



GOVERNOR'S TECHNOLOGY OFFICE

ASSOCIATE TABLES WITH TABLE HEADERS & FIX TABLES IN PDF

INTRODUCTION

Associating table cells with table headers in PDF documents is essential as it helps screen readers convey the structure and relationships between data, making it easier for visually impaired users to understand the content. Associating cells with headers provides context, allowing users to interpret the data accurately and understand what each cell represents. Proper associations enable users to navigate through tables more efficiently, enhancing their overall experience and making it easier to find specific information.

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SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

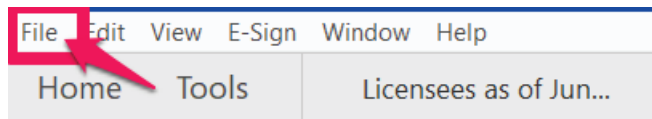
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

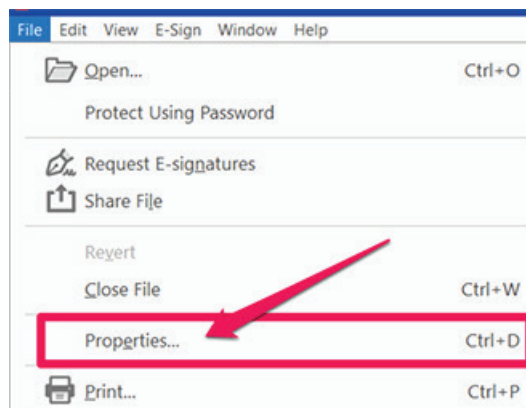
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.

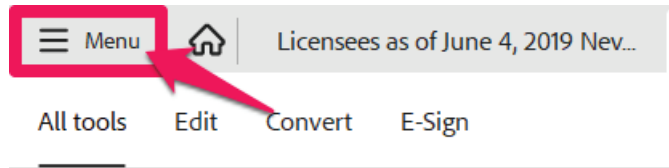


2. Select "Properties" to open the Document Properties window.

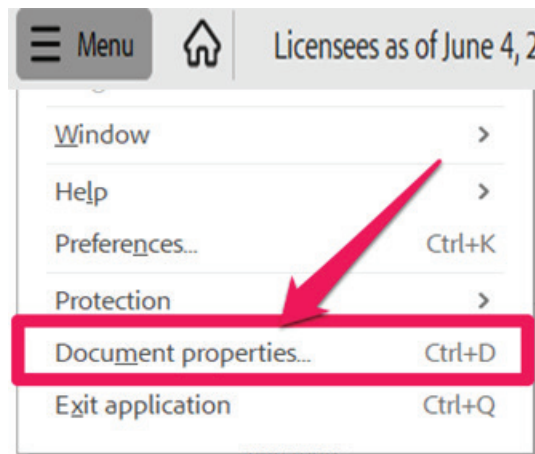


Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

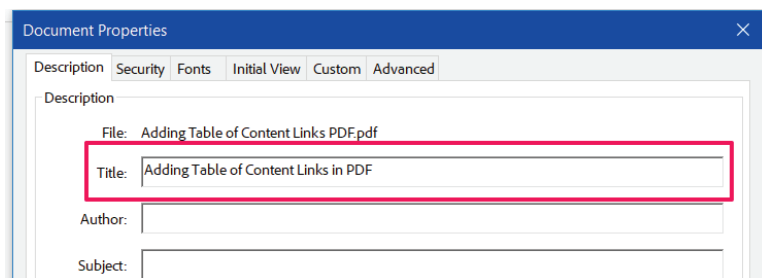


2. Select "Document Properties" to open the Document Properties window.



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. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat



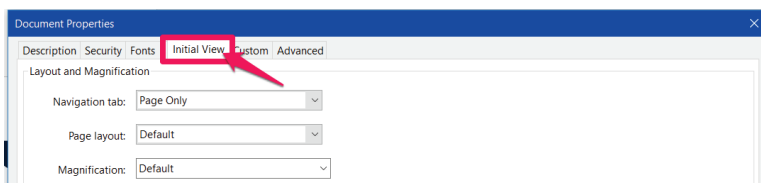
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

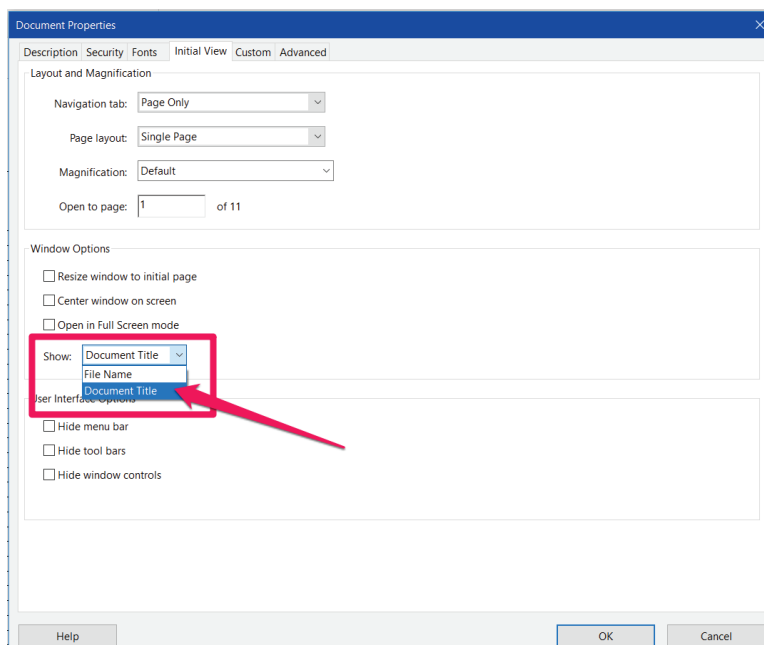
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the "Initial View" tab.



3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"

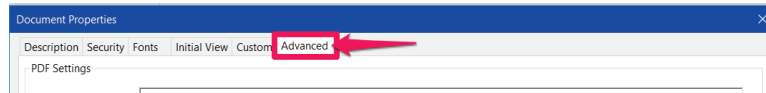


SETTING THE LANGUAGE IN PDF

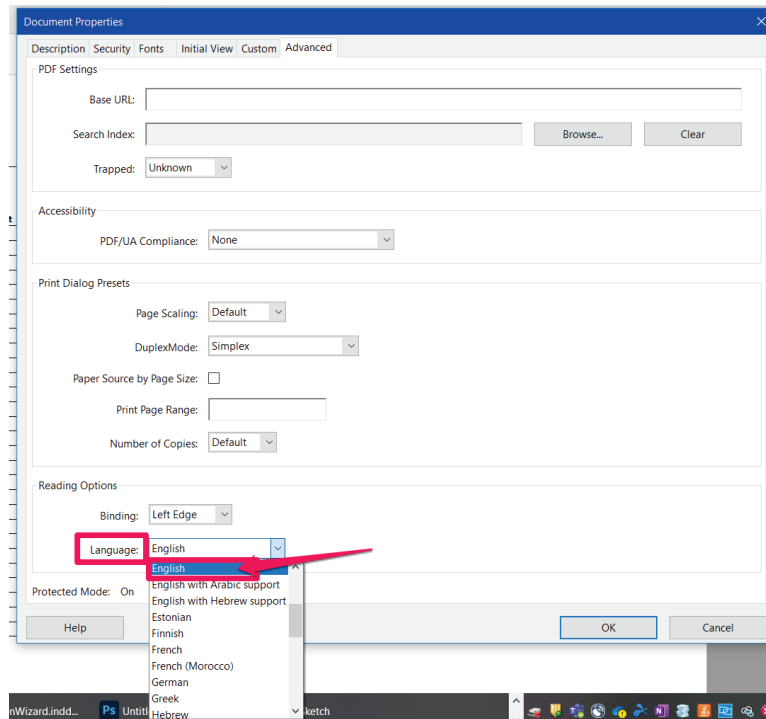
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the “Advanced” tab in the Document Properties window.



