

# Using Internet Explorer (IE) to view your CV. (If you are using Google Chrome to view your CV go to last page)

## Step 1 – click on File menu and print preview

The screenshot shows an Internet Explorer browser window displaying a CV preview. The address bar shows the URL <http://apps.thesource.me.uk/cvbuilder/cvbpv.asp>. The File menu is open, and the 'Print Preview...' option is highlighted. The CV content includes:

**Source Test Source Test**

Source Test

SOURCE TEST  
Tel: Source test  
Email: lewis.jones@suffolk.gov.uk

**Key Skills**

- Source test

**Education**

- Source test
- Source test
- Source test

**Examinations/Qualifications**

Source test	Source test	Merit	Achieved
Source test	Source test	D	Achieved
Source test	Source test	D	Predicted

**Work Experience**

- Source test, Source test

**Duties included:**

- Source test

**Hobbies and Interests**

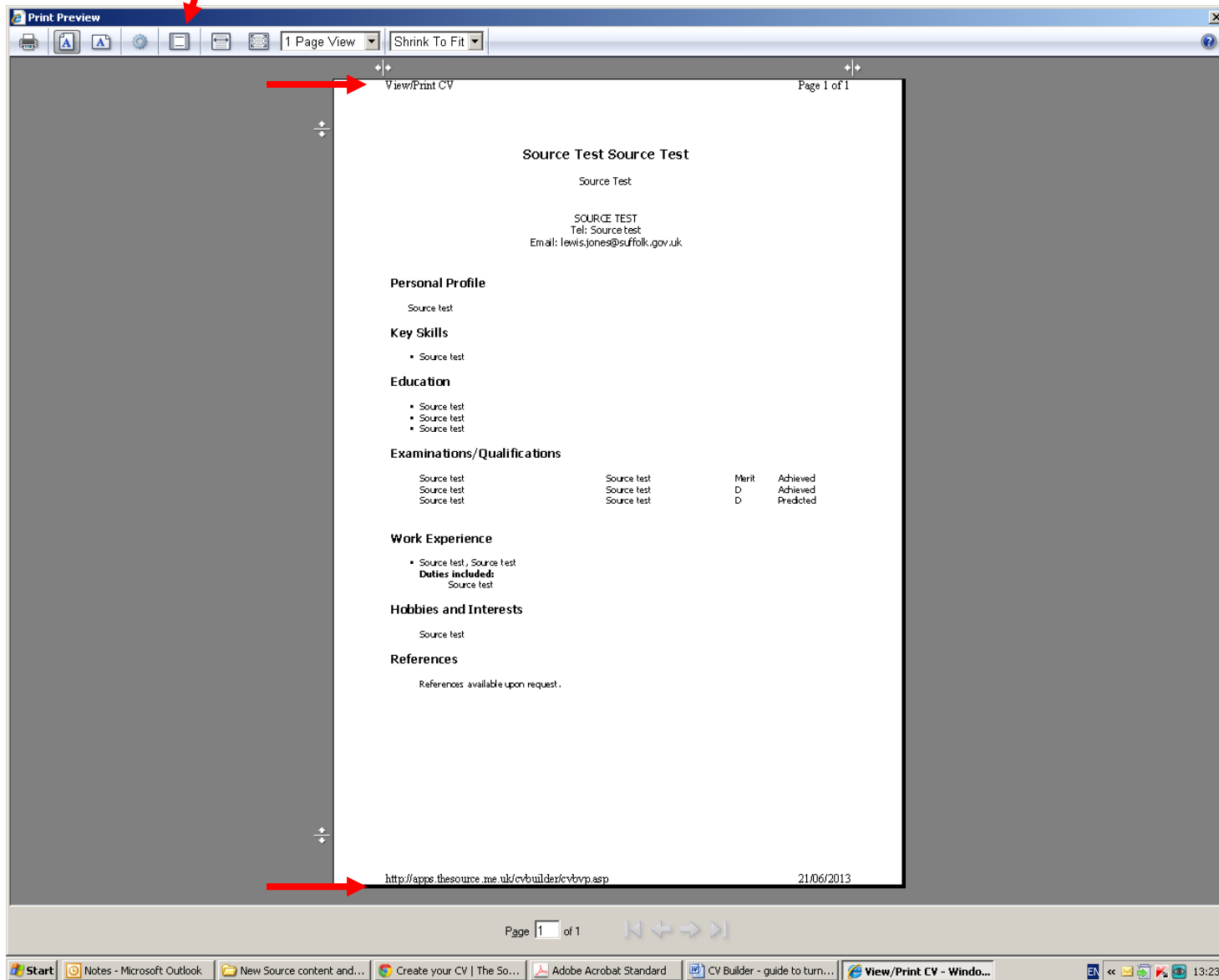
- Source test

**References**

References available upon request.

