

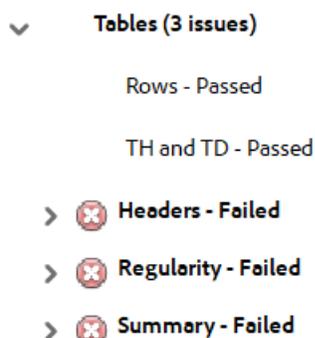
Table Accessibility in Adobe

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 \(IITS\)](#).

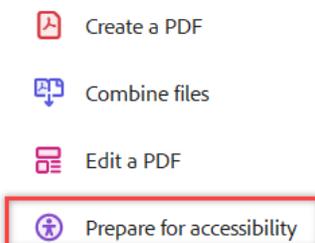
Check for Table Errors

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.

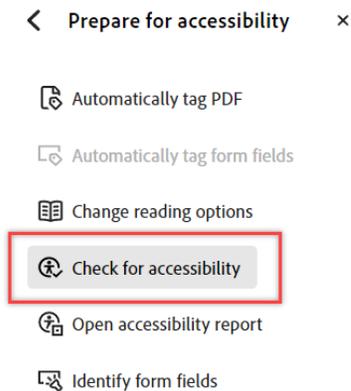


1. Select the “Prepare for Accessibility” option under “All tools” on the left-hand side of the screen.

All tools

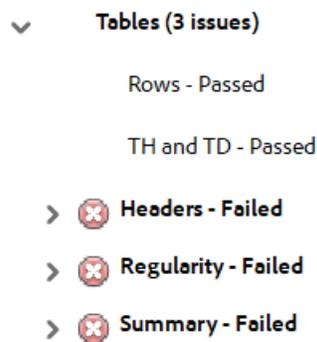


2. The various options and formatting functions will appear on the left-hand side of the screen. Select “Check for accessibility.”



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.

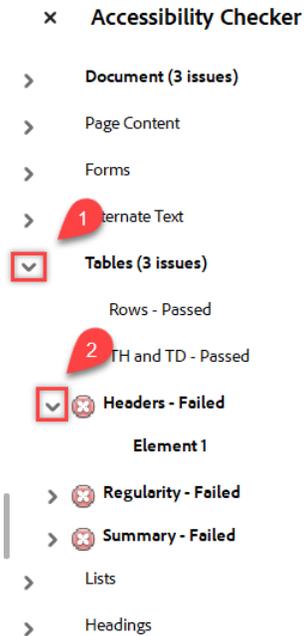
The Accessibility checker lists the different sections that are reviewed for ADA compliance. Sections that have errors are bolded and list the number of issues to the right of the section title. Below is an image of the accessibility checker displaying the three most common table errors, Headers, Regularity,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



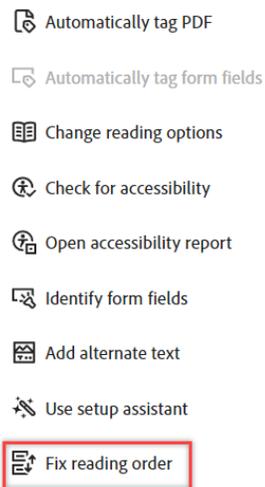
Headers Error

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.



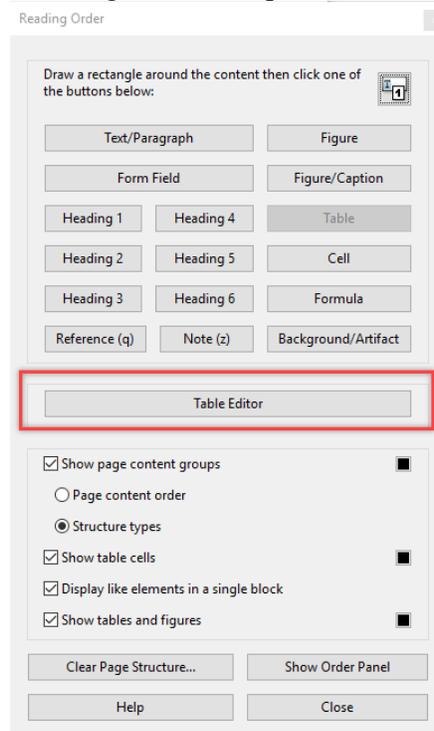
4. With the Reading Order tool open, left click anywhere on the table to select it. When the table is selected it will turn light blue.

P

P	Table	Location	Major
22		San Marcos	Psychology
18		Temecula	English
21		Temecula	Math
		San Marcos	Computer Science

P

- Click “Table Editor” on the Reading Order tool panel.