2. Choose the “Language dropdown” and change it to the correct language. In this case “English.”



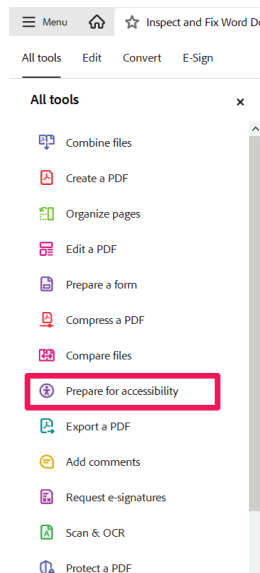
3. Click the “OK button to save any changes to the PDF title or language.

FULL ACCESSIBILITY CHECK ON DOCUMENT

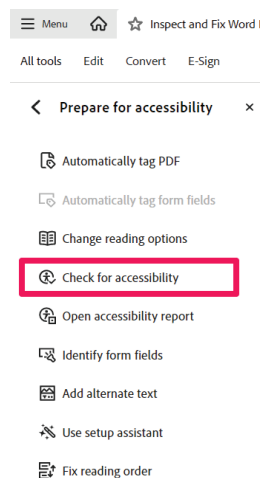
FULL ACCESSIBILITY CHECK - NEWER VERSIONS OF ADOBE

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool in the All Tools Menu on the left. This menu is displayed by default on the left side of the page.

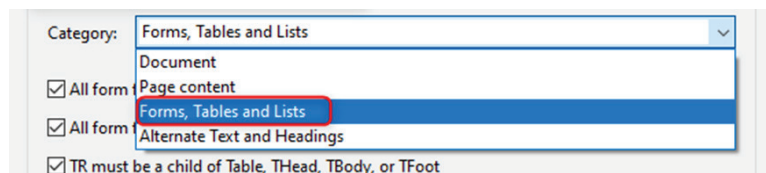
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.



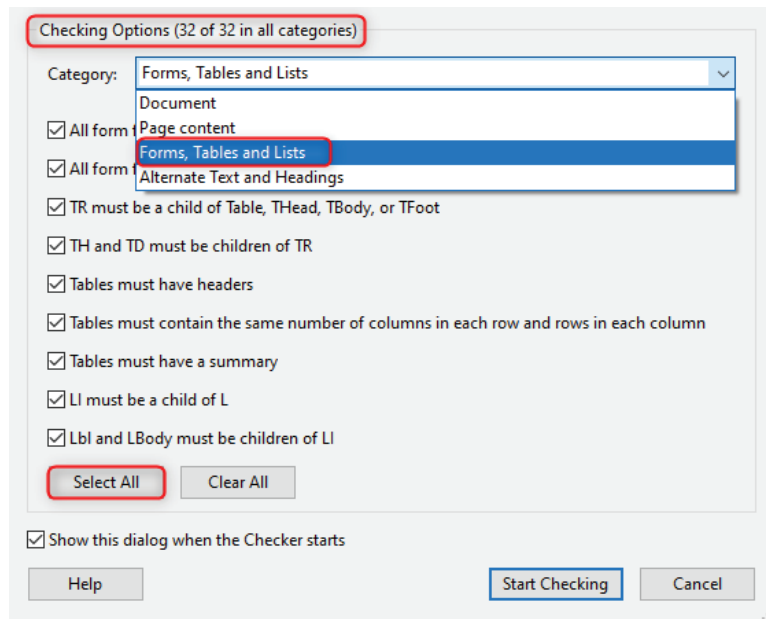
2. Click on Check for accessibility



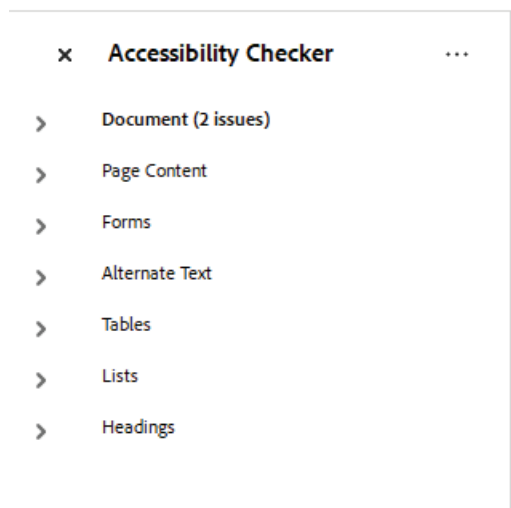
3. Verify that the Category drop-down is set to "Forms, Tables and Lists".



4. In the Accessibility Checker Options dialog box, under Checking Options, verify that it shows (32 of 32 in all categories). Then click on Start Checking.



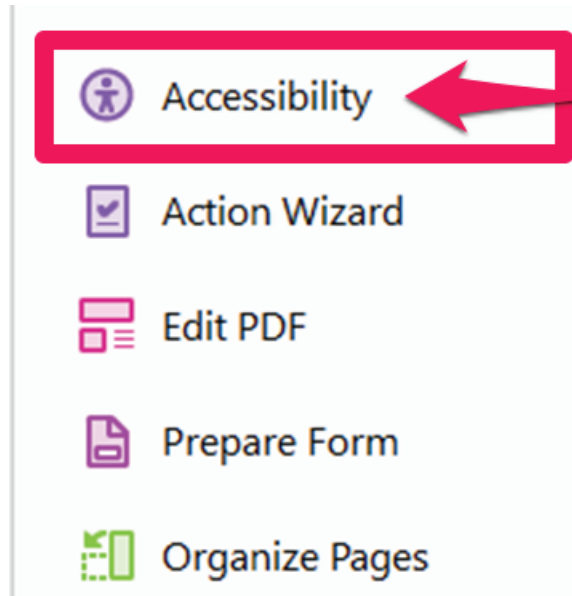
5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.



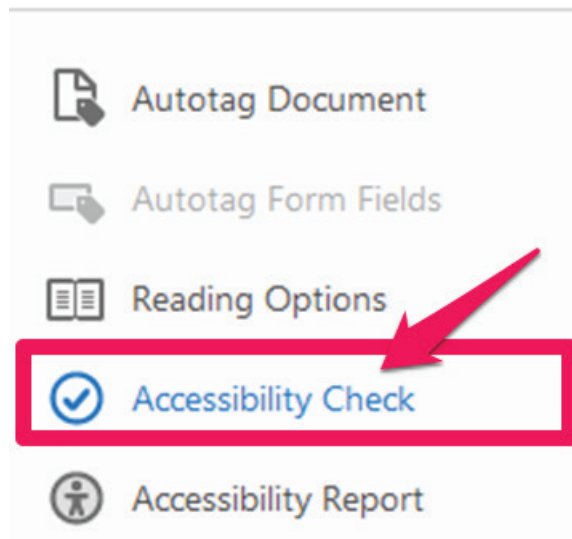
FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.

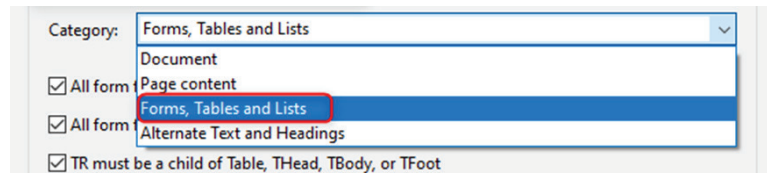
1. Use the Accessibility Tool on the right side of the document tool menu.



