ATTACHMENT 3: Brochure Template Design and Layout Revisions:

We have identified several items in brochure layouts that prevent 508 compliance. In order to eliminate these issues and ensure 508 compliance, incorporate the required revisions into your 2005 brochure PDF.

Required Revisions
You **must** include these in your 2005 brochure PDF.

1. **Section 5. Benefits**:
   - Delete "**IMPORTANT"** from the side columns and add borders to the bottom and both sides of the cell.
   - Apply Times New Roman font, 12pt, bold, to the first sentence in the "**IMPORTANT"** section. (i.e. "**Important things you should keep in mind about these benefits"**). (See supplemental page 1).

2. **Section 9. Coordinating benefits with other coverage:**
   The **Primary Payer Chart** 'checkmarks' found in the "Medicare" and "This Plan" columns need to be in the form of a graphic (i.e. pcx, jpg, and bmp) and the old 'checkmark' symbols deleted. (See supplemental page 2).

3. **Summary of benefits page:**
   The Summary of benefits page requires additional rows to be inserted. Multi benefits in the "Benefits" column currently share one row and have different corresponding copays or deductibles in the "You pay" column. These must be separated into their own row, and the leads deleted, to tag properly. (See supplemental page 3).

4. **Rate page:**
   The Rate page is currently made up of two individual tables. Delete one table and create individual cells for every item (i.e. row labels, table headings, and rates) in the table. (See supplemental page 4).

You may find the following suggestions helpful in creating a 508 compliant brochure.

1. **Section 4. Your costs for covered services:**
   In Fee for Service brochures only, a table lists out of pocket expenses based on provider status. The table should be deleted and a new table inserted into the single row rather than a series of rows within the main table section. (See supplemental page 5).

2. **Section 12**. **Two Federal Programs complement FEHB benefits:**

The existing FSA **Tax Savings Chart** must be reformatted as a table inserted into the row, rather than a series of rows within the main table section. (See supplemental page 6).

3. **Cover Page**:
   Should be created using table formatting rather than a drawing canvas. (See supplemental page 7).

Reminder: **Use these guidelines in conjunction with the attached supplemental pages.**