Create Letterhead Using MSWord & Snipping Tool

Typically, agencies create their letterhead by using the Nevada State Seal with the Governor's name and title on the left of the seal and agency administrators on the right. Unfortunately, accessibility doesn't allow text to flow around images. To pass accessibility, the image must be in line with text. We recommend placing the letterhead in an image and applying alternative text.

1. Create letterhead like you normally would or open a document that has the letterhead you want in it.

2. Use the Snipping tool sn that comes with windows computers to take a screen shot of the header
   a. Open the Snipping tool
   b. Click New
   c. Draw around the header to select it as part of the image

3. In a new word document add the image taken in step 2
   a. Home > Header > Add Header
   b. Insert > Pictures > navigate to the image saved in step 2
   c. Click the Insert button

4. Right-click on the image and when the image below displays, click on it.
   a. And choose in-line with text
   b. Right-click the image and choose Edit Alt Text
   c. Enter the alternative text for the image. In this case it would be

   "The Great Seal of the State of Nevada, with the words State of Nevada, Brian Sandoval, Governor above the seal and the names of the board members to the left: Sherise Smith, PT, MSPT, CBHIS, Chairperson; Brian J Fearnley, PT, MPT, Vice Chair Person; James McKivigan, PT, DC, MPA, MA, Secretary/Treasurer, Tina Baum, PT, DPT, MSPT, WCS, ATC, CLT, Board Member and Dr. Mel Minarik, PhD, FACHE, public Member; and the Staff listed to the right of the Seal: Charles D. Harvey, MPA, Executive Director; Murliel Morin-Mendes, Licensing Coordinator; and Chelsea Venturino, Administrative Assistant."