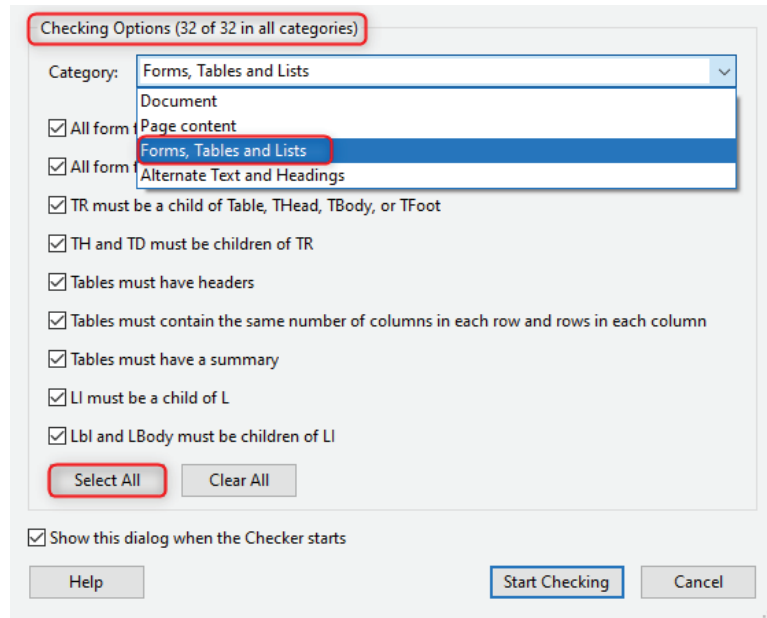
2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.



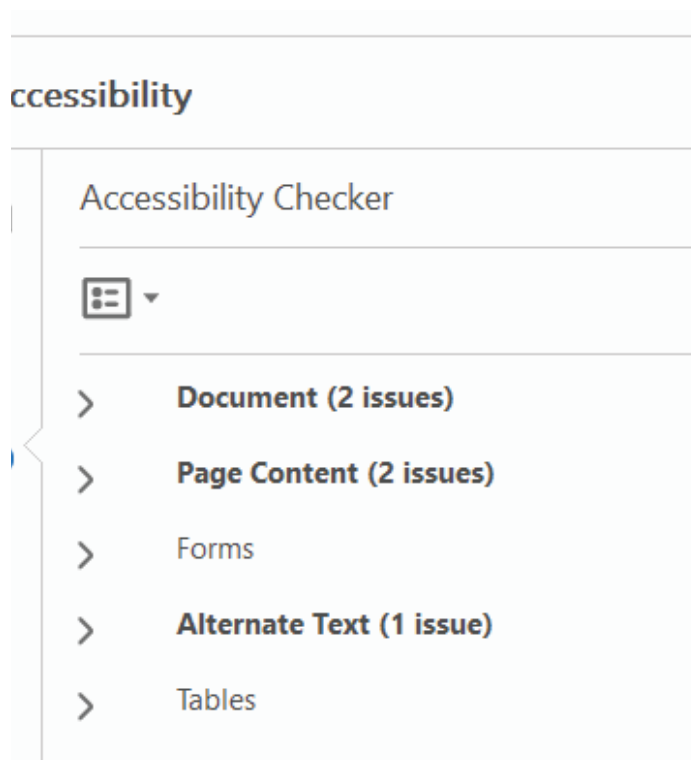
1. Verify that the Category drop-down is set to "Forms, Tables and Lists".



2. In the Accessibility Checker Options dialog box, under Checking Options, verify that it shows (32 of 32 in all categories). Then click on Start Checking.



3. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.

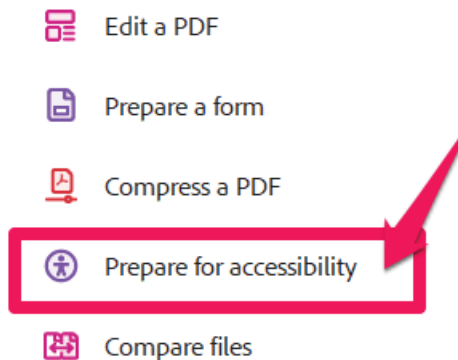


ASSOCIATE TABLE CELL WITH HEADERS IN NEWER VERSIONS OF ADOBE ACROBAT

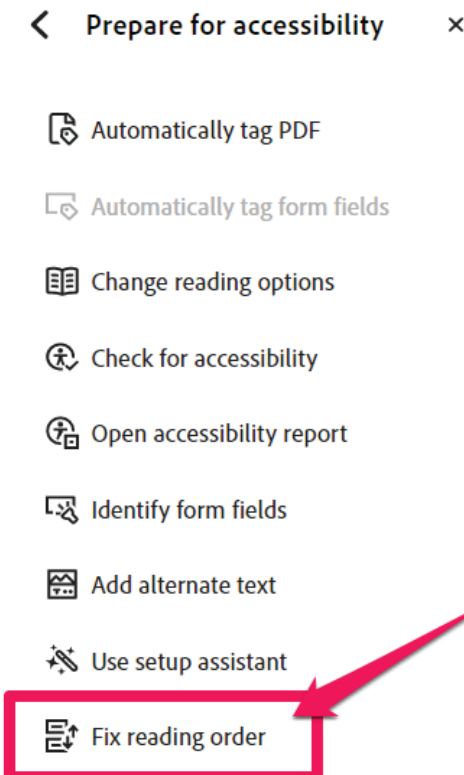
LOCATING THE TABLE EDITOR OPTION

Accessibility tools will read table headings and ids, so this makes setting up tables correctly very important. First access the Table Editor by using the Reading Order tool and right clicking inside a table in the document.

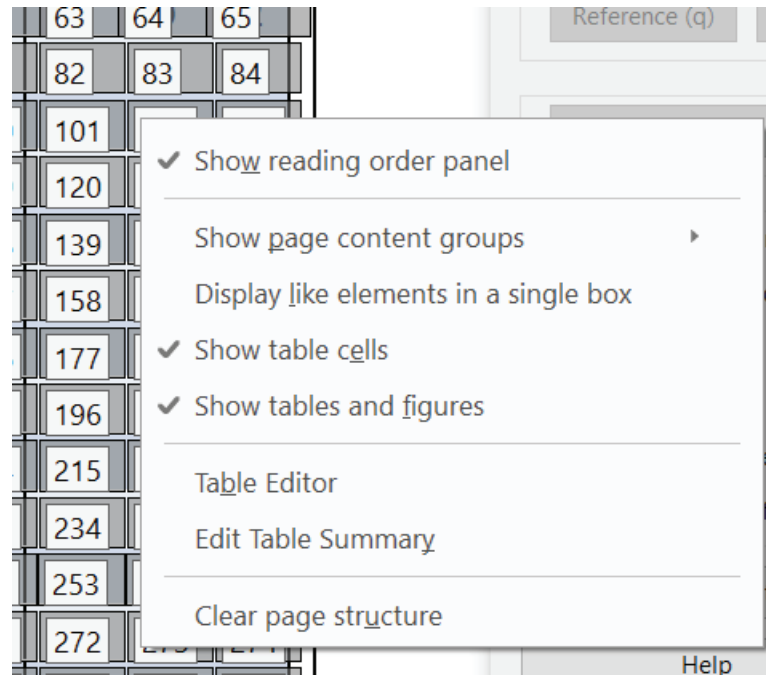
1. Open the PDF document and click on the "Prepare for accessibility" panel.



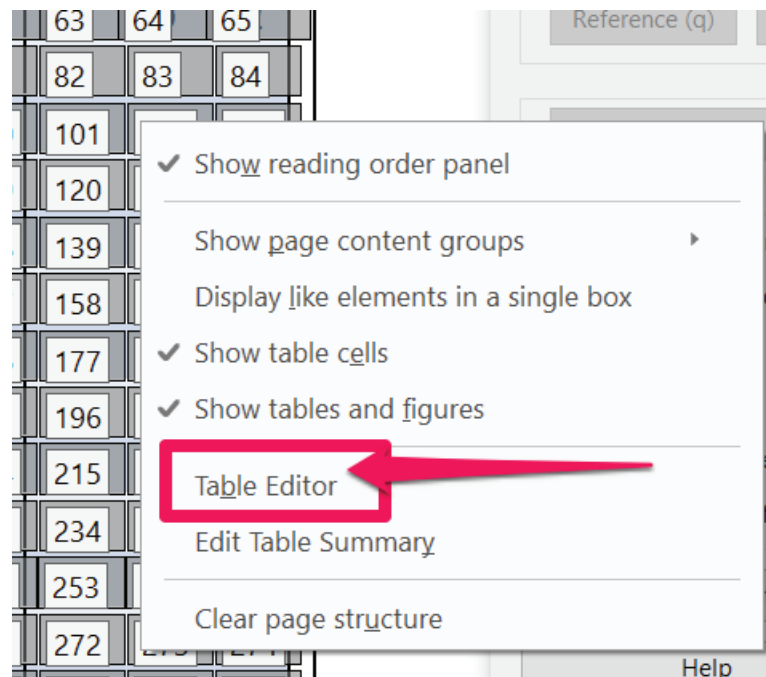
2. Click on the "Fix reading order" tool icon in the Prepare for accessibility tool pane on the left side of the screen.



