

Letterhead Guide

Contents

Document Title	2
Creating/Confirming a Document Title	2
Creating/Changing a Title	3
Setting PDF to Document Title	4
Changing or confirming the document title is set.	4
Setting or confirming the Language in PDF	6
Creating a Compliant Letterhead	7
Setting up the ruler	8
Creating ADA Compliant Letterhead	9
Adding Breaks to the Ribbon	11
Creating ADA Compliant Letterhead Last.....	12

CONTENT TOOL IS A POWERFUL TOOL FOR CREATING, EDITING, AND MANAGING THE CONTENT OF PDF DOCUMENTS. IT ALLOWS USERS TO ADD, DELETE, AND MODIFY TEXT AND IMAGES IN A PDF FILE QUICKLY AND EASILY. IT ALSO ALLOWS USERS TO CREATE AND EDIT ANNOTATIONS, BOOKMARKS, CONTENT TOOL, TO CREATE A REMEDIATED DOCUMENT.

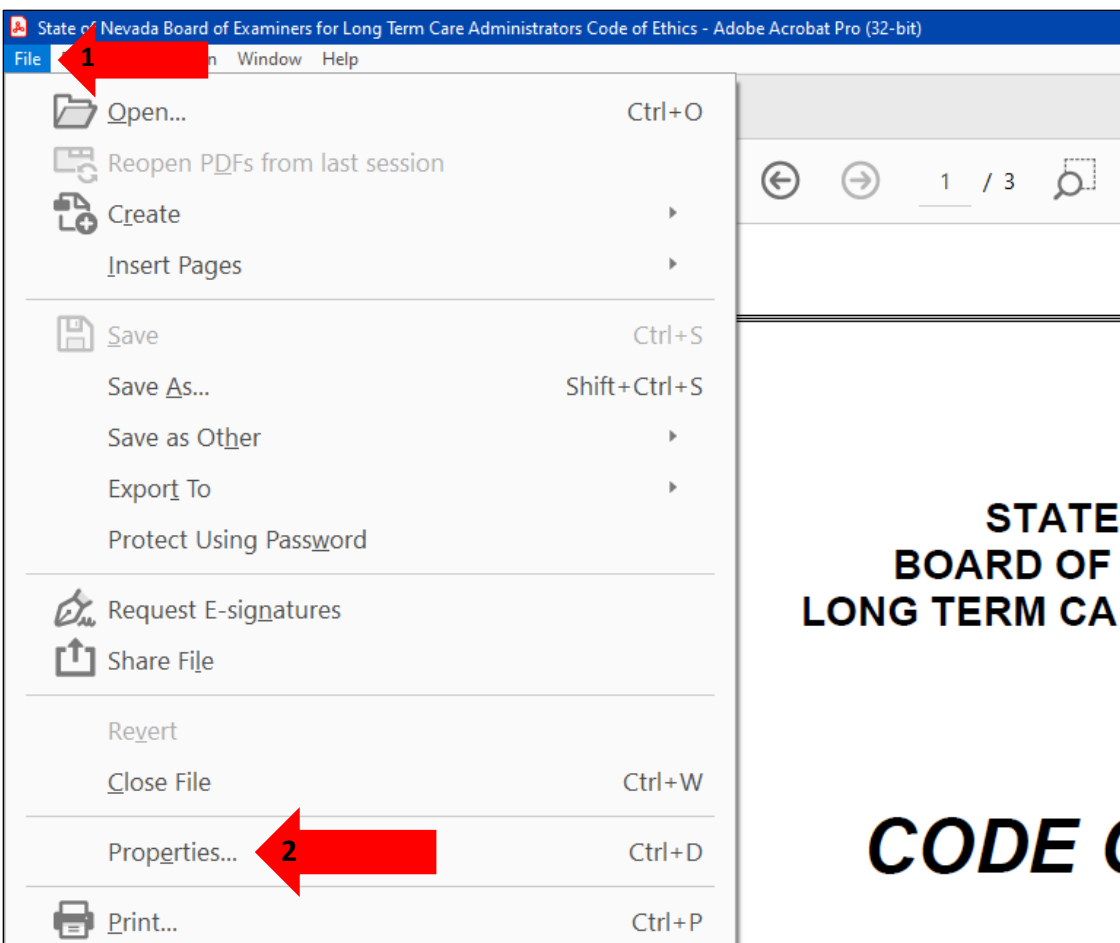
Document Title

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 “Properties” to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