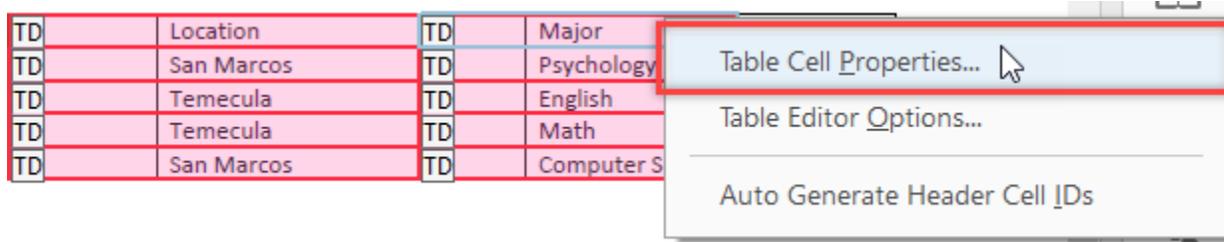
- The table will turn pink indicating that the table does not have an appropriate header. The “TD” labels for each cell in the image below indicate that each cell is identified as a Data Cell.

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

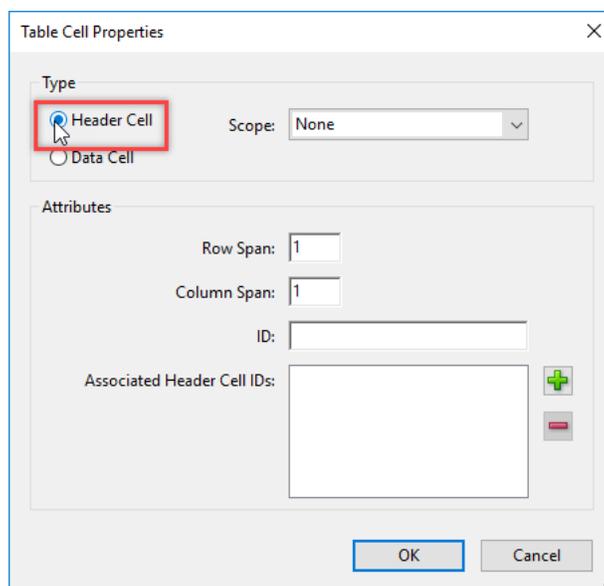
- Press and hold the “Shift” key on the keyboard and left click ever cell in the top row or all rows with descriptive information. When correctly selected the cells will be highlighted in light blue. You can also left click and draw a line across the entire top row to select it, however, this can be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

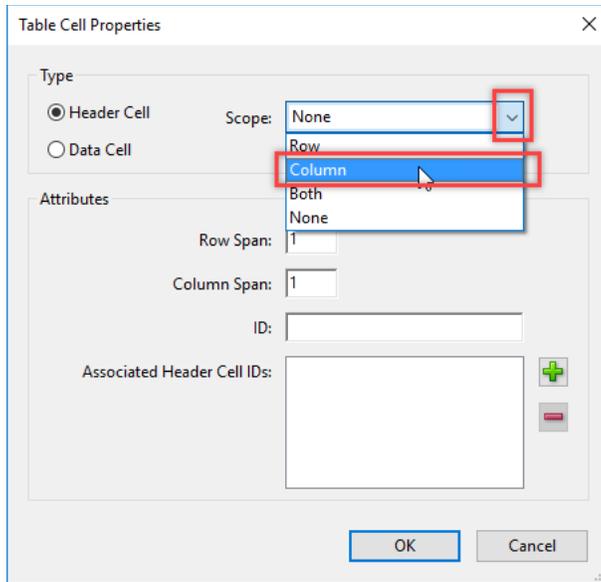
TD:	TD	Location	TD	Major	
TD	TD	San Marcos	TD	Psychology	
TD	TD	Temecula	TD	English	
TD	TD	Temecula	TD	Math	
TD	TD	San Marcos	TD	Computer Science	

8. Right click on the selected cells and select “Table Cell Properties...” from the drop down menu. Which will open the Table Cell Properties pop up menu.



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.





- 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.

