Steps for Exporting the Resume from Career Cruising to Word

1. Click *Format & Print*
2. Choose a Style
3. Click *Microsoft Word*
4. Click *Save Your Resume*
5. Open the Document
6. Click *Enable Editing*
7. Hover near the top of the text until you get a down arrow
8. Click so all text is selected and the Table Tools menu appears
9. Click *Layout* and then *Convert To Text*
10. Click *Tabs* and then *OK*
11. Do a File – Save As
12. Rename it *Resume* and save to E-Disk