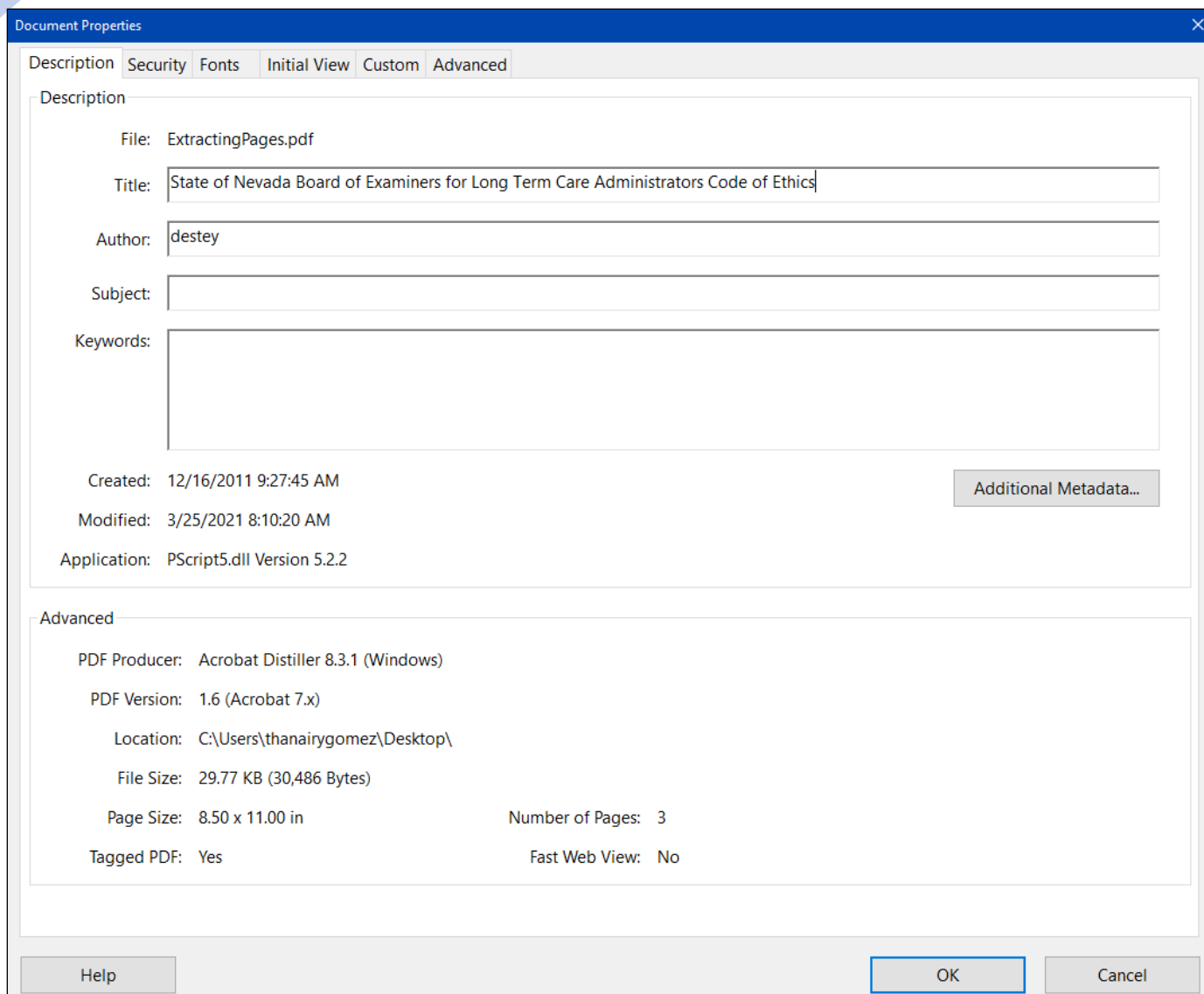
Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the following steps:

1. Select the "description" tab. If there is no text in the Title box, a document name will need to be added. Please note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the "Title" field.
3. Click the OK button.

