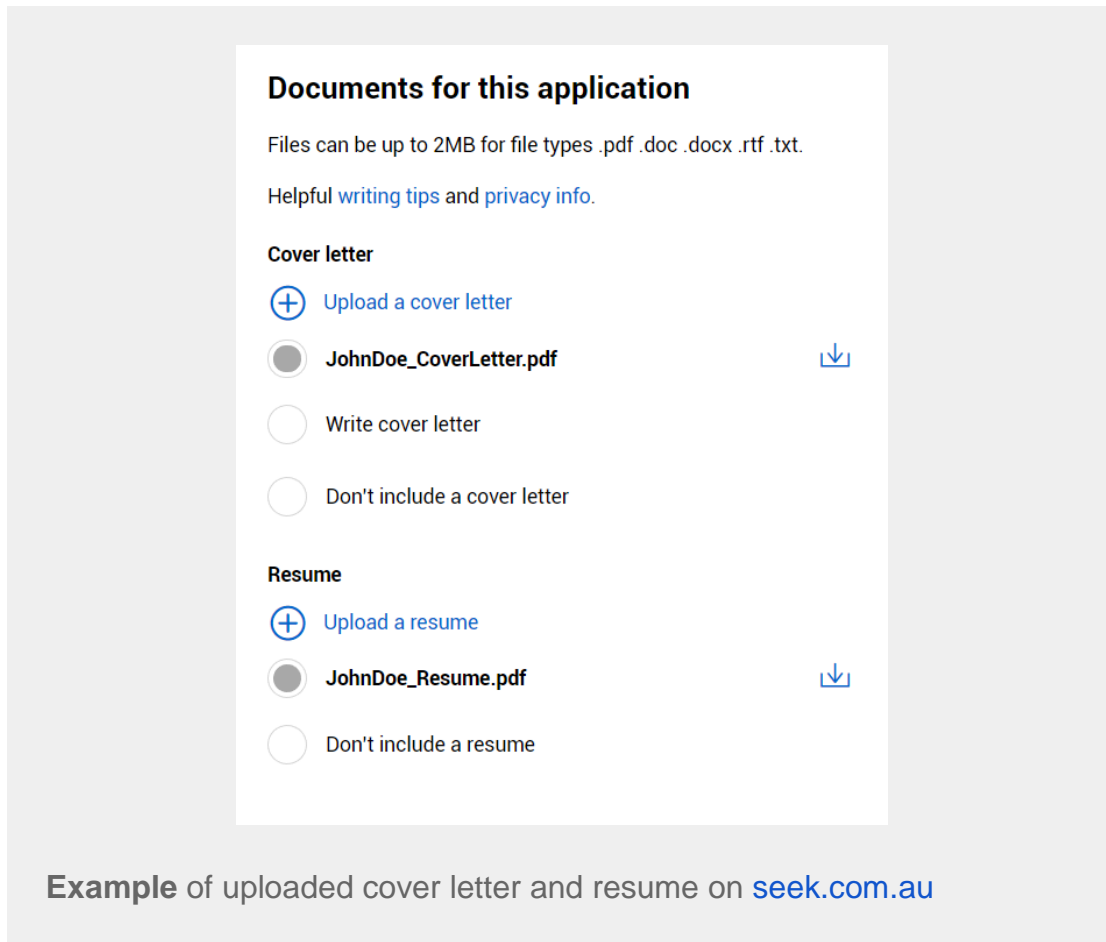
a) Uploading your document to a website



Uploading your resume is usually done in two steps:

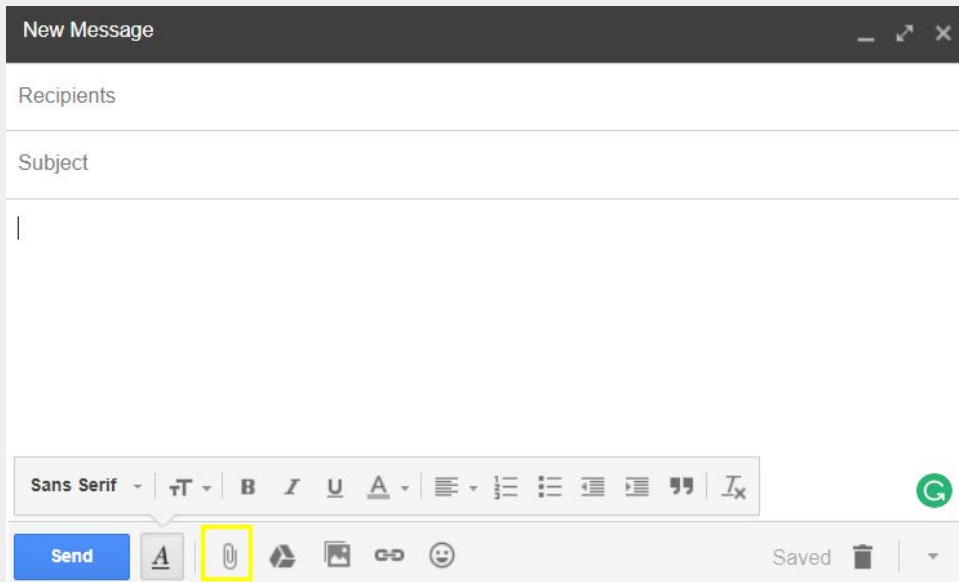
1. Click on the 'Upload your resume' button. This will usually take you to the file directory on your computer where you can locate your file (e.g. joebloggsresume.doc)

2. Once you select (highlight and click on) the document you want, it will be uploaded to the website and its name will appear on the screen.

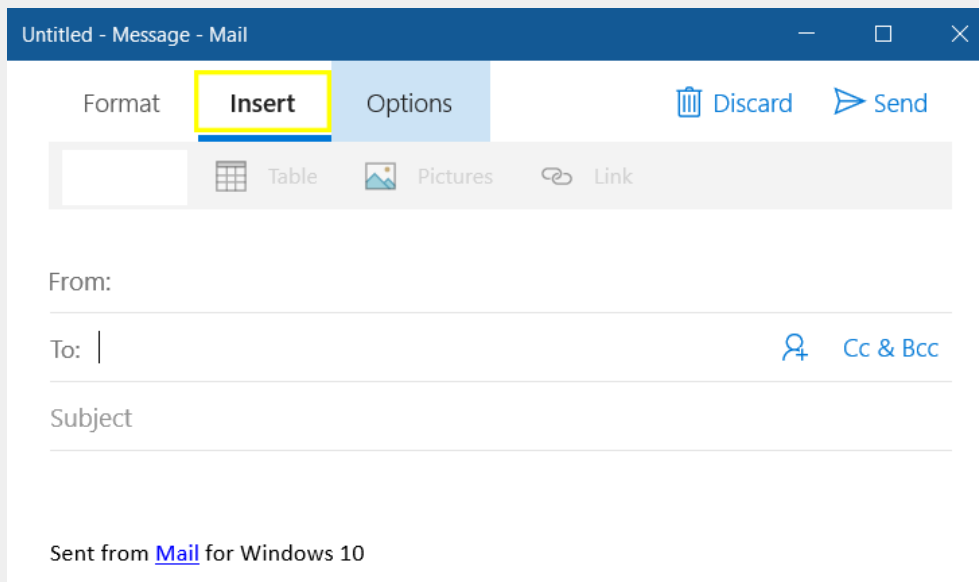


b) Attaching a document to an email

To attach your resume to an email, select 'attach a file', 'insert a file' or look for the paperclip icon (see below). You can then locate the file you wish to attach on your computer and select ok.



Uploading files on Gmail. Click on the paperclip icon to then select your file and click 'Attach'.



Uploading files on Outlook. Click on Insert in the menu, then click on the paperclip icon to then select your file and click 'Attach'.

Find related guides on our resources page

www.workingforeveryone.com/resources

You may also find the following guides helpful. Find them on our [resources page](#)

- [Using email for your job search](#)
- [Applying for advertised jobs](#)
- [Writing a basic resume](#)