



# GOVERNOR'S TECHNOLOGY OFFICE

## LETTERHEAD GUIDE

### INTRODUCTION

Letterheads should be made ADA (Americans with Disabilities Act) compliant to ensure that all individuals, including those with disabilities, can access and understand the information presented.

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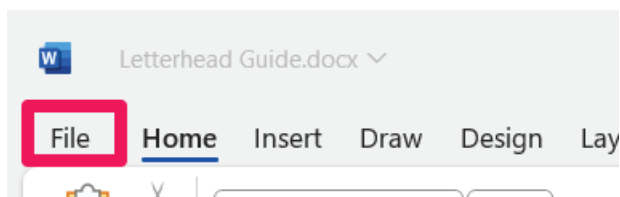
# SETTING THE DOCUMENT PROPERTIES IN MSWORD

The Suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

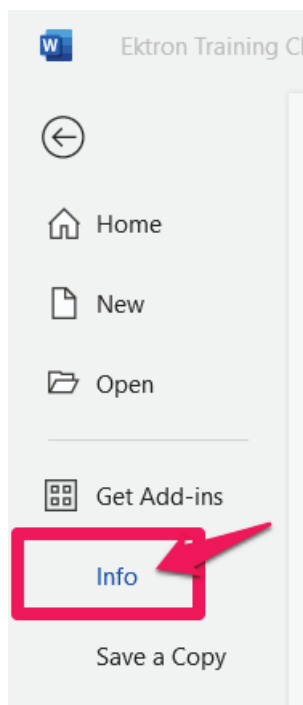
## CREATING/CONFIRMING A DOCUMENT TITLE

The first step in creating a compliant PDF is to give the document a title instead of a file name.

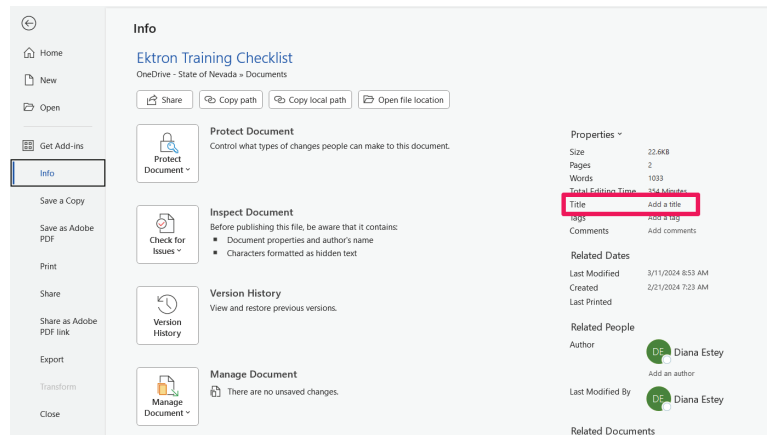
1. Click on "File" at the top of the menu bar.



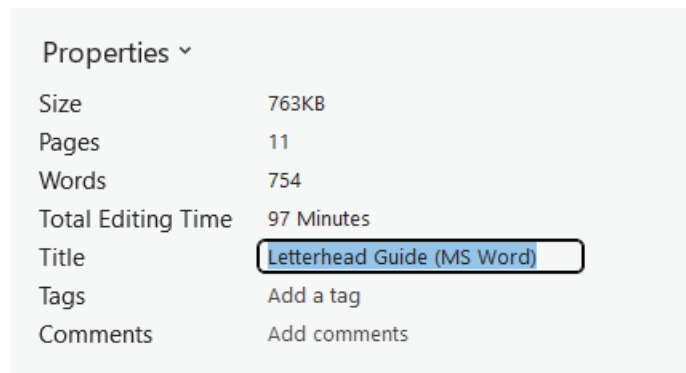
2. Select "Info" to open the Document Properties.



3. On the right side of the page under Properties, locate the title field. Is the title there? and does it appropriately describe the document? If yes, you are done. If not, proceed to Step 4.