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2

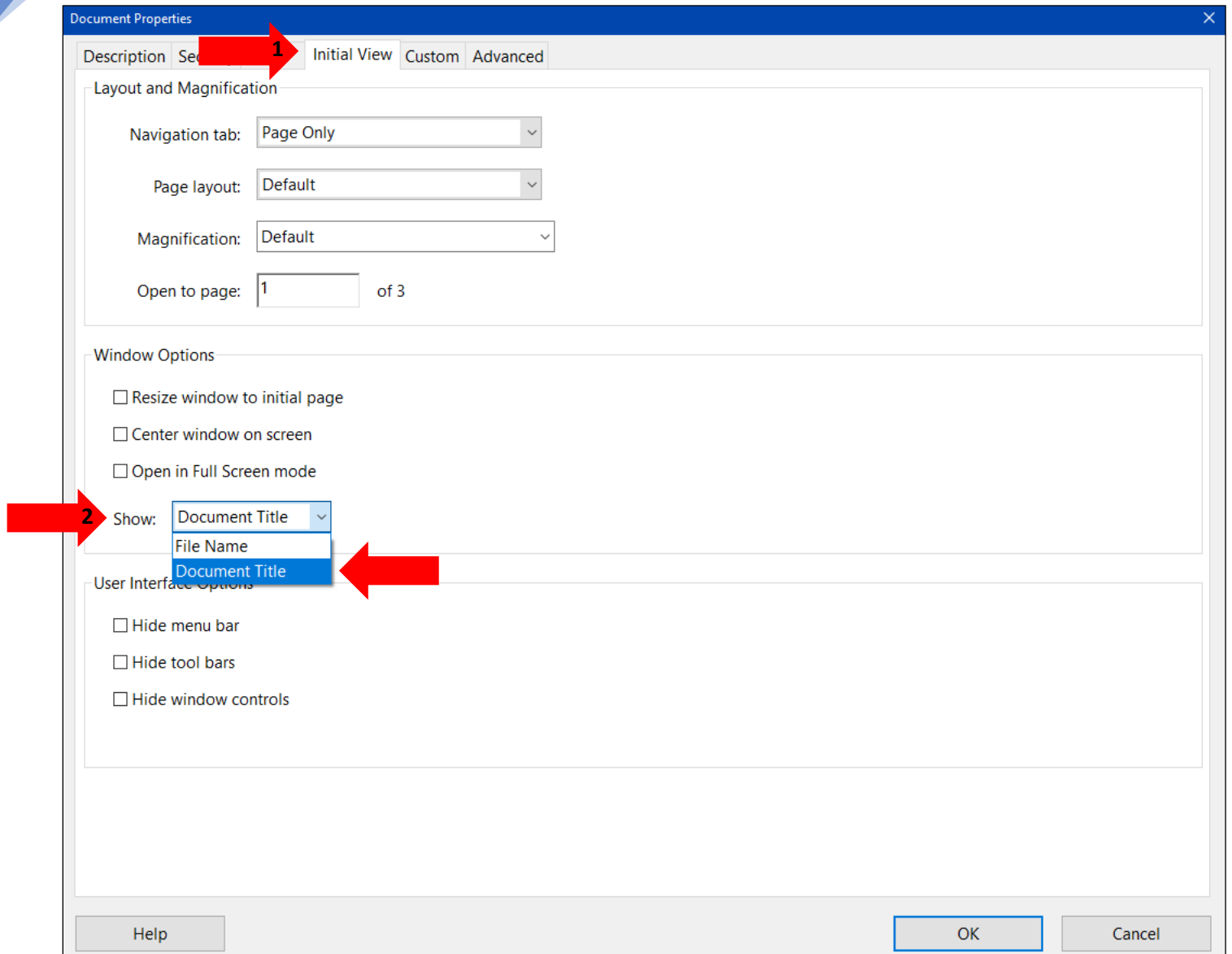


Setting PDF to Document Title

Changing or confirming the document title is set.

When adding a Title to the document, change the Metadata from File Name to Document Title.