3. Right click in the table to display the pop-up menu.



4. Choose "Table Editor" from the pop-up menu.



TAGGING TABLE HEADERS

Using table heading rows in Adobe Acrobat is essential for accessibility. They help screen readers interpret data, provide context for columns, and improve navigation in complex tables. By defining header rows, users can better understand relationships between data points, enhancing overall comprehension. By implementing heading rows, you enhance the usability of your documents for individuals with disabilities, making information more accessible to everyone and to meet ADA requirements. Use the [Table Editor Options](#) to set the header rows.

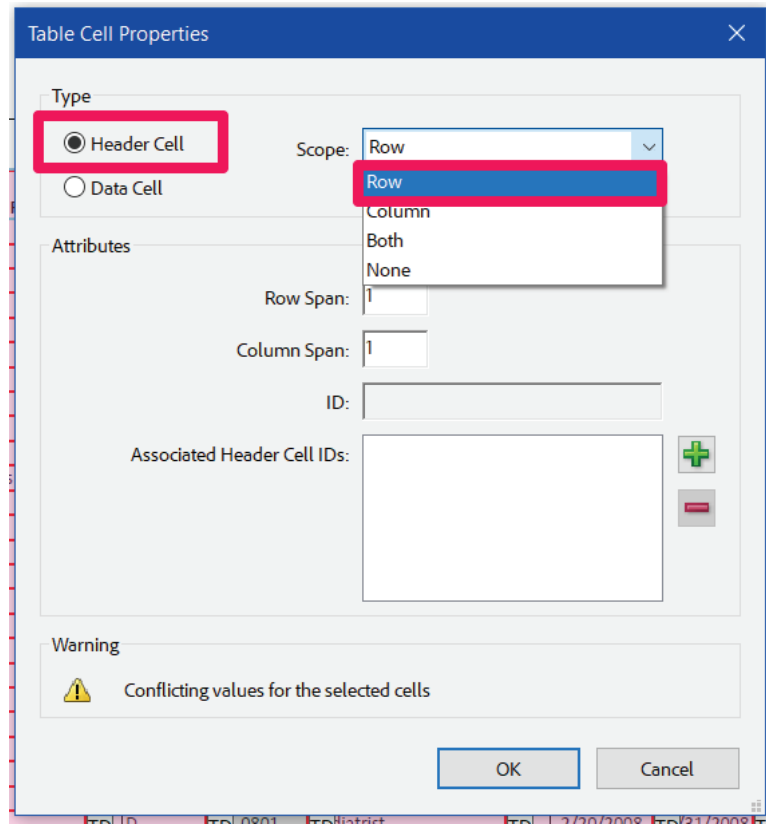
1. Right click and drag across the row that should be a header row or hold down the Shift key and click each cell to select them. Each cell selected will display a light-colored border around it.

Last	First	Middle	License No.	Type	Issue Date	Expiration Date	Discipline
Derek			9501	Diatrist	7/15/1995	31/2014	
Belmont		W.	0051	Diatrist	7/15/1981	31/2019	
Blair			0014	Diatrist	7/15/1993	31/1993	
Zachary		W.	2037	Diatrist	6/27/2018	31/2019	
Michael			9902	Diatrist	7/15/1999	31/2019	
John			9502	Diatrist	7/15/1995	31/2019	
Nathan			0201	Diatrist	7/15/2002	31/2002	
James		A.	2012	Diatrist	6/18/2015	31/2019	
Anna		L.	2008	Diatrist	1/20/2015	31/2015	
Demetrius		J.	2029	Diatrist	8/7/2017	31/2019	
Stephen			0903	Diatrist	3/2/2009	31/2019	
Robert			0037	Diatrist	7/15/1988	31/2010	
Benjamin		H.	2015	Diatrist	11/23/2015	31/2019	
Cathy		A.	0042	Diatrist	7/15/1979	31/2019	
Aaron			1004	Diatrist	7/15/2010	31/2011	
Harvey		K.	0025	Diatrist	7/15/1973	31/2016	
Jeffrey		K.	0101	Diatrist	7/15/2001	31/2019	
Grant		L.	0904	Diatrist	3/23/2009	31/2019	
Toni		J.	PH1401	Diatric Hygienist	12/22/2014	31/2015	
Arnold			9401	Diatrist	7/15/1993	31/1994	
Sean		M.	2027	Diatrist	6/6/2017	31/2018	
David		P.	1005	Diatrist	3/30/2010	31/2019	
Henry		J.	9402	Diatrist	7/15/1994	31/2016	
Ronald		D.	0801	Diatrist	2/20/2008	31/2008	
Anthony			8901	Diatrist	7/15/1989	31/2019	
Jason			0601	Diatrist	7/15/2006	31/2007	
Peter		J.	1101	Diatrist	1/3/2011	31/2019	

2. Right-click on one of the selected cells in the the table and select "Table Cell Properties" from the pop-up menu.

Last	First	Middle	License No.	Type	Issue Date	Expiration Date	Discipline
Susan		J.	0908	Diatrist			
Derek			9501	Diatrist			
Belmont		W.	0051	Diatrist			
Blair			0014	Diatrist			
Zachary		W.	2037	Diatrist			
Michael			9902	Diatrist			
John			9502	Diatrist	7/15/1995	31/2019	
Nathan			0201	Diatrist	7/15/2002	31/2002	
James		A.	2012	Diatrist	6/18/2015	31/2019	
Anna		L.	2008	Diatrist	1/20/2015	31/2015	
Demetrius		J.	2029	Diatrist	8/7/2017	31/2019	
Stephen			0903	Diatrist	3/2/2009	31/2019	
Robert			0037	Diatrist	7/15/1988	31/2010	
Benjamin		H.	2015	Diatrist	11/23/2015	31/2019	
Cathy		A.	0042	Diatrist	7/15/1979	31/2019	
Aaron			1004	Diatrist	7/15/2010	31/2011	
Harvey		K.	0025	Diatrist	7/15/1973	31/2016	
Jeffrey		K.	0101	Diatrist	7/15/2001	31/2019	
Grant		L.	0904	Diatrist	3/23/2009	31/2019	
Toni		J.	PH1401	Diatric Hygienist	12/22/2014	31/2015	
Arnold			9401	Diatrist	7/15/1993	31/1994	
Sean		M.	2027	Diatrist	6/6/2017	31/2018	
David		P.	1005	Diatrist	3/30/2010	31/2019	
Henry		J.	9402	Diatrist	7/15/1994	31/2016	
Ronald		D.	0801	Diatrist	2/20/2008	31/2008	
Anthony			8901	Diatrist	7/15/1989	31/2019	
Jason			0601	Diatrist	7/15/2006	31/2007	
Peter		J.	1101	Diatrist	1/3/2011	31/2019	

- The Table Cell Properties dialog box will appear. Check the Header Cell checkbox and choose either Row, Column, or Both from the Scope drop-down menu depending on if the table has row, column or both are used as header rows.

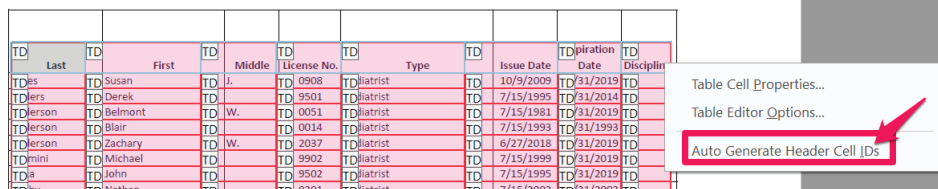


- The selected cells will become Table Header Cells.