At the bottom of the browser window, a preview bar shows 'Previews how this document will print.' and a zoom level of 100%. The Windows taskbar at the bottom shows the Start button, several open applications (Notes - Microsoft Outlook, Print Ready, Create your CV | The So..., View/Print CV - Windo...), and the system tray with the time 13:03.

Step 2 – click on the icon to turn off headers and footers button – to remove all footer and headers text (see next page)



### Step 3 – header and footer text has been removed

The screenshot shows a 'Print Preview' window for a CV. The window title is 'Print Preview'. The toolbar includes a printer icon, a magnifying glass, a gear, a double arrow, a single arrow, a double arrow, a dropdown menu set to '1 Page View', and a dropdown menu set to 'Shrink To Fit'. A tooltip above the toolbar reads 'Turn headers and footers on or off (Alt+E)'. The CV content is centered on a white page. At the top, it says 'Source Test Source Test', followed by 'Source Test'. Below that is 'SOURCE TEST', 'Tel: Source test', and 'Email: lewis.jones@suffolk.gov.uk'. The CV is divided into sections: 'Personal Profile' (Source test), 'Key Skills' (Source test), 'Education' (Source test, Source test, Source test), 'Examinations/Qualifications' (a table with Source test, Source test, Merit, and Achieved), 'Work Experience' (Source test, Source test, Source test, Duties included: Source test), 'Hobbies and Interest' (Source test), and 'References' (References available upon request). Two red arrows point to the top and bottom margins of the CV page. The status bar at the bottom shows 'Page 1 of 1' and navigation arrows. The Windows taskbar at the bottom shows the Start button, 'Notes - Microsoft Outlook', 'Print Ready', 'Create your CV | The So...', 'View/Print CV - Windo...', 'Document3 - Microsoft ...', and the system tray with the time '13:06'.

Print Preview

Turn headers and footers on or off (Alt+E)

Source Test Source Test

Source Test

SOURCE TEST  
Tel: Source test  
Email: lewis.jones@suffolk.gov.uk

**Personal Profile**

Source test

**Key Skills**

- Source test

**Education**

- Source test
- Source test
- Source test

**Examinations/Qualifications**

Source test	Source test	Merit	Achieved
Source test	Source test	D	Achieved
Source test	Source test	D	Predicted

**Work Experience**

- Source test, Source test

**Duties included:**  
Source test

**Hobbies and Interest**

Source test

**References**

References available upon request.

Page 1 of 1

Start | Notes - Microsoft Outlook | Print Ready | Create your CV | The So... | View/Print CV - Windo... | Document3 - Microsoft ... | 13:06

# Using Google Chrome

Step 1 – Make sure the Header and footers at the bottom of the page on the left is un-ticked.

The screenshot shows a Google Chrome browser window with several tabs open. The active tab is 'View/Print CV'. The address bar shows the URL 'apps.thesource.me.uk/cvbuilder/cvbp.asp'. The print dialog is open, showing the following settings:

- Total: 1 sheet of paper
- Print button and Cancel button
- Destination: \\svr-prn309\FollowMePrint
- Pages: All
- Copies: 1
- Layout: Portrait
- Colour: Black and white
- Margins: Default
- Options: Headers and footers (unchecked), Two-sided (checked)

The CV content on the right includes the following sections:

- Source Test Source Test**
- Source Test
- SOURCE TEST  
Tel: Source test  
Email: lewis.jones@suffolk.gov.uk
- Personal Profile**
- Source test
- Key Skills**
- Source test
- Education**
- Source test
- Source test
- Source test
- Examinations/Qualifications**
- Source test      Source test      Merit      Achieved
- Source test      Source test      D      Achieved
- Source test      Source test      D      Predicted
- Work Experience**
- Source test, Source test
- Duties included:**
- Source test
- Hobbies and Interests**
- Source test
- References**
- References available upon request.

A red arrow points to the 'Headers and footers' checkbox in the 'Options' section of the print dialog, which is currently unchecked.