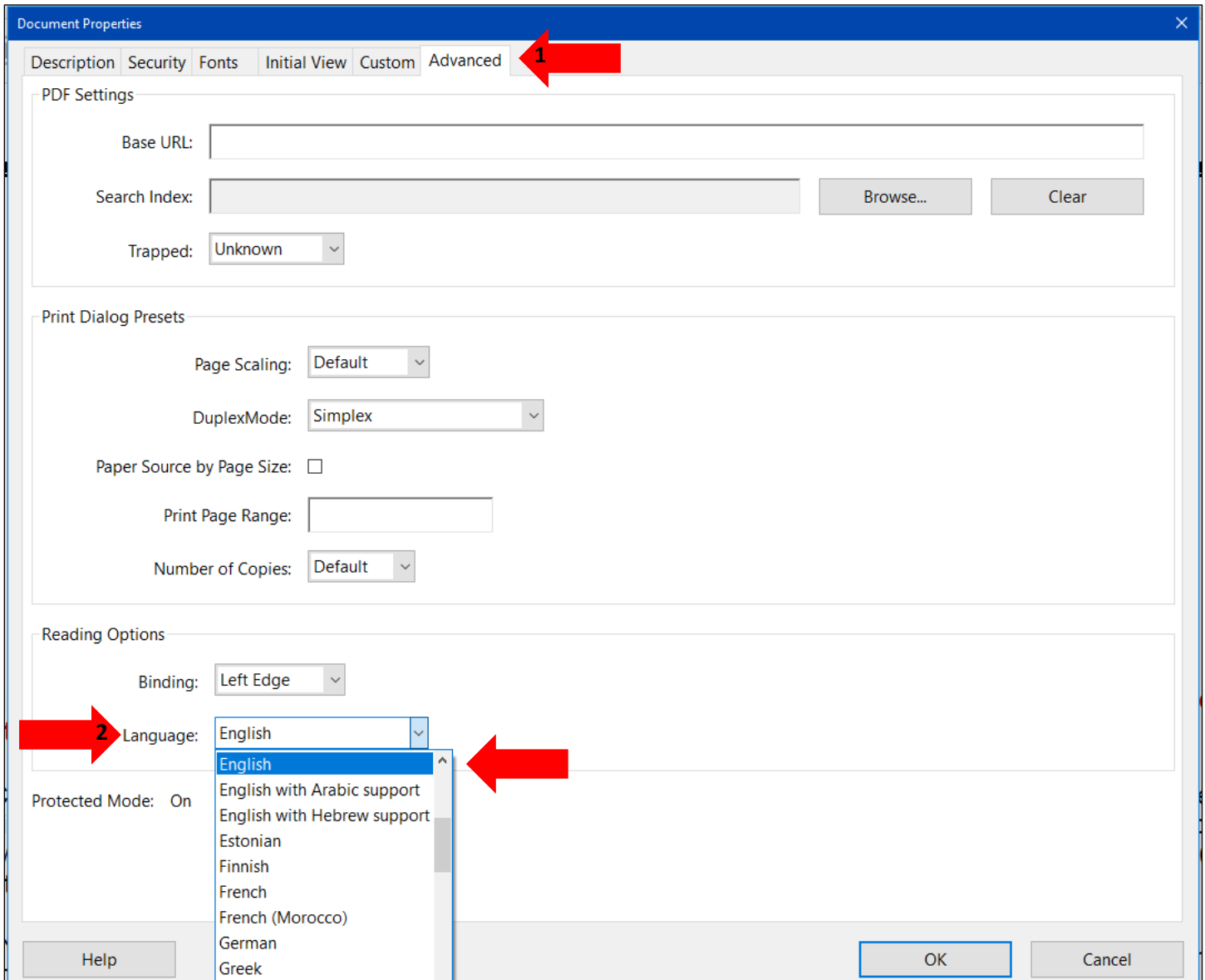
1. Click on the "Initial View" tab in the "Document Properties" window.
2. Confirm that the value displayed in the "Show" field is "Document Title". If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



Setting or confirming the Language in PDF

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 PDF are:

1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.

