

How to Modify or Create ADA Compliant Letterhead Using Columns

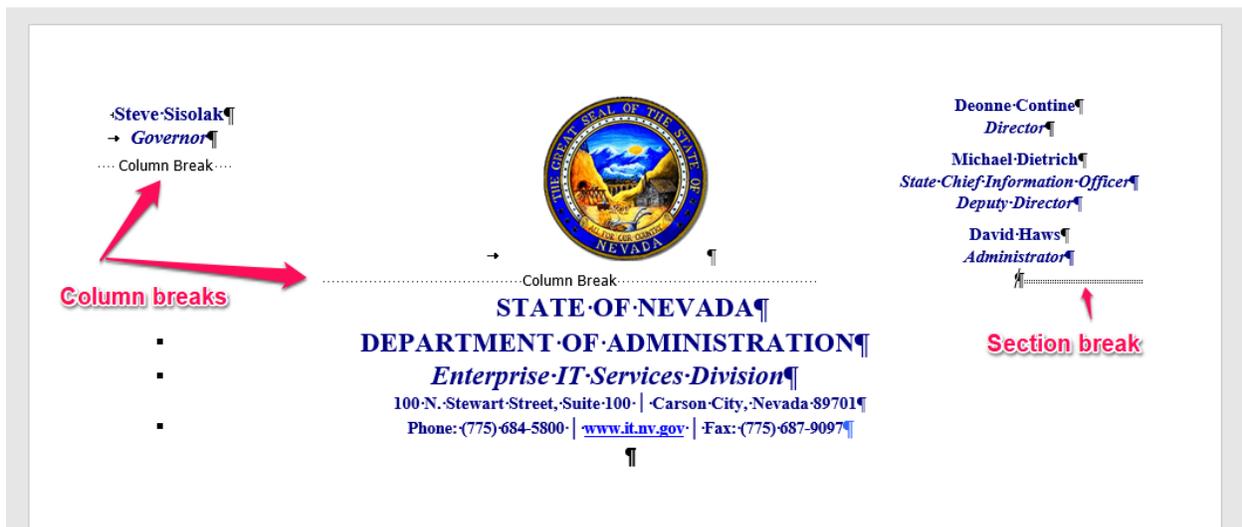
Overview

Typically, the difference between ADA compliant letterhead and non-compliant letterhead is the way text and graphics are placed using text boxes. Text boxes are inherently non-compliant. In addition, ADA requires all images to be inline with text. If the letter head has a logo and includes the names of the governor and agency administrators on one or both sides of the image, the image is not inline with text. When you change it to be inline with text the image appears either above or below the text.

Creating compliancy

For that reason, one way of creating ADA Compliant letterhead is by using columns. By placing the image in one column and text in other columns accessibility success criteria is met.

On the following page is an image detailing compliancy. The first section is made up of 3 columns containing two column breaks and an ending section break. The first and third columns contain editable text as does the second section that contains a single column.



Column and Section Breaks

Column Breaks

Removing column or section breaks will break the format of the document and more than likely end up making it inaccessible as well. Section breaks cannot be placed in a header or footer.

To apply columns to a document: click the Layout tab > choose columns and the number of columns needed. If the section is at the beginning of the document, you must have a continuous section break to end the column layout. If your column section begins in the middle of the document a continuous section break will be required before and after the column section. If the column section ends at the bottom of the page you may need to choose Next page instead of a continuous section break. **To adjust the size of columns: click the Layout tab > choose columns > More Columns**

Section Breaks

To insert a section break: click the Layout tab in the Page Setup Group and choose the type of section break.

Note: If the section is at the beginning of the document, you must have a continuous section break to end the column layout. If your column section begins in the middle of the document a continuous section break will be

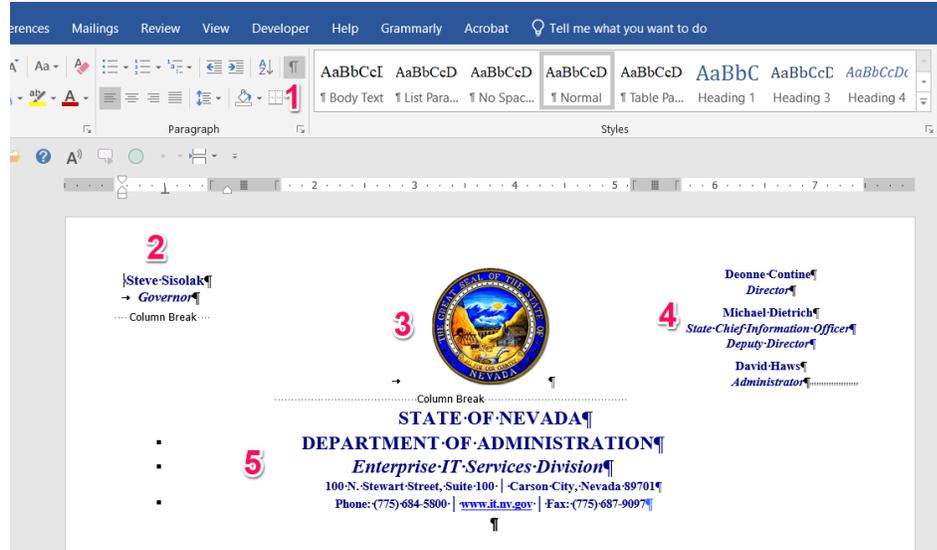
required before and after the *column* section. If the column section ends at the bottom of the page you may need to choose the *Next page* section break instead of a *continuous* section break.

To modify ADA compliant letterhead

Item 1: To see column formatting click on the *Show/Hide* formatting toolbar.

Items 2, 4 & 5 above: To update text in any column, highlight the text and type. The text in these columns can be modified just like any other text in a word document.

Item 3: to replace the image with a new image right-click the image and choose *Change Picture* and choose the image you want. This keeps the new image the same size as the original image.



Ensure letterhead is still ADA Compliant

After modifying letterhead and every time it is used run the accessibility checker to make sure it is still compliant.

To check accessibility in Microsoft Word: Click the File tab > select Check for Issues > Check Accessibility.

The Accessibility Results: A green check is an ADA accessible document.