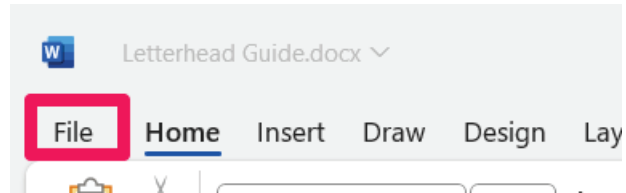
4. Click in the Title field and add an appropriate title



## SETTING OR CONFIRMING THE LANGUAGE IN MS WORD

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a Microsoft Word are:

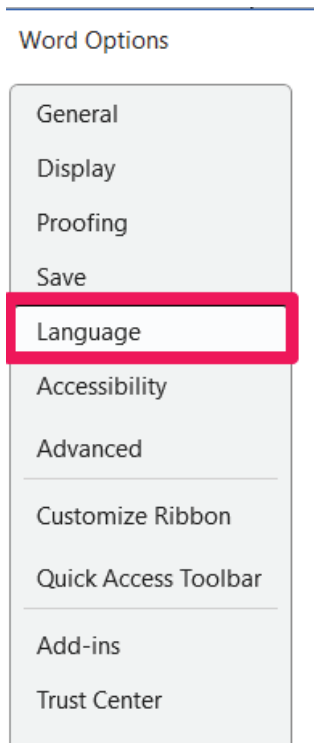
1. Click on "File" at the top of the menu bar.



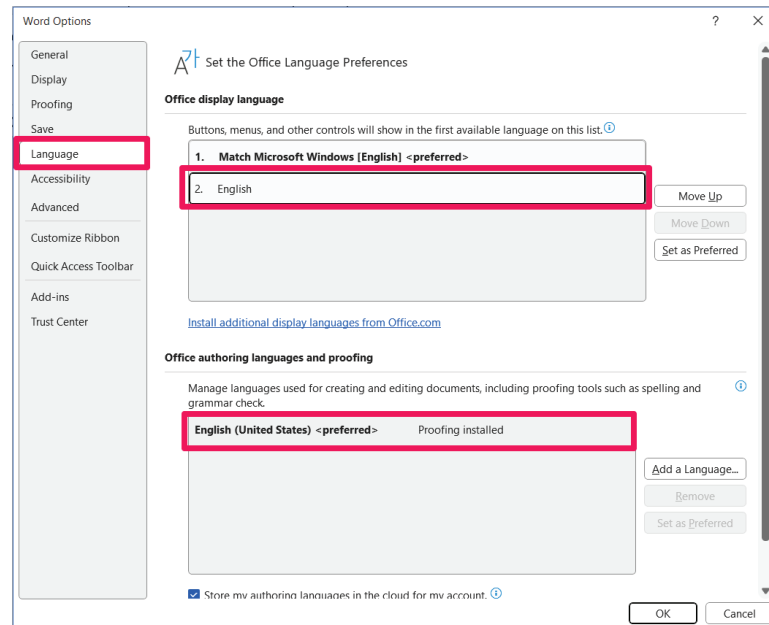
2. Choose "Options" from the menu list.



- When the Word Options dialog box appears, click the Language tab.



- Verify that English has been set as the preferred language.



**Note: If the document has been translated into Spanish or another language, make sure the appropriate language has been selected here.**

- Click the "OK" button to save any changes.

# CREATING COMPLIANT LETTERHEAD

By making the design of letterheads accessible, it improves the overall user experience for everyone. Accessible documents often benefit people who don't have disabilities as well, such as those with temporary visual impairments or in challenging reading environments.

Tools to create accessible letterhead:

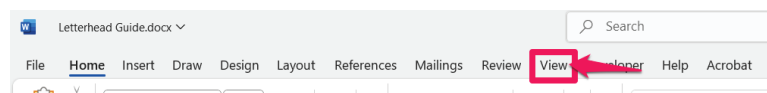
- Use Columns – Three or more columns.
- Customize the margins of columns.
- Use Breaks to be able to type in new columns.
- Show Paragraph.