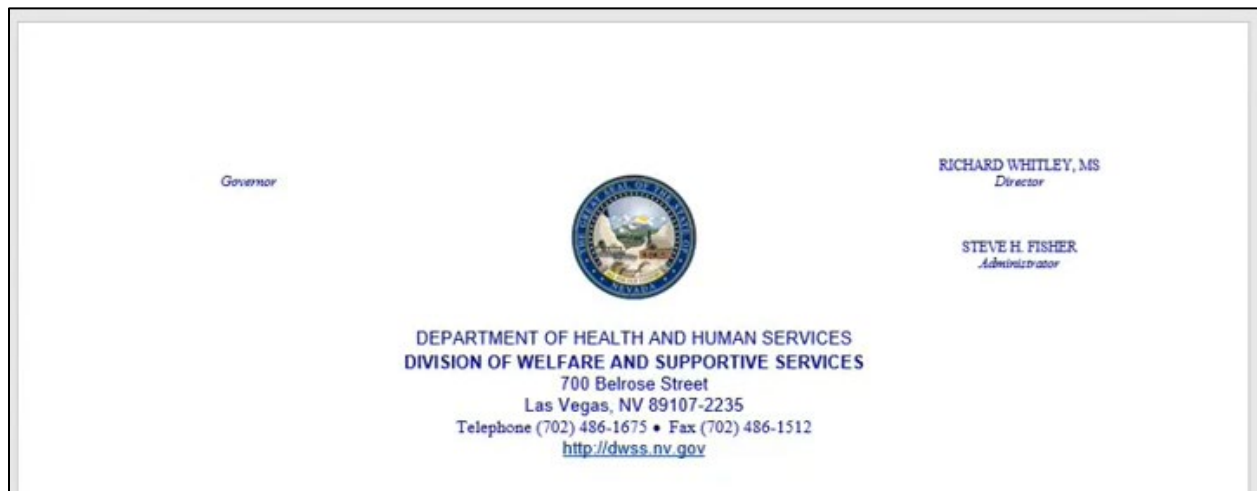


Creating a Compliant Letterhead

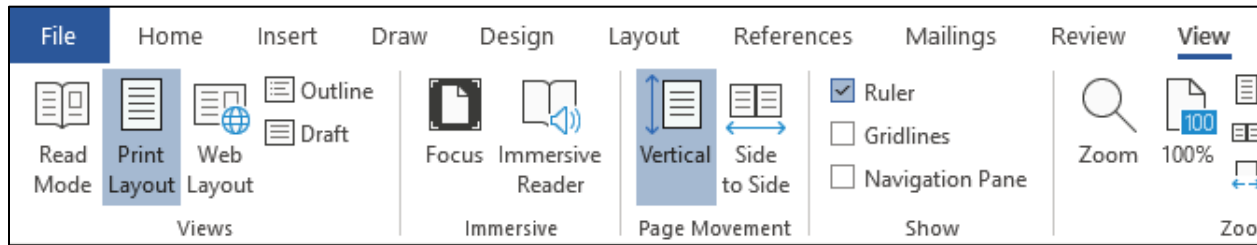
Creating a compliant letterhead for continued use for any organization, having little or no errors/issues with the document.

Tools to create the 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. Go to the View Tab.
2. Find the Show tools section.
3. Click the Checkbox for Ruler.

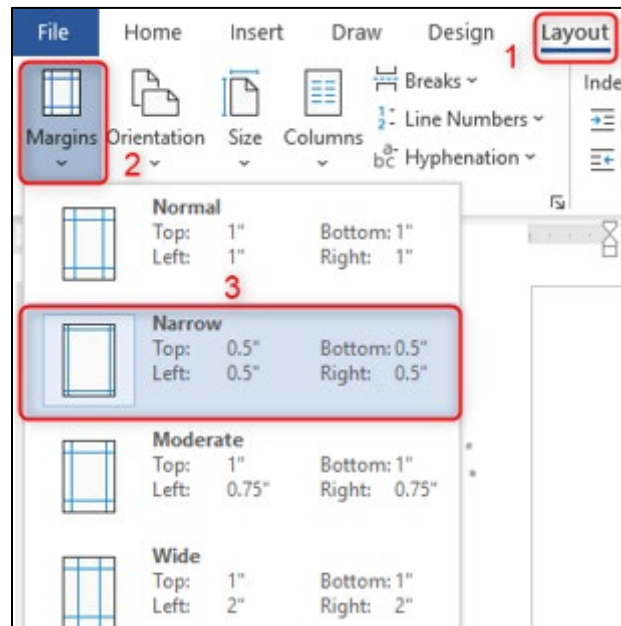
Advantages of the ruler:

