Instructions for ADA Compliant Curriculum Vitae for the McNair Application Packet

These instructions are to accompany the ADA Compliant CV Template found on McNair Application page. Please read the entirety of these directions before starting.

The ADA compliant CV document is set with 1-inch margins, using Times New Roman 12-point font, please do not change these. On the second page of your CV, open the header and insert your last name before the page number and remove the comment underneath the page number. All entries should be organized in reverse chronological order, the most recent entry is the first, and the oldest entry is last. If you are still doing something use "Month, Year – Present."

Things to keep in mind: Each page should have a heading title, so if a section continues onto the next page use "Heading (continued)" to designate the section continues. In some instances, the beginning of a section will start at the bottom of a page, if this happens, then make sure a full entry fits. If an entire entry does not fit at the bottom of the page, use a page break before the section in order to start the section on a new page.

How to Format the Components - Please read these directions carefully and closely.

- **Styles –** *"Style Used"*

  Styles must be utilized. The template has the styles already attached to it and are clearly labeled for your use. These can be found under the "Home" tab.

- **Tables**

  All tables must have alternate-text. To edit the alternate-text, and **you need to do this for EVERY table**, click on the words in the table, right-click, click on "Table Properties…," under the "Row" tab make sure both "Allow row to break across pages" and "Repeat as header row at the top of each page" are both checked. Under the "Alt-Text" edit the "Title" and "Description."

  To view the tables embedded follow these directions: click on the words within the table, at the top of the document a new tab will pop up labeled "Table Tools." Click on "Layout," then on the left-most side in the Table column select "View Gridlines." Now you should be able to see all the tables in the document. The heading is left-justified and the date is right-justified.

  Sections that use tables: Education, Honors and Awards, Related Work Experience, Other Work Experience, Community/Volunteer Service, Leadership Experiences, and Conference Attendance.

- **Bulleted Lists** – *"CV Bullet List"*

The style "CV Bullet List" will automatically format your list, so you just need to add to the list as needed.

- **Headings** – *"CV Heading"*

All headings are labeled with the "CV Heading" style such as the "Education" and "Research Interests" heading.

- **Name and Address** – *"CV Title" & "CV Address"*

To start, the "CV Title" is for your name at the top of the CV. The address uses the "CV Address" style. Both of the styles should be set, so you don't need to change the style for them.

- **Check ADA Compliance (YOU MUST DO THIS)**:

  1. Go to File
  2. Under Info click "Check for Issues"
  3. Click "Check Accessibility"

It will let you know if you made an error somewhere, with a brief description on how to fix it.

Styles Used for the CV Headings

Name and Address – *"CV Title" & "CV Address"*

Education – *"CV Paragraph"* **(Uses a table which is how the dates are right justified.)**

Research Interests – *"CV Bulleted List"*

Publications – *"Normal"*

Public Presentations – *"Normal" & "CV Paragraph"*

Course Presentations – *"Normal" & "CV Paragraph"*

Research Experience – *"Normal" & "CV Paragraph"*

Honors and Awards – *"CV Bulleted List"* **(Uses a table)**

Internships – *"Normal" & "CV Paragraph"*

Undergraduate Teaching Assistantships – *"Normal" & "CV Paragraph"*

Related Work Experience – *"CV Paragraph"* **(Uses a table)**

Other Work Experience – *"CV Paragraph"* **(Uses a table)**

Community/Volunteer Service – *"CV Paragraph"* **(Uses a table)**

Conference Attendance – **(Uses a table)**

Memberships and Affiliations – *"CV Bulleted List"*

Professional Training and/or Workshops Attended – *"CV Paragraph"* **(Uses a table)**

Specialized Certifications (and Licensure(s)) – (Uses a table)

Special Skills and Abilities – *"CV Bulleted List"*

How to Make Your CV an ADA Compliant PDF

1. In Word, Under ACROBAT click "Preferences."
2. Under "Settings" the Conversion Settings are Standard, and all the boxes are checked EXCEPT "Attach source file" and "Enable advance tagging."
3. Under "Security" the box for "Enable text access for screen reader devices for the visually impaired" is checked. If not, check "Restrict editing and printing of the document. A password will be required in order to change these permission settings." Then check "Enable text access for screen reader devices for the visually impaired" and uncheck "Restrict editing and printing of the document. A password will be required in order to change these permission settings."
4. Under "Word" the box for "Convert footnote and endnote links" is checked.
5. Under "Bookmarks" the box for "Convert Word Headings to Bookmarks" is checked.
6. All done with the Word half, onto the PDF half. Go to File, Save As.
7. Change the File name to all lowercase letters and use underscores for spaces.
8. Change Save as type to PDF.
9. Click on "Options" and make sure "Document structure tags for accessibility" is checked.
10. Open the PDF and go to File, Properties.
11. Under "Description" add a Title and Author if needed.
12. Under "Advanced" make sure the Language is set to English.
13. Click OK.