



Accessibility Core Skill # 5: Tables

Benefit to User

Users with print disabilities can use a screen reader to 'skim' a properly created table by Row or Column headers.

Step by Step

1. Add a title caption.
 - On the 'References' tab, click "Insert Caption".
 - In the "Title" field, add a table title, ie: Table 1: Books by H.G. Wells.
2. Assign a Header Row.
 - Select the row.
 - Right click to open pop-up menu.
 - Click "Table Properties".
 - UN-CHECK "Allow row to break..."
 - CHECK "Repeat as header row..."
3. Add a bookmark to provide interpretive information for assistive technology.
 - Place cursor in any header cell.
 - Click "Insert".
 - Click "Bookmark".
 - Add "RowTitle", "ColumnTitle" or "Title" depending on the table configuration. (Figures 1, 2, & 3).

Figure 1: Bookmark = "ColumnTitle"

If the table has only column headers, place the bookmark in any of th header cells and name it "ColumnTitle" without the quotations.

| Column Head |
|-------------|-------------|-------------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |

Figure 2: Bookmark = "RowTitle"

If the table has only row headers, place the bookmark in any of the row head cells and name it "RowTitle" without quotation marks.

Row Head				
Row Head				
Row Head				
Row Head				

Figure 3: Bookmark = "Title"

If the table both rows and column headers put the bookmark in the cell where they meet and type "Title" without quotations.

Title	Column Head	Column Head	Column Head	Column Head
Row Head				
Row Head				
Row Head				

Benefit to Author

Tables are a great way to present detailed data sets. When created accessibly, this information is accessible to all users as intended by the author.

High Level Overview

When row and column headers have been identified by bookmarks, a user can command a screen reader to read by column, read by row, or identify column and/or row headings before reading each set of data. Building in these features along with meaningful captions allows the reader to access the table in the way that is the most helpful for them.

Take-Aways

Do (Accessible):

- Do use the "Insert Table" function for tabular data.
- Do take the three extra steps for accessibility.
- Do consider how a screen reader might read an abbreviation like (Apt.) before using.
- **Don't (Not Accessible):**
- Don't create a pseudo-table by inserting tabs.
- Don't use the 'Draw Table' option.