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

Creating ADA Compliant Letterhead

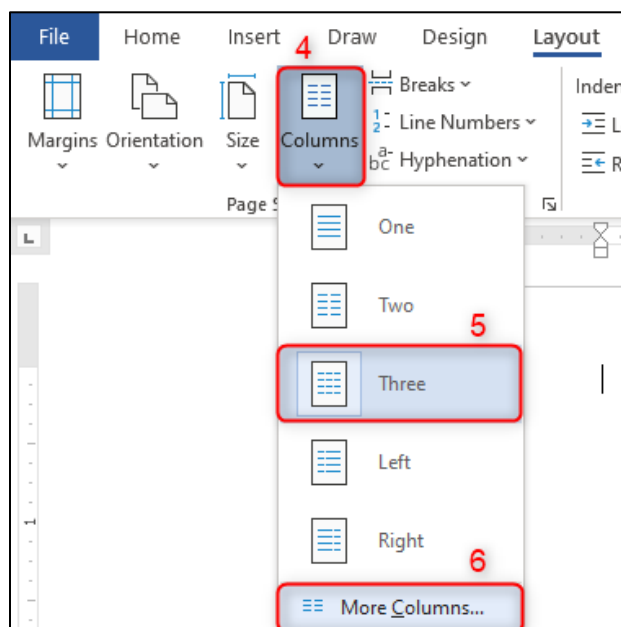
Setting up Margins:

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



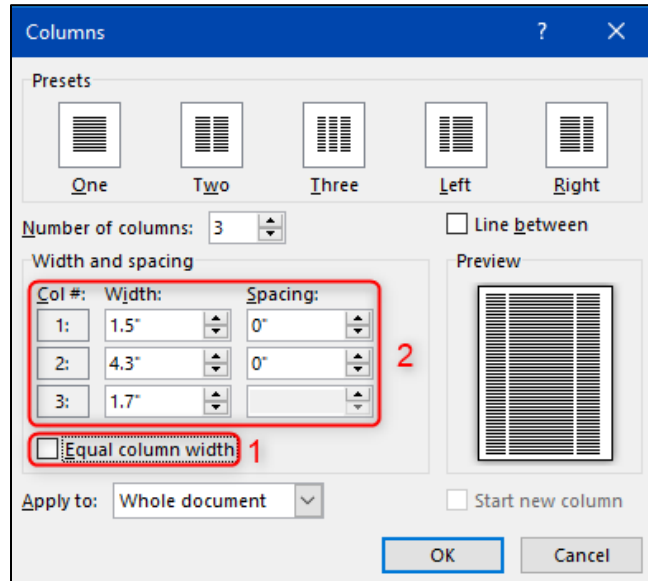
Creating Columns:

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



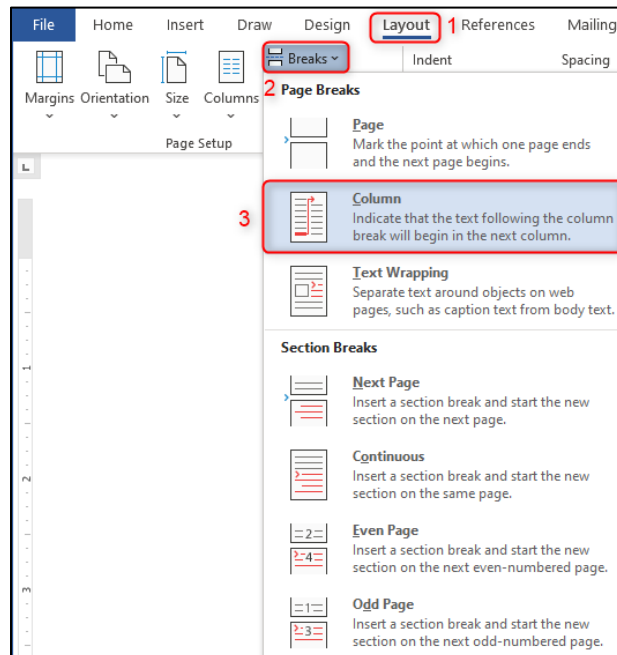
Setting Column sizes:

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:

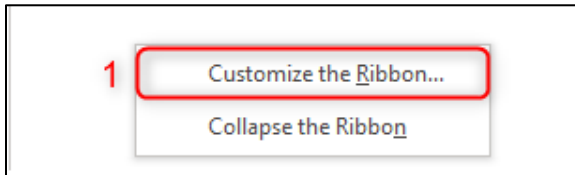
1. Go to the Layouts Tab.
2. Click on the Breaks dropdown.
3. Select Column



