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Multimedia-Resume for Windows
Version 1.0

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Multimedia-Resume for Windows
Use it to get that special interview you really want.

Multimedia-Resume for Windows is a multimedia resume presentation program.   Along with the standard text found in every resume, Multimedia-Resume for Windows allows for the presentation of audio clips, images and video. This multimedia presentation can make your resume have tremendous impact.

Multimedia-Resume for Windows is easy enough for anyone to use. All you do is prepare a single text document that the program reads and uses for your resume presentation. If you wish to include audio, image or video in your resume you simply include these files on you presentation disk and include their file names in your text document. This help manual will assist you with the preparation of your text file in addition to help with preparing audio, image and video files for use with Multimedia-Resume for Windows.

The author has considerable knowledge in resume preparation as well as extensive experience in the hiring of personnel. This manual also includes practical information on what a good resume contains and the types of information one can place in a resume that make it stand out from the ordinary.

Quick Start for Impatient New Users

Take a look at the file RESUME.TXT. Multimedia-Resume for Windows looks for an ASCII file of this name to use to control the contents of your resume. The text document that you put together for your resume must be called RESUME.TXT. In addition, it must be an ASCII text, ie. one that contains only printable text and no imbedded font or formatting characters. The Windows Notepad program is a simple word processor that produces ASCII documents and if you use this program to prepare your RESUME.TXT file it will work correctly.

The RESUME.TXT file tells the Multimedia-Resume for Windows program how to format the appearance for the title page for your resume and additional presentation pages as well. This simple example creates a resume with the following features.

```
1. The bold word "Resume" at the top of the page.
2. The users name and address at the left.
3. A picture of the user at the right.
4. A single row of buttons at the bottom of the page that
takes you to additional user pages.
```

Number 1 above is created by including the following in the RESUME.TXT file.

```
<Title>
(Font) Roman
(Size) 36
(Color) BLACK
(Position) 260 30
RESUME
```

Number 2 is created by the following.

```
<Title>
(Font) Arial
(Size) 24
(Color) LIGHTBLUE
(Position)   50   160
Albert Einstein
Technical Expert, 3rd Class
Swiss Patent Office
Bern, Switzerland
```

Number 3 is created by this.

```
<Image>
(Position) 360 100
einstein.bmp
```

Number 4 is created by including the following.

```
<Buttons>
Education
Employment
Experience
Voice
Images

(Voice)
welco.wav

(Images)
family.bmp
                        A family picture with wife Mileva and son
                        Hans

(Education)
Zurick Polytechnic, Mathematics and Physics, 1896-1900.
(Education)

(Employment)
Substitute teacher of Mathematics, Winterthur Technical
School, May-July

Technical Expert, Swiss Patent Office, Bern, June 1902 to
date.
(Employment)

(Experience)
Private tutoring, mathematics and physics, 1900-1902.
(Experience)
```

The Structure of the RESUME.TXT File.

Here is a detailed example of a RESUME.TXT file that uses all of the features of Multimedia-Resume for Windows. This file is RESUME2.TXT. Comments are interspersed throughout the document and appear in light blue.

<Title>
Text that is to appear on the title page begins with "<Title>".
(Font) Roman
(Size) 36
(Color) BLACK
(Position) 260 30
There are four properties that can be attached to text. These are font type, size, color and starting position on the screen. These properties are declared with a line starting with "(Font)", "(Size)", "(Color)" or "(Position)", followed by the parameter(s).
RESUME
The line above is the actual text you wish displayed on the title screen.

<Title>
(Font) Arial
(Size) 24
(Color) LIGHTBLUE
(Position)   70   160
Theron Wierenga
349 West Webster Ave.
Muskegon, MI 49440
(616)-722-1602
Here is another example of title page text using Arial stlye font, 24 pixels high, LIGHTBLUE color (Note: the colors are placed in all caps and can be BLACK, BLUE, GREEN, CYAN, RED, MAGENTA, BROWN, LIGHTGRAY, DARKGRAY, LIGHTBLUE, LIGHTGREEN, LIGHTCYAN, LIGHTRED, LIGHTMAGENTA, YELLOW and WHITE), and the first line starting at position x = 70 and y = 160 on the screen. The normal VGA screen size is 640 x 480.

<Image>
Images that are to appear on the title screen start with "<Image>".
(Position) 360 90
This places the upper left corner of the image to be displayed at x = 360, y = 90.
tjw2.bmp
The actual file name, with .BMP extension. Any image file must be in the Windows bitmap format and have the .BMP extension.