TH	Last	TH	First	TH	Middle	TH	License No.	TH	Type	TH	Issue Date	TH	Expiration Date	TH	Discipline
TD	ers	TD	Derek	TD		TD	9501	TD	iatrist	TD	7/15/1995	TD	31/2014	TD	
TD	erson	TD	Belmont	TD	W.	TD	0051	TD	iatrist	TD	7/15/1981	TD	31/2019	TD	
TD	erson	TD	Blair	TD		TD	0014	TD	iatrist	TD	7/15/1993	TD	31/1993	TD	
TD	erson	TD	Zachary	TD	W.	TD	2037	TD	iatrist	TD	6/27/2018	TD	31/2019	TD	

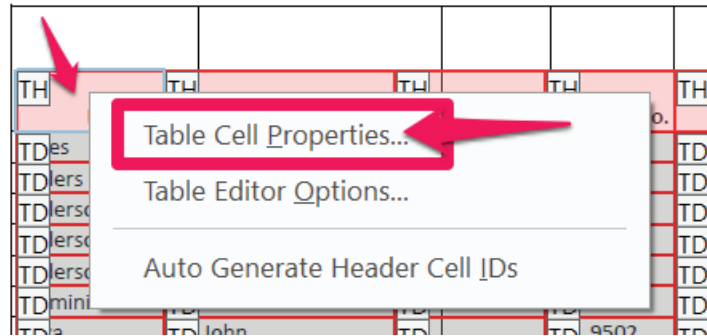
GENERATING HEADER CELL IDs

- Select the header table cell(s) by clicking on the first header cell and dragging over all the other header cells.
- Right click and choose Auto Generate Header Cell IDs

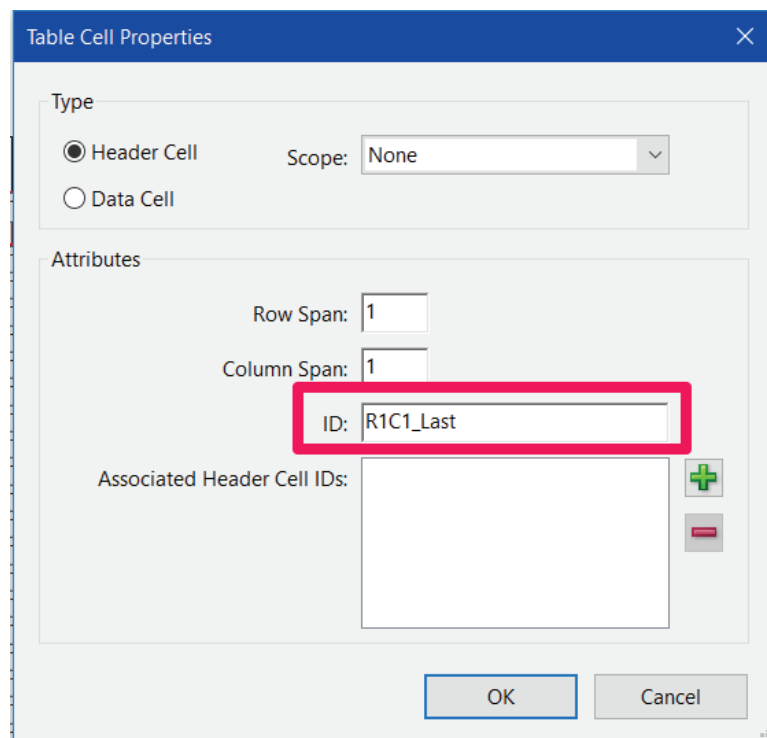


Next, we need to make sure the Header Cell IDs auto generated make sense and are unique. You may need to adjust the names.

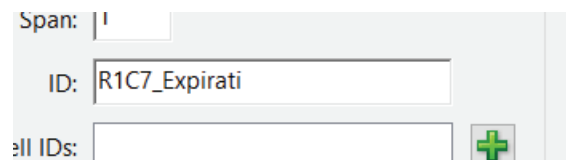
5. Right click the header cell(s) and choose Table Cell Properties from the pop-up menu.



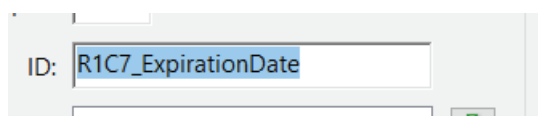
6. Give the Cells a fitting ID name. In this case, we right clicked on the Last Name column and need to verify that the ID indicates the column. As you can see, it provided last in the ID, so we are good to go.



If the ID is not complete, like in the example below, update it.



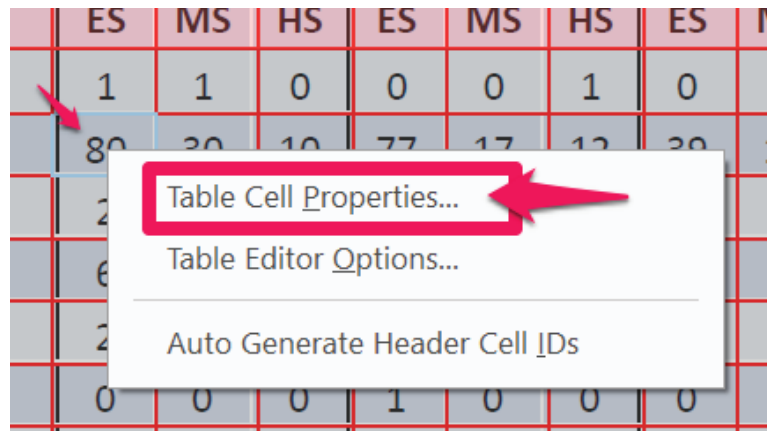
Update the name. Make sure you can recognize it from a drop-down menu.



These steps will ensure that each header cell will be read correctly by assistive technology, and it will also clear any errors the table had with headings. Next, associate the table data cells with these new Header Cell IDs.

ASSOCIATING TABLE DATA CELLS WITH TABLE HEADERS

While in the Table Editor, edit table cell properties by right clicking on a table cell(s) and choosing Table Cell Properties.

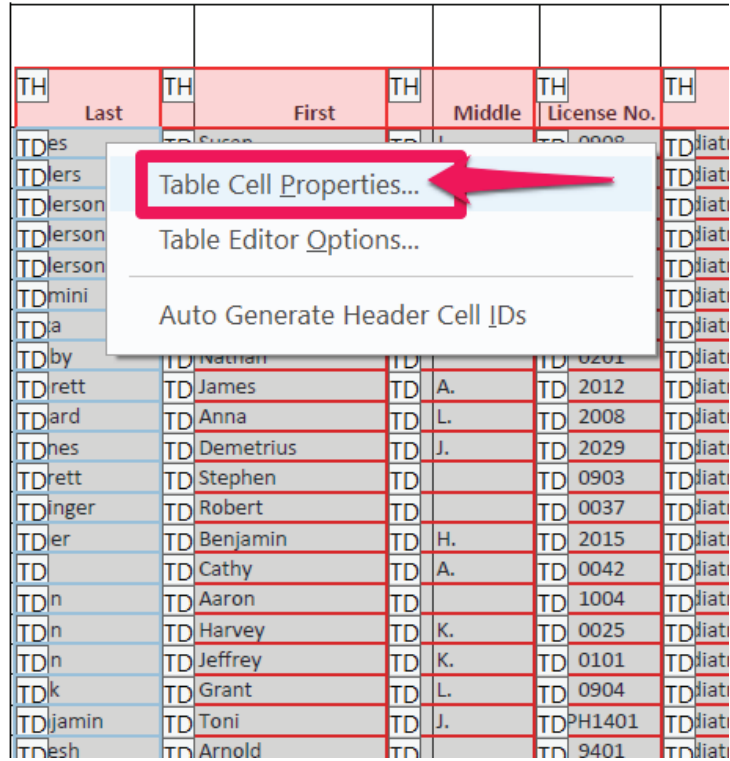


To associate the table data with Header Cell IDs, follow these steps:

1. Click and drag to select the entire row/column.

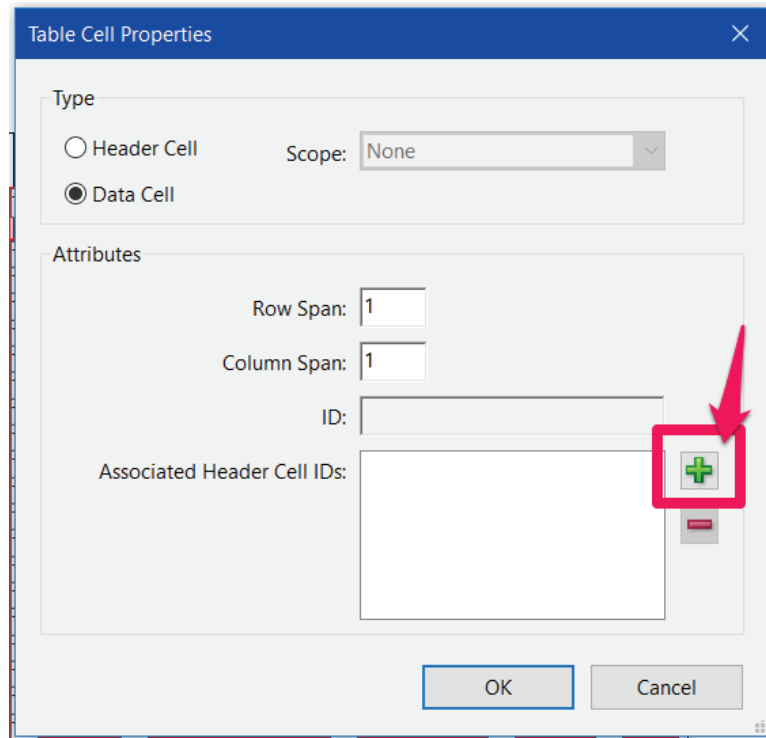
TH	Last	TH	First	TH	Middle	TH	License No.	TH	Type	TH	Issue Date	TH	Expiration Date	TH	Discipline
TD	Des	TD	Susan	TD	J.	TD	0908	TD	iatrist	TD	10/9/2009	TD	31/2019	TD	
TD	lers	TD	Derek	TD		TD	9501	TD	iatrist	TD	7/15/1995	TD	31/2014	TD	
TD	lerson	TD	Belmont	TD	W.	TD	0051	TD	iatrist	TD	7/15/1981	TD	31/2019	TD	
TD	lerson	TD	Blair	TD		TD	0014	TD	iatrist	TD	7/15/1993	TD	31/1993	TD	
TD	lerson	TD	Zachary	TD	W.	TD	2037	TD	iatrist	TD	6/27/2018	TD	31/2019	TD	
TD	mini	TD	Michael	TD		TD	9902	TD	iatrist	TD	7/15/1999	TD	31/2019	TD	
TD	a	TD	John	TD		TD	9502	TD	iatrist	TD	7/15/1995	TD	31/2019	TD	
TD	by	TD	Nathan	TD		TD	0201	TD	iatrist	TD	7/15/2002	TD	31/2002	TD	
TD	rett	TD	James	TD	A.	TD	2012	TD	iatrist	TD	6/18/2015	TD	31/2019	TD	
TD	ard	TD	Anna	TD	L.	TD	2008	TD	iatrist	TD	1/20/2015	TD	31/2015	TD	
TD	hes	TD	Demetrius	TD	J.	TD	2029	TD	iatrist	TD	8/7/2017	TD	31/2019	TD	
TD	rett	TD	Stephen	TD		TD	0903	TD	iatrist	TD	3/2/2009	TD	31/2019	TD	
TD	nger	TD	Robert	TD		TD	0037	TD	iatrist	TD	7/15/1988	TD	31/2010	TD	
TD	er	TD	Benjamin	TD	H.	TD	2015	TD	iatrist	TD	11/23/2015	TD	31/2019	TD	
TD		TD	Cathy	TD	A.	TD	0042	TD	iatrist	TD	7/15/1979	TD	31/2019	TD	
TD	n	TD	Aaron	TD		TD	1004	TD	iatrist	TD	7/15/2010	TD	31/2011	TD	
TD	n	TD	Harvey	TD	K.	TD	0025	TD	iatrist	TD	7/15/1973	TD	31/2016	TD	
TD	n	TD	Jeffrey	TD	K.	TD	0101	TD	iatrist	TD	7/15/2001	TD	31/2019	TD	
TD	k	TD	Grant	TD	L.	TD	0904	TD	iatrist	TD	3/23/2009	TD	31/2019	TD	
TD	jamin	TD	Toni	TD	J.	TD	PH1401	TD	iatric Hygienist	TD	12/22/2014	TD	31/2015	TD	
TD	esh	TD	Arnold	TD		TD	9401	TD	iatrist	TD	7/15/1993	TD	31/1994	TD	
TD	esh	TD	Sean	TD	M.	TD	2027	TD	iatrist	TD	6/6/2017	TD	31/2018	TD	
TD	inger	TD	David	TD	P.	TD	1005	TD	iatrist	TD	3/30/2010	TD	31/2019	TD	
TD	ison	TD	Henry	TD	J.	TD	9402	TD	iatrist	TD	7/15/1994	TD	31/2016	TD	
TD	oian	TD	Ronald	TD	D.	TD	0801	TD	iatrist	TD	2/20/2008	TD	31/2008	TD	
TD	gia	TD	Anthony	TD		TD	8901	TD	iatrist	TD	7/15/1989	TD	31/2019	TD	
TD	ven	TD	Jason	TD		TD	0601	TD	iatrist	TD	7/15/2006	TD	31/2007	TD	
TD	man	TD	Peter	TD	J.	TD	1101	TD	iatrist	TD	1/3/2011	TD	31/2019	TD	

2. Right click and choose Table Cell Properties

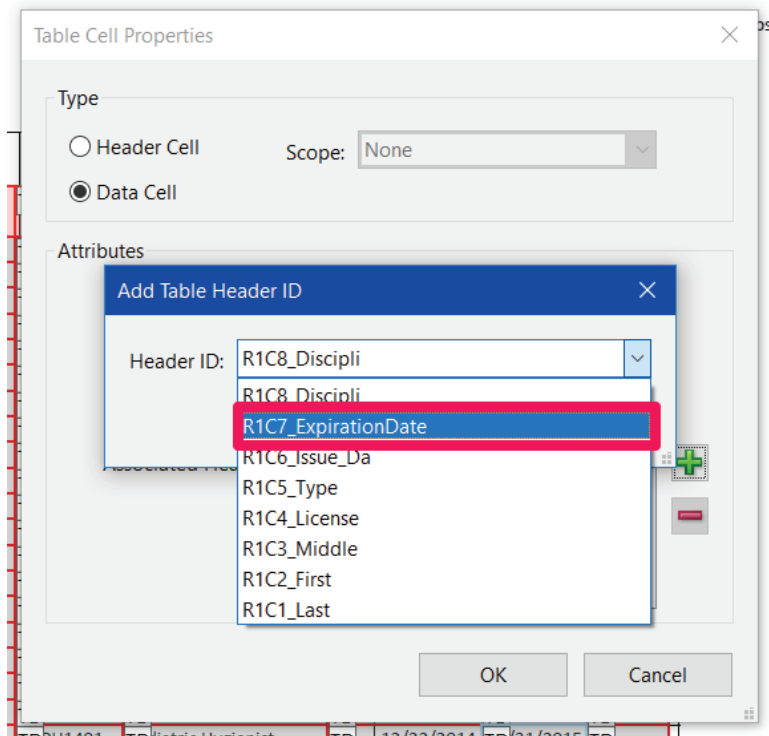


Last	First	Middle	License No.
es	Susan		0008
ers			
erson			
erson			
mini			
a			
by	Nathan		0201
rett	James	A.	2012
ard	Anna	L.	2008
hes	Demetrius	J.	2029
rett	Stephen		0903
inger	Robert		0037
er	Benjamin	H.	2015
	Cathy	A.	0042
n	Aaron		1004
n	Harvey	K.	0025
n	Jeffrey	K.	0101
k	Grant	L.	0904
jamin	Toni	J.	PH1401
esh	Arnold		9401

3. Click on the plus icon to the right of the "Associate Header Cell IDs" box.



- Assign the cells to the corresponding table header ID using the dropdown menu. In this case we are choosing R1C7_ExpirationDate.