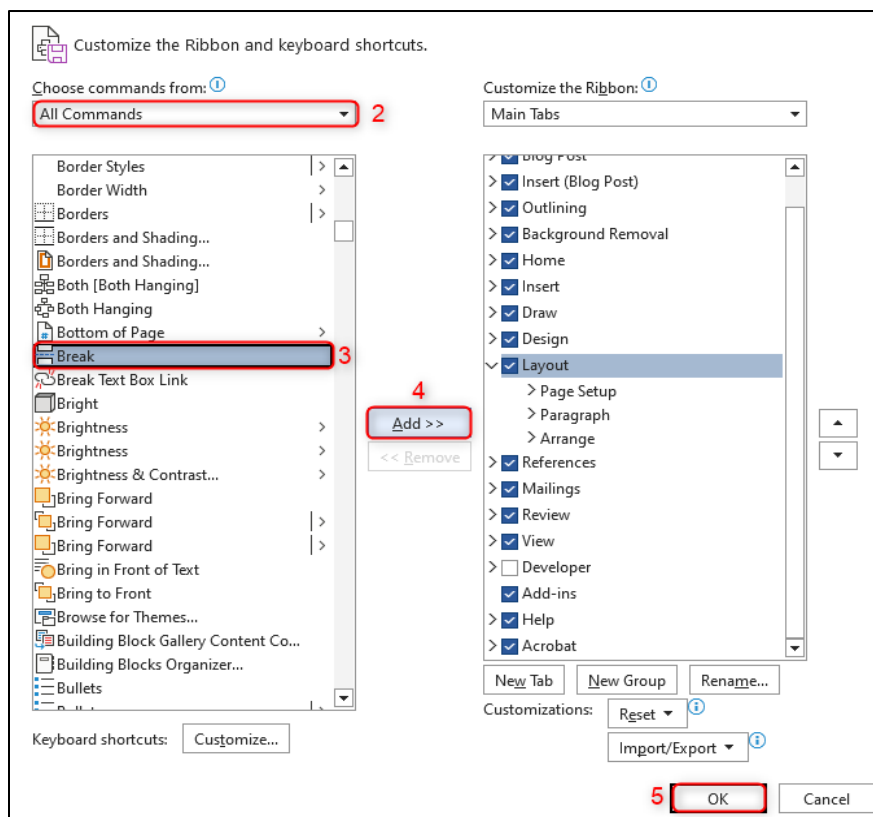
Adding Breaks to the Ribbon

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.



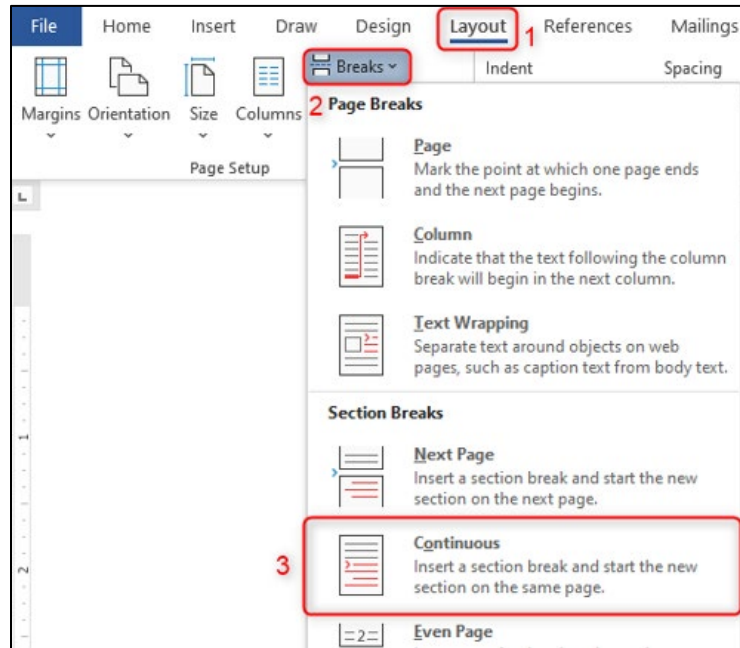
2. From the Commands list choose All Commands.
3. Select Break from the List.
4. Click on Add >>.
5. Lastly click OK.



Creating ADA Compliant Letterhead Last

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