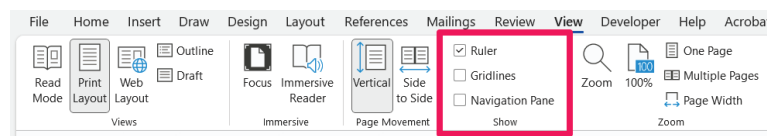
## SETTING UP THE RULER

### HOW TO SETUP THE RULER:

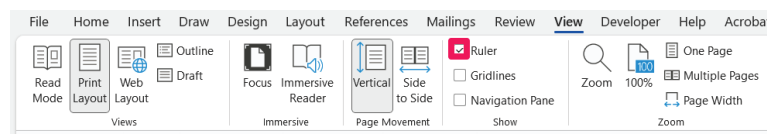
1. Click on the View menu.



2. Find the Show tools section.



3. Click the Checkbox for Ruler.

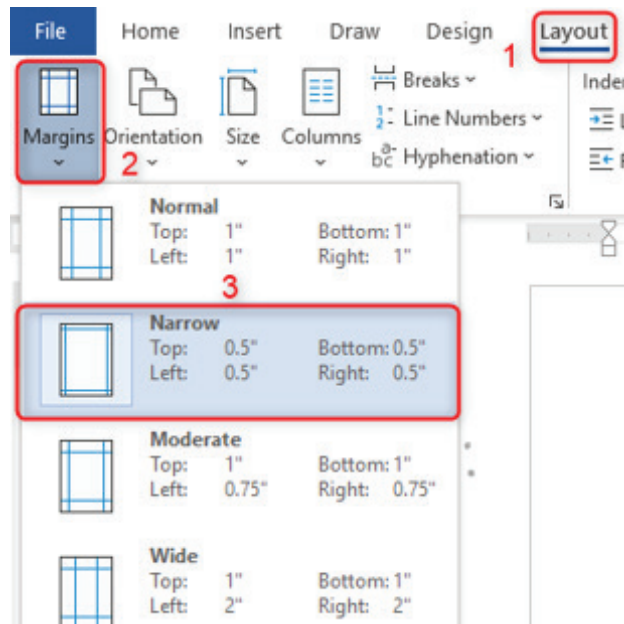


### ADVANTAGES OF THE RULER:

- Shows how the document is divided.
- Shows where text is going to be added.
- Helps with setting up/aligning letterheads.

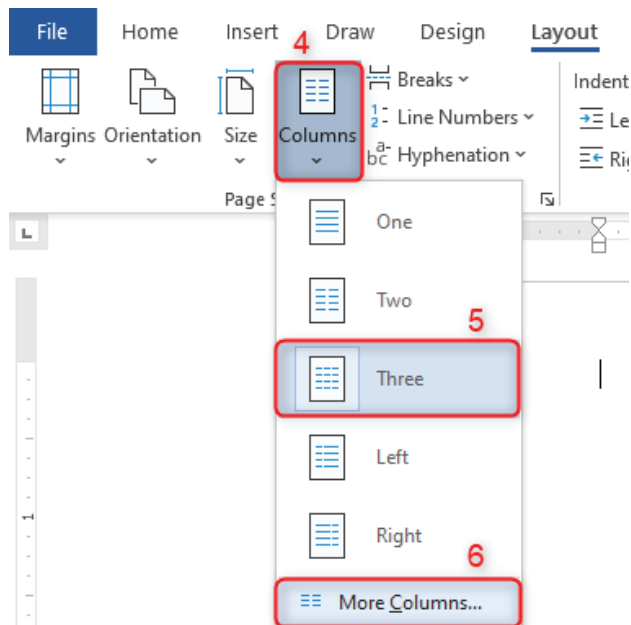
## SETTING UP MARGINS:

1. Go to the Layout Tab.
2. Click on Margins.
3. Make the Margins Narrow.



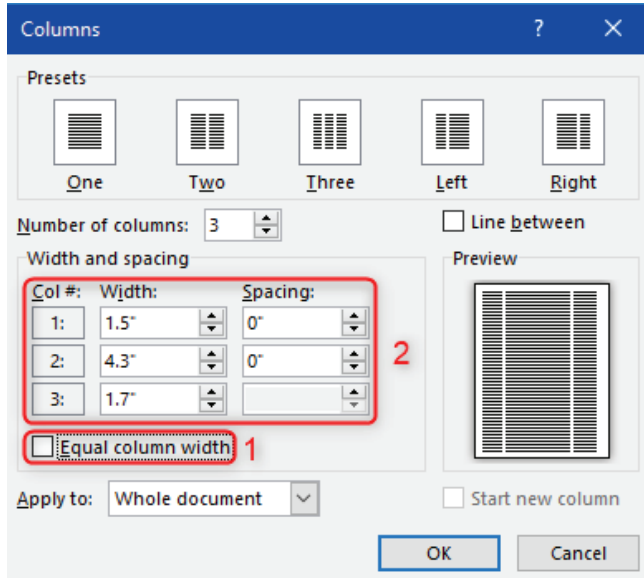
## CREATING COLUMNS:

4. Click on Columns
5. Set Columns to Three
6. Lastly open the More Columns box.



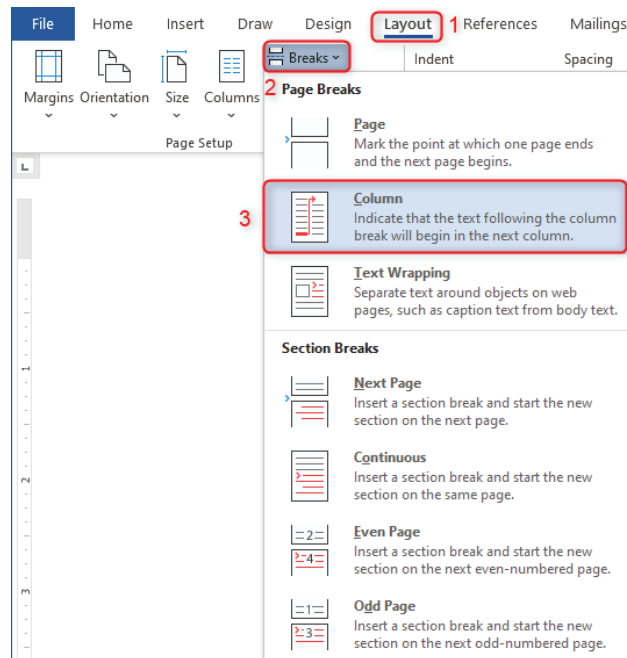
## SETTING COLUMN SIZES:

1. Uncheck Equal column width.
2. Change the column width and spacing.
  - a. Col 1: Width is 1.5" and Spacing is 0"
  - b. Col 2: Width is 4.3" and Spacing is 0"
  - c. Col 3: Width is 1.7" and Spacing is 0"



## HOW TO MOVE OVER TO THE NEXT COLUMN:

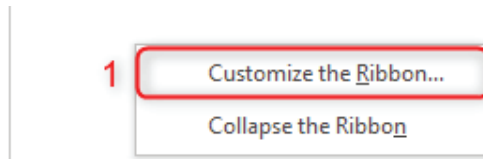
1. Go to the Layouts Tab.
2. Click on the Breaks dropdown.
3. Select Column