- Repeat these steps for every column in the table.

Note:

If your table has header rows instead of header columns, select the rows instead of the columns and associate the data cells with appropriate header row.

It is NOT recommended to have both a header row and a header column in a table. However, if your table has both you will need to associate both the rows and the columns with both headers.

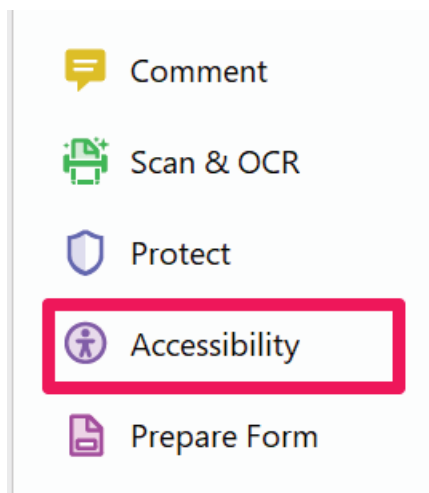
Now that all these steps are done, the entire table is completely accessible and will be read correctly by assistive technology.

ASSOCIATE TABLE CELL WITH HEADERS IN OLDER VERSIONS OF ADOBE ACROBAT

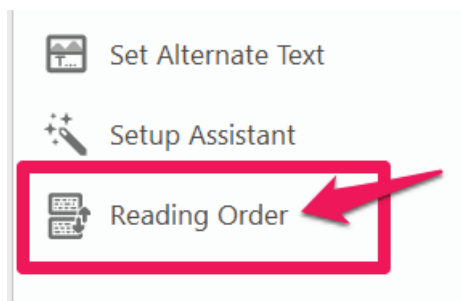
LOCATING THE TABLE EDITOR OPTION

Accessibility tools will read table headings and ids, so this makes setting up tables correctly very important. First access the Table Editor by using the Reading Order tool and right clicking inside a table in the document.

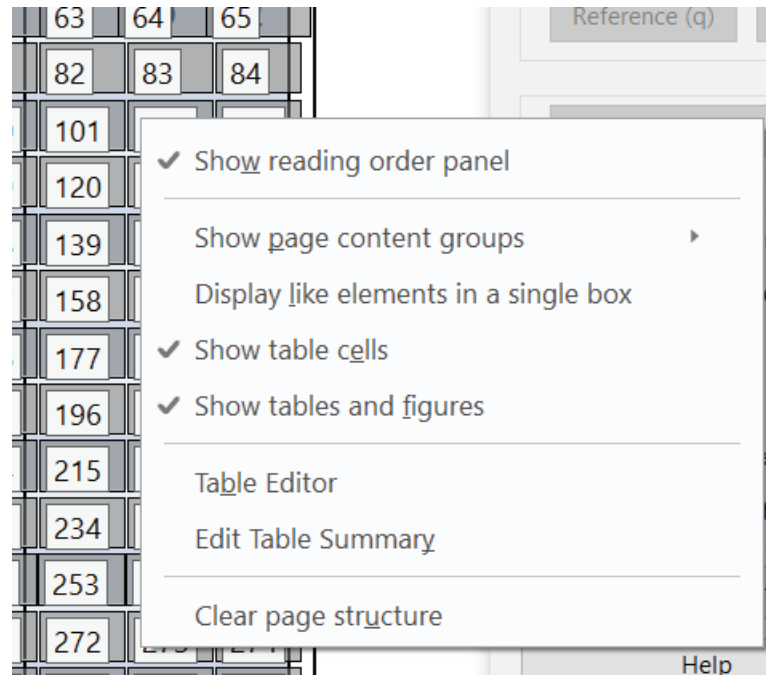
1. Open the PDF document and click on the Accessibility panel. If your copy of Adobe Acrobat isn't displaying the Accessibility panel review the procedure [Adding the Accessibility Panel to Tools Menu in Older Versions of Adobe Acrobat](#).



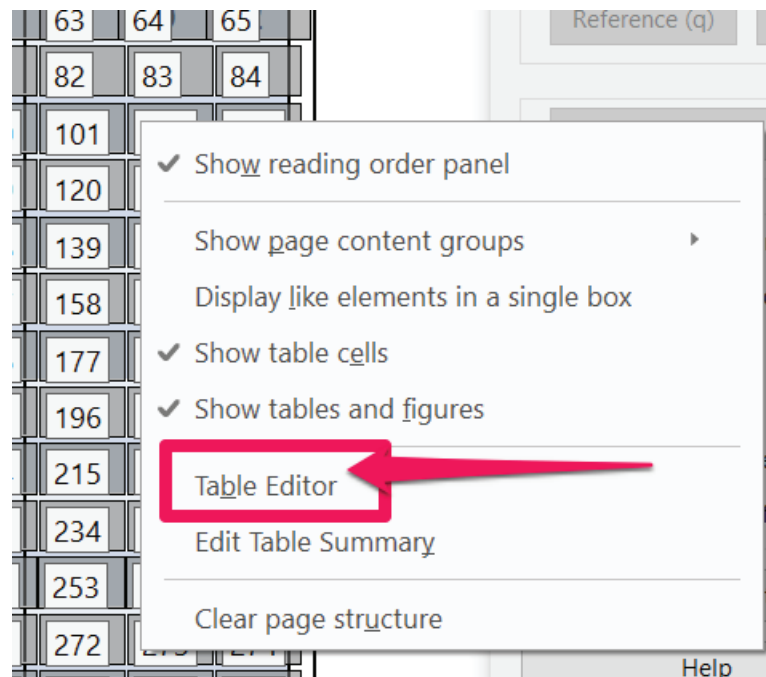
2. Click on Reading Order



3. Right click in the table to display the pop-up menu.



4. Choose "Table Editor" from the pop-up menu.



TAGGING TABLE HEADERS

Using table heading rows in Adobe Acrobat is essential for accessibility. They help screen readers interpret data, provide context for columns, and improve navigation in complex tables. By defining header rows, users can better understand relationships between data points, enhancing overall comprehension. By implementing heading rows, you enhance the usability of your documents for individuals with disabilities, making information more accessible to everyone and to meet ADA requirements. Use the [Table Editor Options](#) to set the header rows.

1. Right click and drag across the row that should be a header row or hold down the Shift key and click each cell to select them. Each cell selected will display a light-colored border around it.