<Buttons>
Objective
Experience
Education
Employment

Volunteerism
References
The buttons above are user defined, ie. they can be any single word as long as it fits on the button. These buttons will display a block of user text that should match the button description. Only text can be displayed, multimedia is displayed with special buttons described below. Typically, a minimal resume should have Education, Experience, Employment and References. Other specialized topics are appropriate given the type of position the user is seeking. There is space for two rows of six buttons. An Exit button will automatically be positioned in the lower right corner, leaving a maximum of eleven other buttons the user can choose.
Video
Voice
Images
These three special buttons define multimedia functions. "Video" will display an .AVI format video movie clip, "Voice" will play a .WAV format sound file and "Images" will display a slide show of .BMP format image files.

Every button that is defined must have data to accompany it, either text for the user defined buttons, or file names for the multimedia buttons. The data for these buttons begins with the button title placed in parenthesis. For example, below we have "(Video)" followed by the .AVI file name "d604b.avi". The file name must be on the line following "(Video)" and the file name must be followed by a blank line for a separator. The same format is used for "(Voice)", however, "(Images)" uses a different format. While only one Video or Voice file is allowed, multiple images files can be displayed as a slide show. After each file name a single line is allowed as a caption for each image file. After the last file name and caption a blank line is again used as a separator.

(Video)
d604b.avi

(Voice)
welco.wav

(Images)
bert.bmp
My son Bert, now 10 years old.
test_img.bmp
This is just a test image that was created to serve as an example.

Each one of the text buttons must have a data section that begins and also ends with the button name enclosed in parenthesis. Because the text can be a few lines or many, with blank lines possibly separating paragraphs, an ending button name in parenthesis is also needed to mark the end of this button's text.

(Objective)
Your text here.
(Objective)

(Education)
Your text here.
(Education)

(Employment)
Your text here.
(Employment)

(Experience)
Your text here.
(Experience)

(Volunteerism)
Your text here.
(Volunteerism)

(References)
Your text here.
(References)

When putting together your resume try using a copy of one of the RESUME.TXT files. Simply change the title page content to suit your needs. Remember to change the file names you will be using for images, voice and video as well. Then choose which buttons you desire for your resume and place them under the <Buttons> command. For every button make sure you have text for user defined text buttons and file names for the multimedia buttons.

Help With Creating Video, Voice and Image Files

Voice Files in .WAV format.

The creation of a voice file (also called a sound file) requires a sound card and a microphone. Many inexpensive sound cards come without a microphone so you may have to purchase this separately. Just about any inexpensive high impedence microphone will work. I found the one which came with my son's toy tape recorder works just as well as the one included with my deluxe sound card. Look for one at Radio Shack if you need to purchase a microphone.

While there are a large number of sound recording programs, Sound Recorder, supplied with Windows, will work just fine for you. It can be found under Accessories in Windows 3.1, and under Accessories and then Multimedia in Windows 95.

In Windows 95, suggested settings are PCM for Format, 22,050 Hz., 8 bit Mono. These settings will produce a good quality monaural sound file.

Image FIle in .BMP format.

Image files must be in Windows bitmap format. Most devices that produce images files, scanners and digital cameras, can produce a .PCX format file if they do not produce a .BMP file. You can easily change a .PCX file to .BMP format by reading it into Windows Paint (found in the Accessories window) and then saving it as a .BMP file.

The two easiest ways to produce an image file are with a scanner or digital camera. A scanner offers more flexability in terms of producing just the right size image for your screen layout. These files must be 256 level grayscale or 256 palette color. This format provides good looking images that do not occupy an excessive amount of file space. If you don't have a scanner or digital camera, perhaps you know of someone who does and can help you with this. Another possibility is companies who will scan images for you and place the image files you need on disk.

Choose image sizes that are reasonable. They should not be too small or they look unprofessional. 150 pixel square images should be about the smallest you use. The maximum size height should be about 350 pixels, however the width could be full screen or 640 pixels. Images will be centered when displayed with the Image button, images on the title page can be placed anywhere by the user. Be sure you check out the appearance of your images. Poorly placed or low quality images will detract from your resume.

Video Files in .AVI format.

