Table Accessibility in Adobe

Assistive Technology needs certain information and formatting to properly process and read the data within tables. This guide describes the three most common accessibility errors regarding tables and gives step by step instructions on how to correct them.

Ensure that you have access to Adobe Acrobat Pro. If the program you are using says Adobe Acrobat Reader at the top of the screen you will not be able to follow these steps. Adobe Acrobat Reader is a free program that only allows you to read PDFs. If you are a CSUSM student, staff or faculty member, you can download the full Adobe Creative Suite from Instructional & Information Technology Services (IITS).

Check for Table Errors

You will want to run the accessibility check to identify the table errors within the document. Below is an image of the accessibility checker displaying the three most common table errors, Headers, Regularity, and Summary.

 Tables (3 issues)

 Rows - Passed

 TH and TD - Passed

 > 😧 Headers - Failed

 > 😧 Regularity - Failed

 > 🕄 Summary - Failed

 \sim

1. Select the "Prepare for Accessibility" option under "All tools" on the left-hand side of the screen.



2. The various options and formatting functions will appear on the left-hand side of the screen. Select "Check for accessibility."

| Prepare for accessibility |
|--|
| Automatically tag PDF |
| Co Automatically tag form fields |
| E Change reading options |
| |
| Check for accessibility |
| Check for accessibility Open accessibility report |

×

3. The "Accessibility Checker Options" menu will pop up. Do not change any of the settings and click "Start Checking" at the bottom of the menu. The accessibility checker menu will open on the right-hand side of the screen.

The Accessibility checker lists the different sections that are reviewed for ADA compliance. Sections that have errors are bolded and list the number of issues to the right of the section title. Below is an image of the accessibility checker displaying the three most common table errors, Headers, Regularity, and Summary.



Headers Error

A Table Header Row identifies a table *as* a table for assistive technology and explains how to properly process the information within the table. All tables require header rows even if the table is only a single cell or is used to visually arrange text.

1. Run the accessibility checker and expand the section for "Tables", and then expand the area for "Headers – Failed



- 2. Left click on "Element 1" under "Headers Failed" to navigate to the required Table.
- 3. On the left-hand side of the screen are the tool options. Select the "Fix reading order" from the bottom of the list.
 - Automatically tag PDF
 Automatically tag form fields
 Change reading options
 Check for accessibility
 Open accessibility report
 Identify form fields
 Add alternate text
 Use setup assistant
 Fix reading order
- 4. With the Reading Order tool open, left click anywhere on the table to select it. When the table is selected it will turn light blue.

| P | | |
|----|------------|------------------|
| | Location | Major |
| | San Marcos | Psychology |
| 22 | Temecita | English |
| 18 | Temecula | Math |
| 21 | San Marcos | Computer Science |
| Ρ | | |

5. Click "Table Editor" on the Reading Order tool panel.

| cauling order | | | | |
|---|--|---------------------|--|--|
| Draw a rectangle around the content then click one of the buttons below: | | | | |
| Text/Par | agraph | Figure | | |
| Form | Field | Figure/Caption | | |
| Heading 1 | Heading 4 | Table | | |
| Heading 2 | Heading 5 | Cell | | |
| Heading 3 | Heading 6 | Formula | | |
| Reference (q) Note (z) | | Background/Artifact | | |
| | | | | |
| | Table Edito | r | | |
| Show page cont | Table Editor | r | | |
| Show page cont O Page content | Table Editor tent groups order | r | | |
| Show page cont Page content Structure type | Table Editor tent groups order ts | r | | |
| Show page cont Page content Structure type Show table cells | Table Editor tent groups order 25 | r • | | |
| Show page cont Page content Structure type Show table cells Display like elen | Table Editor tent groups order ts s nents in a single bl | r I Iock | | |
| Show page cont Page content Structure type Show table cells Display like elen Show tables and | Table Editor tent groups order ts nents in a single bl d figures | r I lock | | |
| Show page content Page content Structure type Show table cells Display like elen Show tables and Clear Page Struc | Table Editor tent groups order es s ments in a single bl d figures ucture | r | | |

6. The table will turn pink indicating that the table does not have an appropriate header. The "TD" labels for each cell in the image below indicate that each cell is identified as a Data Cell.

| TD | TD | Location | TD | Major |
|----|----|------------|----|------------------|
| TD | TD | San Marcos | TD | Psychology |
| TD | TD | Temecula | TD | English |
| TD | TD | Temecula | TD | Math |
| TD | TD | San Marcos | TD | Computer Science |

7. Press and hold the "Shift" key on the keyboard and left click ever cell in the top row or all rows with descriptive information. When correctly selected the cells will be highlighted in light blue. You can also left click and draw a line across the entire top row to select it, however, this can be tricky depending on the table's size.

| TD | TD | Locat | ion TC | D | Major | |
|----|----|-------|-----------|---|------------------|--|
| TD | TD | San N | 1arcos TD | D | Psychology | |
| TD | TD | Teme | cula TO | D | English | |
| TD | TD | Teme | cula TC | D | Math | |
| TD | TD | San N | 1arcos TD | D | Computer Science | |

8. Right click on the selected cells and select "Table Cell <u>Properties...</u>" from the drop down menu. Which will open the Table Cell Properties pop up menu.

