# Instructions: KSOM CV (2015) for Mac Computers

We have created a new KSOM CV template to use to prepare dossiers for appointments and promotions. We have tried to streamline the categories, and to also make it easier to make entries with consistent formatting. However, it will require a little getting used to…..

1) Table format: All of the fields where data will be added are in Table Format.

2) Before you start working on the new CV, pull down the TABLE menu in WORD, and select "Gridlines". This will make it so you can "see" the Tables that are in the CV template.
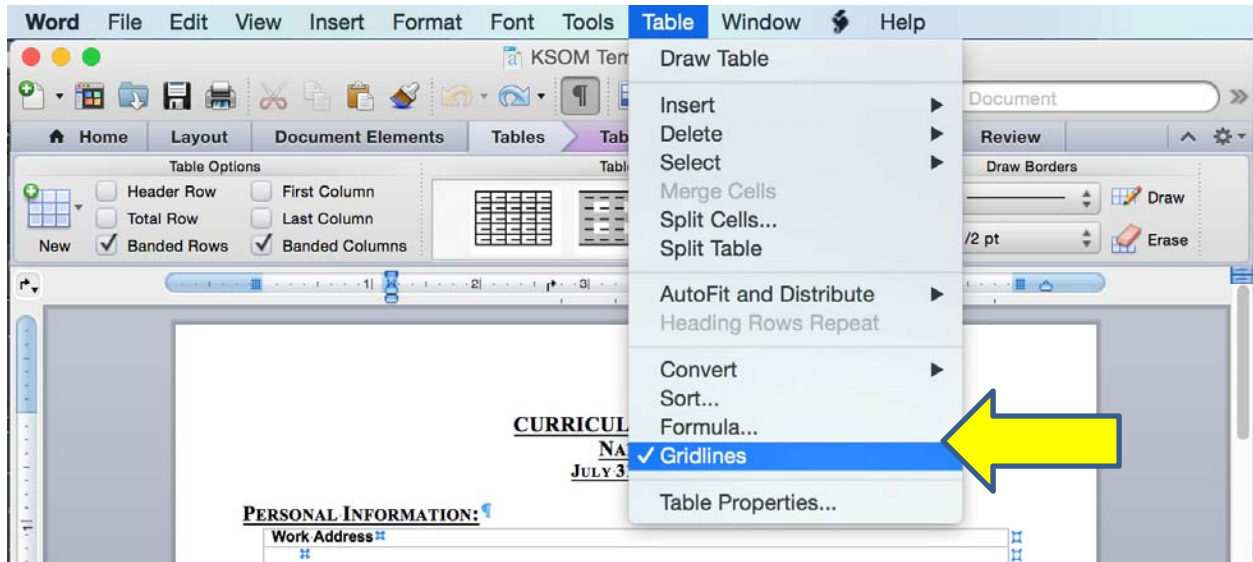
3) All data should be entered into Tables using the table format that is established in the CV template.   The first line below each category is the "GUIDE"—a line in italics, which tells you what to put in each cell in that section . In the template, there is one blank line below the Guide that has the same formatting as the GUIDE line, but without italics.

4) **To add new line to a table**, <u>click on the last line</u> (not the Guide line) of the table, click on insert, then on Add Row BELOW as needed.   If you add too many rows, you can delete by highlighting the rows and then clicking Cut or Delete Row.
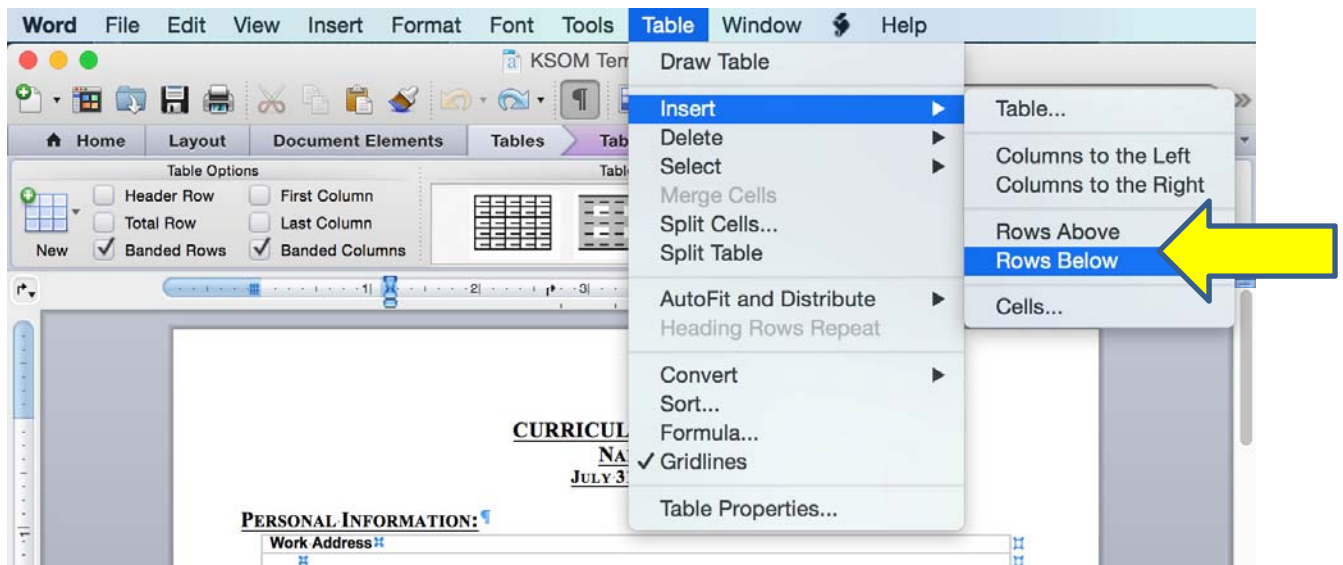
5) "Education", please enter the following: High School, College, University, Graduate and/or Medical School

6) "Post Graduate Training": Please enter the following: Internships, Residencies, Clinical Fellowships, Postdoctoral Fellowships)

7) "Graduate and Medical Student Mentorship": Please enter the names of each graduate or medical student trainee for whom you were the primary mentor. If you shared primary mentorship, enter an asterisk.

8) "Post-Graduate Mentorship": Postdoctoral Fellows, Residents, Medical Fellows, Visiting Scholars or if you host someone with a sabbatical.

9) Publications: Please enter each as follows:

   a. list in ascending chronological order (with most recent articles at the end).
   b. Bold the name of the Faculty Member,
   c. Asterisk (*) each trainee.
   d. For Co-First Author or Co-corresponding or senior author Two Asterisks (**)

10) Erase unneeded categories. If categories need to be added back later, go back to original template, copy category and table needed, and paste it back into the CV you are working on.

11) New Categories needed that are not in the template: Contact Faculty Affairs, and we will add a new category for you, OR, tell you what category to use for your data.

12) When your CV is done, you may eliminate the top (italicized) line of each category.

13) Deselect VIEW GRIDLINES.

14) VOILA! Go ahead and print!