

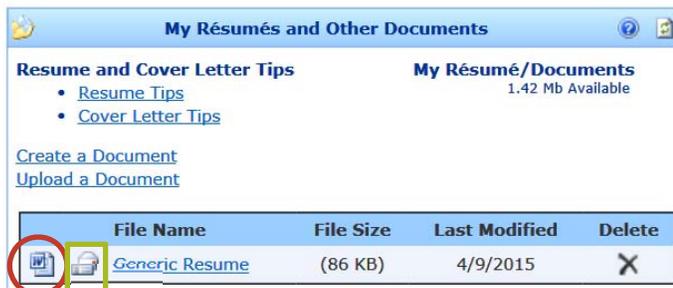
# Save the Résumés

## A How-to Guide for Saving your IdahoWorks Documents before May 29, 2015

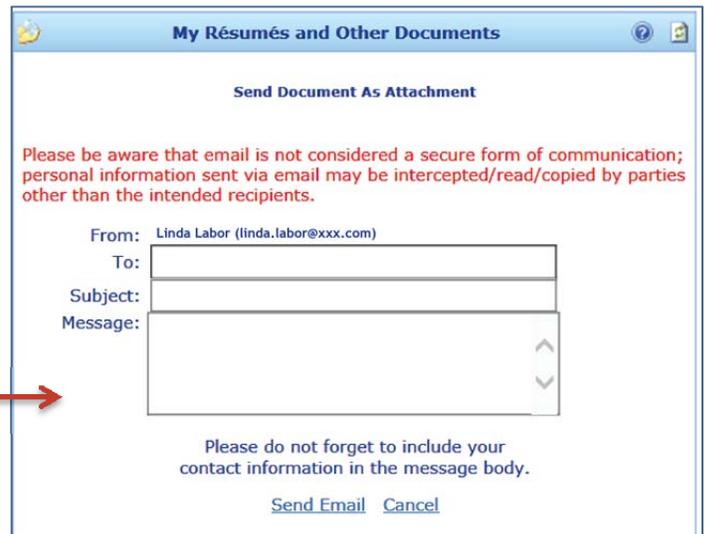
The new IdahoWorks job search system is changing. If you have résumés and other documents saved to your current IdahoWorks account **THEY WILL NOT TRANSFER INTO THE NEW SYSTEM.** The following step-by-step instructions will show you how to email the documents to yourself. You can then upload them to your new IdahoWorks account after June 1, 2015.

**Do you have an email account?** In the new IdahoWorks, job listings can be emailed to you. In addition, passwords can be retrieved using your email account. You can set up a free email account from one of several providers including [gmail.com](http://gmail.com), [yahoo.com](http://yahoo.com) and [live.com](http://live.com).

**Option 1:** Once you have your email address, log into your current [IdahoWorks account](#). Scroll to the bottom right of the homepage where you will find your documents under “My Résumés and Other Documents.”



Click the envelope icon next to the file name. That will open a window (see next image) where you can send the document to your personal email address. You must fill in all the boxes. Repeat these steps for each document you want to save. Delete those you don't need by clicking on the “X.”



When the email arrives, you can open or save the attachment. Your computer will need to have Microsoft Word or other document management program such as Google Docs, One Drive or Pages, to open and then modify the file. Save it so you can upload it into the new IdahoWorks later.

**Option 2:** Save your file(s) to a USB flash drive (thumb drive). To do that, insert the flash drive into the USB port on the computer. Click on the Word icon (see circled icon in graphic above) to open the document, then choose “Save As” and navigate to the flash drive to save it. **Ask a consultant in the lobby to help you if you need assistance.**

After June 1, you can upload your résumé in Microsoft Word format directly into the new system or you can use the online step-by-step process to create a new résumé.