| TD | Location | TD | Major | |
|----|------------|----|------------|-------------------------------|
| TD | San Marcos | TD | Psychology | Table Cell <u>P</u> roperties |
| TD | Temecula | TD | English | Table Editor Ontions |
| TD | Temecula | TD | Math | lable Editor <u>O</u> ptions |
| TD | San Marcos | TD | Computer S | |
| | | | | Auto Generate Header Cell IDs |
| | | | | |

9. In the area for "Type" select the radio button for "Header Cell". Click on the drop down menu by Scope: and select column. Then click "ok". If there is descriptive information in the first cell of every row, you can repeat steps 10-3 except chose "Row" from the drop down menu.

| × |
|-----------|
| None |
| |
| 1 |
| 1 |
| |
| + |
| - |
| |
| |
| OK Cancel |
| |

| Table Cell Properties | × |
|-----------------------------|--------------|
| Туре | _ |
| Header Cell Scope: | None 🗸 |
| 🔿 Data Cell | Row |
| Attributes | Both None |
| Row Span: | 1 |
| Column Span: | 1 |
| ID: | |
| Associated Header Cell IDs: | |
| | - |
| | |
| | OK Cancel |

10. Click "okay," to set the Header row and click on the "Check for accessibility" button on the left-hand side of the screen again to ensure that the error has been corrected. The table will no longer be listed under "Headers – Failed" (Note: if there are multiple tables missing Headers repeat steps 4-13 until Headers have been applied to all of them.)

Table Regularity

A common table error in Adobe is a "Regularity" error. This error means that cells within the table are not properly related to a table header. This could mean that assistive technology cannot tell if the data in a certain cell "Room 12" belongs to the column "Lecture on History" or the column "Lecture on English", the data becomes confused and meaningless.

To prevent this error, ensure that tables are even, each column should contain the same number of rows. There should be one row of descriptive information (Header row) at the top of the table that identifies the data, and no cell should span more than one column or row. Unfortunately, these errors often need to be fixed in the original documents as Adobe has very limited editing capabilities.

| Tab | Fable with correct Regularity Chore List | | | | | |
|-----|--|-----------|-------------|--|--|--|
| | Morning | Afternoon | Night | | | |
| | Feed dog | Walk dog | Let dog out | | | |
| | Brush teeth | Take walk | Do homework | | | |

| Tab | le v | vith c | orrect | Regulari | ty Chore | L18 | 51 |
|-----|------|--------|--------|----------|----------|-----|----|
| | | • | | 1.0 | | | |

|--|

| Chore List | | | | |
|-------------|----------------------|-------------------------|--|--|
| | Morning or Afternoon | Night | | |
| Feed dog | Walk Dog | Leg dot out | | |
| Brush Teeth | Take Walk | Do homework Or watch tv | | |

Table Summaries

Table Summary errors occur when a general description is missing from a table. Summaries serve a similar function to the alternate text field and give a general overview of the table and its purpose.

When providing a table summary, do not replicate the header row information as the data in the table will be read out verbatim via the screen reader. Give a general overview of the table without duplicating the information within the table.

1. To correct this error, run the "Check for accessibility" as shown under the "check for Table Errors". Then click the ">" icon next to Summary-Failed and then left click "Element 1" to navigate to the indicated table.



2. On the left-hand side of the screen are the tool options. Select the "Fix reading order" from the bottom of the list.



3. Left click on the table. It will turn light blue to show it has been selected.

| Table | Time | Day |
|------------|----------|-----------|
| February O | 10:00 AM | Monday |
| December | 1:00 AM | Tuesday |
| April | 4:00 PM | Wednesday |
| January | 9:00 AM | Thursday |
| August | 1:33 PM | Friday |

4. With the table selected, right click and select "Edit table summary" from the drop down list.

| ✓ Sho <u>w</u> reading order panel | | | |
|---|---|--|--|
| Show <u>p</u> age content groups | • | | |
| Display like elements in a single box | | | |
| ✓ Show table c <u>e</u> lls | | | |
| ✓ Show tables and <u>fig</u> ures | | | |
| Run Form Field Recognition | | | |
| Ta <u>b</u> le Editor | | | |
| Edit Table Summary | | | |
| Delete Selected Item Structure | | | |
| Clear page str <u>u</u> cture | | | |

5. The Table Summary menu will pop up. Enter a general description of the table or its purpose in the file, i.e. what was important enough about the table that it was included in the file. Then click "Ok"

| Table Summary | × |
|--------------------------------------|-----|
| Table Summary: | |
| Monthly schedule of dog park visits. | |
| | |
| | |
| OK Can | cel |

6. If the "Edit Table Summary" option does not appear in the drop down menu. Left click and draw a large box around the table. You must have the Reading Order Menu open to perform this action. The cursor will look like a small cross and you and left click and drag a box around the table.

| Pebruary | 10:00 AM | Monday |
|-----------|----------|-----------|
| p)ecember | 1.60 AM | Tuesday |
| P.pril | 4:00 PM | Wednesday |
| Panuary | 9:00 AM | Thursday |
| pugust | 1:33 PM | Friday |

When you release the square, the entire table will be highlighted and selected. Right click on the table to bring up the drop down menu and chose "Edit table summary" to open the table summary field.

| Talle | Time | |
|-----------|----------|------------------------|
| ⊳ebruary | 10:00 AM | - <mark>M</mark> onday |
| • ecember | 1.99 AM | Illesday |
| Þ.DII | 4:00 P M | W dines ila 🕅 |
| Panuary | 9:00 AM | Thuisday |
| 2 Jugusi | 1:33 PM | |
| | | |