

## *How do I... format a Candidate's CV and make a public version?*

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This tutorial will show you how to format a candidate's CV ready for emailing to clients. You may like to do this if you want to conceal the identity and address of the candidate, or insert your company logo. You can store as many versions of a CV as you like in the CV database or attach them all to a candidate record.

This tutorial assumes that you have imported a CV to the database and we will use this as the original CV. You don't need to create a candidate record to do this but to show the process more effectively we will use a registered candidate.

Firstly find the candidate record using the quick search tool.

Navigate to the Attachments tab and you will see the original CV. Right-click on the icon and choose the option 'Create edited CV with Word'.

You are now asked to enter a new name for the CV to identify that it is a copy. You might like to add a number on the end for instance.

The CV will now open in Word and you can make your changes.

When you are happy with the changes you have made, just click Save and close Word. The CV has now been saved in the CV database and you now have 2 CV icons in the Attachments panel. You now need to tell Recruit Studio which CV is the version to be emailed to clients. Recruit Studio will automatically select the public CV and attach it to an email when you want to send it to a client. To tell it which is the public CV, right-click the CV and choose 'Make public'.

So now you are all set to email the CV out to a client.