Video movie files take considerably more expertise to produce than sound or image files. Your video file must be in Windows .AVI format. You will need a video capture board, and the software needed to drive this board, in your computer along with a video camera. You can easily spend $500. for a good video capture board and as much or more for a video camera. An alternative is something like the Connectix QuickCam for Windows, currently priced at about

$200. for the color model. This simple device connects to your printer port and keyboard and can produce images or movies. You can get reasonable results with the QuickCam, although this device does not work well in low light conditions. In addition you will need a powerhouse computer to get the frame rate up to reasonable appearance. A 133 Mhz. Pentium is about the minimum you should use.

While it's true a video introducing yourself to a prospective employer is impressive, unless you have the technical ability to produce such a file, you may wish to stick with voice and images for your presentation.

Some Suggestions for a Quality Resume

There are many sources available that cover how to produce a quality resume. Along with many published books your school probably has a counseling or placement office that can help you with information on this subject. If you have Internet access, just do an online search for "resume writing" and you will find all you ever wanted to know about resumes and more.

There are a few fundamental properties that any quality resume should follow.

1. The purpose of a resume is not to land you a job, but to get you an interview. Your resume should contain information that will not only interest a prospective employer, but will induce them to give you an interview. Ask yourself, "What information did I provide to interest a prospective employer enough that they will want to interview me to find out more about this area."

2. Your resume should look immaculate. Along with your copy of Multimedia-Resume for Windows you should include a printed copy. Unfortunately, not all people involved in interviewing and hiring use a computer. Your printed copy should be typeset on expensive bond paper, white or light cream or gray, and contain absolutely no spelling or gramatical errors. Laser printers are OK, but don't make it look like it came off a typewriter. You want to put your best foot forward so a simple rule is that any form of resume, electronic or printed, should look like it was produced for a Presidential briefing!

3. After you think you have your resume finished, prepare yourself to revise it several times. Have several friends read it and offer advice. Continue to re-write and improve your content. Quite often resume authors skip over things they feel are not important or impressive. You shouldn't add trivia, but don't spare solid items. Areas outside of the particular work you seek may demonstrate your overall skills and leadership. Ask yourself what is special or impressive in your resume that will stand out in the group your prospective employer will be scanning.

Registration

This above all,-- to thine own self be true;
And it must follow, as the night the day,
Thou canst not then be false to any man.
Hamlet, Act i, Sc. 3.

If you use Multimedia-Resume for Windows program, please support the author and register (buy) your copy. You will receive the current version of the program on disk along with additional templates. You can pay for your registration in several ways.

1. Mail your check or money order ($22. in U.S. funds drawn   on a U.S. bank) to Theron Wierenga, P.O. Box 595, Muskegon, MI 49443. The registration form can be easily printed by just clicking on Print when the form is displayed. Click the right arrow above to see the form.

2. Call our Customer and Technical Support line at 847-854-0489, and pay with your Visa or MasterCard.

3. Send an email with your Visa or MasterCard number and   expiration date to twiereng@remc4.k12.mi.us.

```
                       Registration Form
            Multimedia-Resume for Windows, Ver. 1.0


Name__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

Address__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

City__ __ __ __ __ __ __ __ __ __ __ __ __ __State__ __Zip__
__ __

Email address (if available)__ __ __ __ __ __ __ __ __ __ __ __
__ __

Registration fee . . . . . . . . . . . . . . . . . $20.00 __ __
__ __

Registration fee (Outside the USA) . . . . . . . .  30.00 __ __
__ __

Borland C/C++ program code . . . . . . . . . . .  20.00 __ __
__ __

Shipping . . . . . . . . . . . . . . . . . . . . .       __
2.00 __

Total enclosed . . . . . . . . . . . . . . . . . .       __ __
__ __
             (All prices are in U.S. dollars.)

Method of payment:  Check or MO__ __ __MasterCard__ __ __Visa__
__ __

Account number__ __ __ __ __ __ __ __ __ __ __ Expir. date__ __
__ __

Signature (necessary) __ __ __ __ __ __ __ __ __ __ __ __
__ __

How did you receive your copy of this program?__ __ __ __ __ __
__ __


__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __
```

Suggested improvements__ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
__ __

  Multimedia-Resume for Windows, Ver. 1.0 is a software product
  of

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             http://www.novagate.com/~wierenga/

Ombudsman Statement

This program is produced by a member of the Association of Shareware Professionals (ASP). The ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536 or internet 70007.3536@compuserve.com.