

Downloading CV's from Chameleon-i to your local PC

If you need to download a previously loaded CV from Chameleon-i back to your local PC, for example if it must be edited or if it is to be manipulated outside Chameleon-i, follow the steps below.

Often, user settings on your PC cause CV's to open in a separate browser window when they are opened, if this is the case they cannot be saved to the local PC, we must instruct Internet Explorer to treat CV files differently.

1 Open **Windows Explorer** on your local PC by right-clicking on the **Start** button

2 Select the **Tools** menu, and select **Folder options**

3 Select the **File Types** tab, locate and highlight your CV type in the list (usually DOC)

4 Press the **Advanced** button and ensure that the option "Confirm Open After Download" is ticked ON and "Browse in Same Window" is ticked OFF

5 Select **OK** then **Close** to return to the **Explorer** window

6 Now in Chameleon-i, when the **Word CV** button is pressed you will be prompted to open or save the file. Select **open**, this will open the file in Microsoft Word rather than in a new browser window.

7 To reload this document into Chameleon-i (perhaps after editing) you should use the **Attach CV** button and attach the edited document to the opened email message