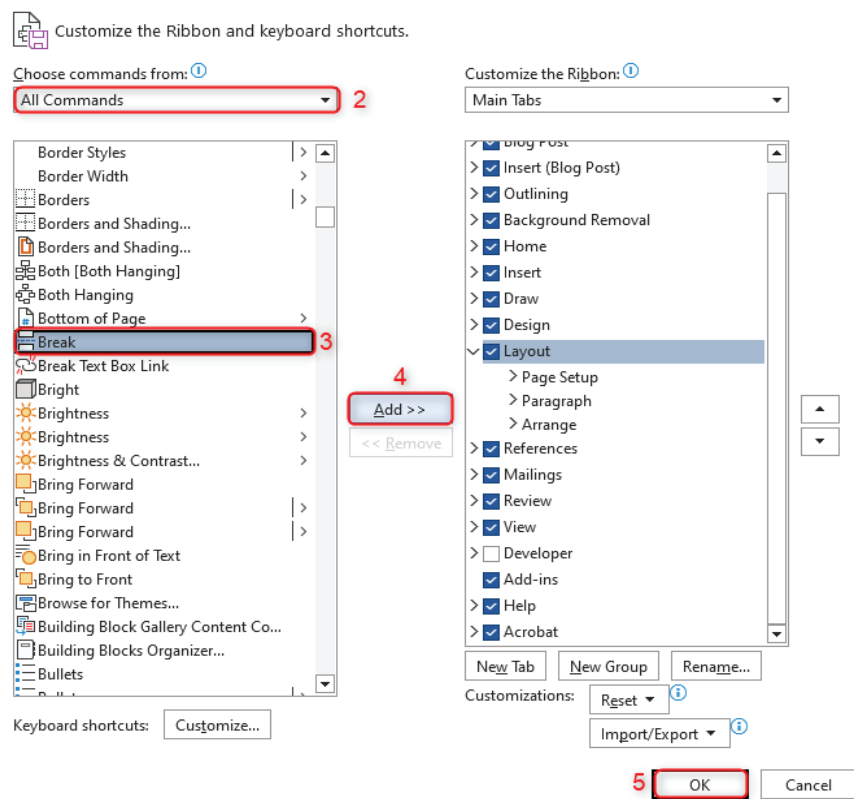
## ADDING BREAKS TO THE RIBBON

If there isn't a Breaks option in the Layout tab, follow these steps to add it:

1. Right click on an empty space in the Ribbon and choose Customize the Ribbon.



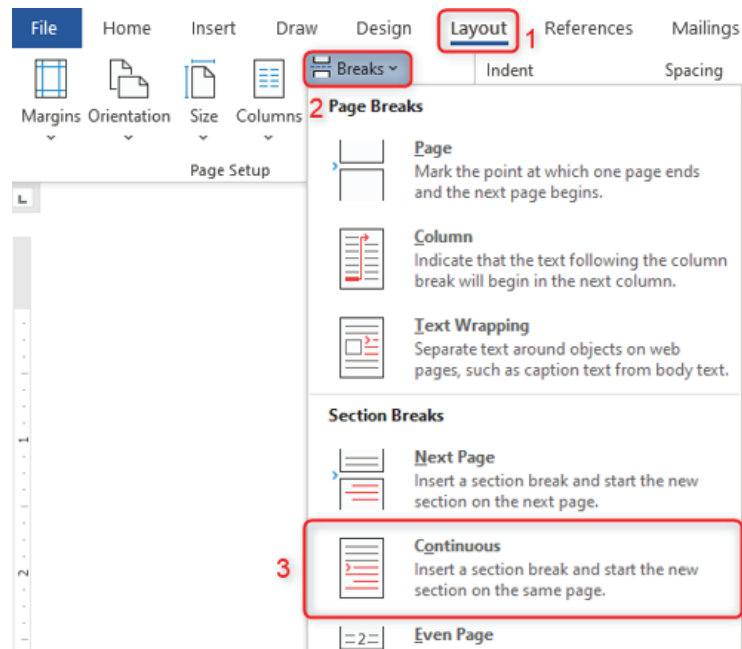
2. From the Commands list choose All Commands.
3. Select Break from the List.
4. Click on Add >>.
5. Lastly click OK.



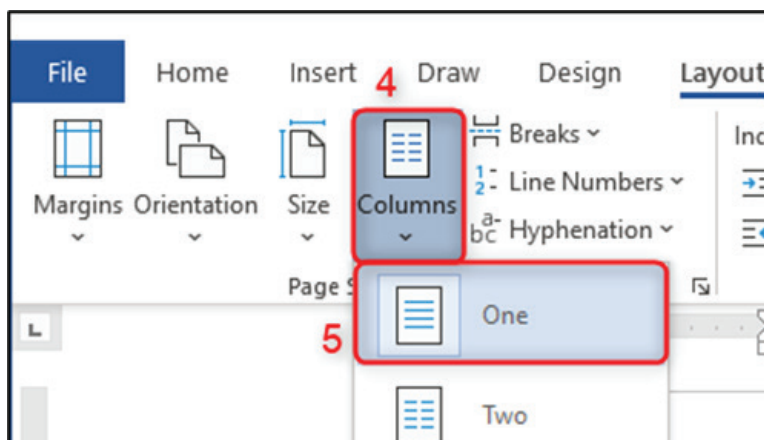
## CREATING A CONTINUOUS BREAK

To go back to a normal document, follow these steps:

1. Go to the Layouts Tab
2. Click on Breaks
3. Select Continuous



4. Click on Columns
5. Select One



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