Table with correct Regularity Chore List

Morning	Afternoon	Night
Feed dog	Walk dog	Let dog out
Brush teeth	Take walk	Do homework

Table with incorrect Regularity

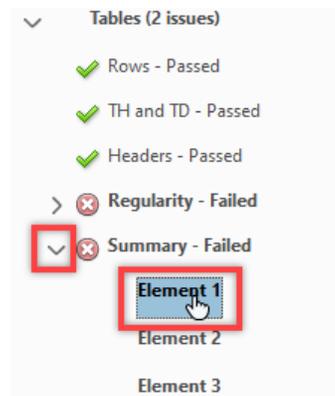
Chore List			
Morning or Afternoon		Night	
Feed dog	Walk Dog	Leg dot out	
Brush Teeth	Take Walk	Do homework	Or watch tv

Table Summaries

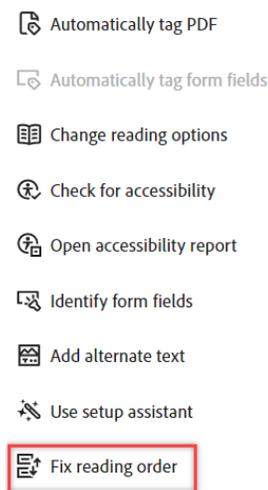
Table Summary errors occur when a general description is missing from a table. Summaries serve a similar function to the alternate text field and give a general overview of the table and its purpose.

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.



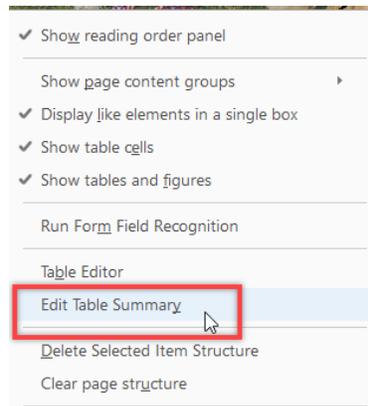
2. On the left-hand side of the screen are the tool options. Select the “Fix reading order” from the bottom of the list.



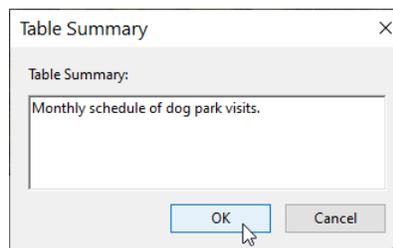
- Left click on the table. It will turn light blue to show it has been selected.

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

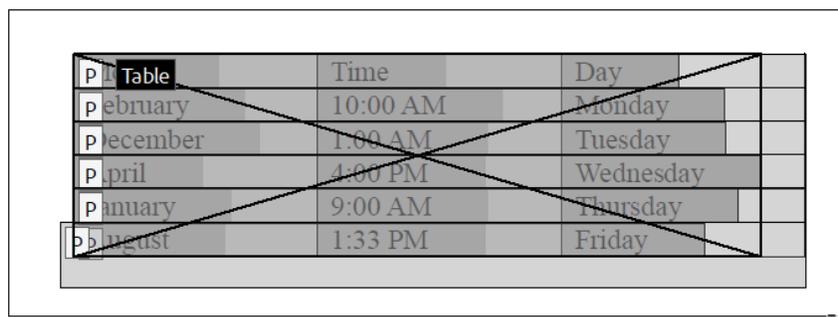
- With the table selected, right click and select “Edit table summary” from the drop down list.



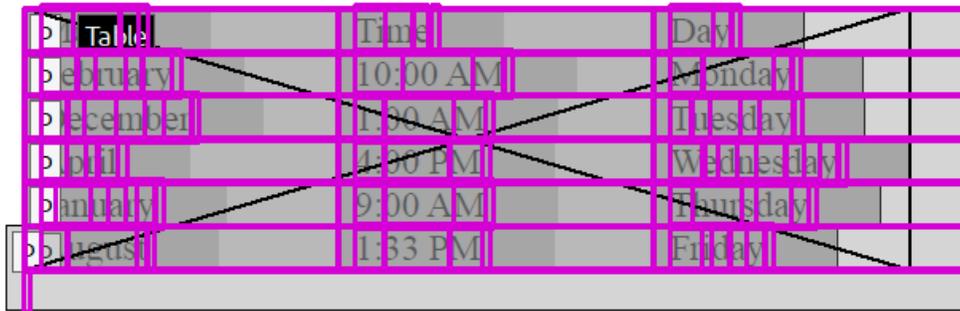
- The Table Summary menu will pop up. Enter a general description of the table or its purpose in the file, i.e. what was important enough about the table that it was included in the file. Then click “Ok”



- 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 can left click and drag a box around the table.



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.



The image shows a table with three columns: 'Table', 'Time', and 'Day'. The table is highlighted with a red border, and a right-click context menu is open over it. The menu items are: 'Table', 'February', 'December', 'April', 'January', and 'August'. The table data is as follows:

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