TD	Last	TD	First	TD	Middle	TH	License No.	TD	Type	TD	Issue Date	TD	Expiration Date	TD	Discipline
TD	ers	TD	Derek	TD		TD	9501	TD	diatrist	TD	7/15/1995	TD	31/2014	TD	
TD	erson	TD	Belmont	TD	W.	TD	0051	TD	diatrist	TD	7/15/1981	TD	31/2019	TD	
TD	erson	TD	Blair	TD		TD	0014	TD	diatrist	TD	7/15/1993	TD	31/1993	TD	
TD	erson	TD	Zachary	TD	W.	TD	2037	TD	diatrist	TD	6/27/2018	TD	31/2019	TD	
TD	mini	TD	Michael	TD		TD	9902	TD	diatrist	TD	7/15/1999	TD	31/2019	TD	
TD	a	TD	John	TD		TD	9502	TD	diatrist	TD	7/15/1995	TD	31/2019	TD	
TD	oy	TD	Nathan	TD		TD	0201	TD	diatrist	TD	7/15/2002	TD	31/2002	TD	
TD	rett	TD	James	TD	A.	TD	2012	TD	diatrist	TD	6/18/2015	TD	31/2019	TD	
TD	ard	TD	Anna	TD	L.	TD	2008	TD	diatrist	TD	1/20/2015	TD	31/2015	TD	
TD	nes	TD	Demetrius	TD	J.	TD	2029	TD	diatrist	TD	8/7/2017	TD	31/2019	TD	
TD	ett	TD	Stephen	TD		TD	0903	TD	diatrist	TD	3/2/2009	TD	31/2019	TD	
TD	nger	TD	Robert	TD		TD	0037	TD	diatrist	TD	7/15/1988	TD	31/2010	TD	
TD	er	TD	Benjamin	TD	H.	TD	2015	TD	diatrist	TD	11/23/2015	TD	31/2019	TD	
TD	TD	TD	Cathy	TD	A.	TD	0042	TD	diatrist	TD	7/15/1979	TD	31/2019	TD	
TD	n	TD	Aaron	TD		TD	1004	TD	diatrist	TD	7/15/2010	TD	31/2011	TD	
TD	n	TD	Harvey	TD	K.	TD	0025	TD	diatrist	TD	7/15/1973	TD	31/2016	TD	
TD	n	TD	Jeffrey	TD	K.	TD	0101	TD	diatrist	TD	7/15/2001	TD	31/2019	TD	
TD	TD	TD	Grant	TD	L.	TD	0904	TD	diatrist	TD	3/23/2009	TD	31/2019	TD	
TD	amin	TD	Toni	TD	J.	TD	PH1401	TD	diatric Hygienist	TD	12/22/2014	TD	31/2015	TD	
TD	esh	TD	Arnold	TD		TD	9401	TD	diatrist	TD	7/15/1993	TD	31/1994	TD	
TD	esh	TD	Sean	TD	M.	TD	2027	TD	diatrist	TD	6/6/2017	TD	31/2018	TD	
TD	inger	TD	David	TD	P.	TD	1005	TD	diatrist	TD	3/30/2010	TD	31/2019	TD	
TD	ison	TD	Henry	TD	J.	TD	9402	TD	diatrist	TD	7/15/1994	TD	31/2016	TD	
TD	olian	TD	Ronald	TD	D.	TD	0801	TD	diatrist	TD	2/20/2008	TD	31/2008	TD	
TD	gla	TD	Anthony	TD		TD	8901	TD	diatrist	TD	7/15/1989	TD	31/2019	TD	
TD	ven	TD	Jason	TD		TD	0601	TD	diatrist	TD	7/15/2006	TD	31/2007	TD	
TD	zman	TD	Peter	TD	J.	TD	1101	TD	diatrist	TD	1/3/2011	TD	31/2019	TD	

5. Right-click on one of the selected cells in the the table and select "Table Cell Properties" from the pop-up menu.

TD	Last	TD	First	TD	Middle	TH	License No.	TD	Type	TD	Issue Date	TD	Expiration Date	TD	Discipline
TD	Susan	TD	J.	TD	TD	0908	TD	iatrist	TD	7/15/1995	TD	31/2019	TD		
TD	Derek	TD	TD	TD	TD	9501	TD	iatrist	TD	7/15/2002	TD	31/2002	TD		
TD	erson	TD	Belmont	TD	W.	TD	0051	TD	iatrist	TD	6/18/2015	TD	31/2019	TD	
TD	erson	TD	Blair	TD	TD	TD	0014	TD	iatrist	TD	1/20/2015	TD	31/2015	TD	
TD	erson	TD	Zachary	TD	W.	TD	2037	TD	iatrist	TD	8/7/2017	TD	31/2019	TD	
TD	ini	TD	Michael	TD	TD	TD	9902	TD	iatrist	TD	3/2/2009	TD	31/2019	TD	
TD	a	TD	John	TD	TD	TD	9502	TD	iatrist	TD	7/15/1988	TD	31/2010	TD	
TD	by	TD	Nathan	TD	TD	TD	0201	TD	iatrist	TD	11/23/2015	TD	31/2019	TD	
TD	rett	TD	James	TD	A.	TD	2012	TD	iatrist	TD	7/15/1979	TD	31/2019	TD	
TD	ard	TD	Anna	TD	L.	TD	2008	TD	iatrist	TD	7/15/2010	TD	31/2011	TD	
TD	hes	TD	Demetrius	TD	J.	TD	2029	TD	iatrist	TD	7/15/1973	TD	31/2016	TD	
TD	rett	TD	Stephen	TD	TD	TD	0903	TD	iatrist	TD	7/15/2001	TD	31/2019	TD	
TD	inger	TD	Robert	TD	TD	TD	0037	TD	iatrist	TD	3/23/2009	TD	31/2019	TD	
TD	er	TD	Benjamin	TD	H.	TD	2015	TD	iatrist	TD	12/22/2014	TD	31/2015	TD	
TD	h	TD	Cathy	TD	A.	TD	0042	TD	iatrist	TD	7/15/1993	TD	31/1994	TD	
TD	h	TD	Aaron	TD	TD	TD	1004	TD	iatrist	TD	6/6/2017	TD	31/2018	TD	
TD	h	TD	Harvey	TD	K.	TD	0025	TD	iatrist	TD	3/30/2010	TD	31/2019	TD	
TD	h	TD	Jeffrey	TD	K.	TD	0101	TD	iatrist	TD	7/15/1994	TD	31/2016	TD	
TD	k	TD	Grant	TD	L.	TD	0904	TD	iatrist	TD	2/20/2008	TD	31/2008	TD	
TD	amin	TD	Toni	TD	J.	TD	2H1401	TD	iatric Hygienist	TD	7/15/1989	TD	31/2019	TD	
TD	esh	TD	Arnold	TD	TD	TD	9401	TD	iatrist	TD	7/15/2006	TD	31/2007	TD	
TD	esh	TD	Sean	TD	M.	TD	2027	TD	iatrist	TD	1/3/2011	TD	31/2011	TD	
TD	inger	TD	David	TD	P.	TD	1005	TD	iatrist	TD	7/15/2019	TD	31/2019	TD	
TD	lson	TD	Henry	TD	J.	TD	9402	TD	iatrist	TD	7/15/1994	TD	31/2016	TD	
TD	olan	TD	Ronald	TD	D.	TD	0801	TD	iatrist	TD	2/20/2008	TD	31/2008	TD	
TD	gia	TD	Anthony	TD	TD	TD	8901	TD	iatrist	TD	7/15/1989	TD	31/2019	TD	
TD	ven	TD	Jason	TD	TD	TD	0601	TD	iatrist	TD	7/15/2006	TD	31/2007	TD	
TD	man	TD	Peter	TD	J.	TD	1101	TD	iatrist	TD	1/3/2011	TD	31/2019	TD	

Table Cell Properties...

Table Editor Options...

Auto Generate Header Cell IDs

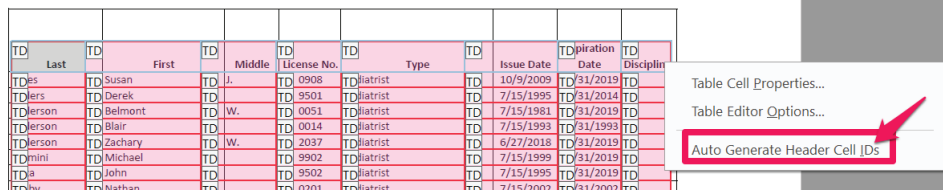
- The Table Cell Properties dialog box will appear. Check the Header Cell checkbox and choose either Row, Column, or Both from the Scope drop-down menu depending on if the table has row, column or both are used as header rows.

- The selected cells will become Table Header Cells.

TH	Last	TH	First	TH	Middle	TH	License No.	TH	Type	TH	Issue Date	TH	Expiration Date	TH	Discipline
TD	Derek	TD	TD	TD	TD	TD	9501	TD	iatrist	TD	7/15/1995	TD	31/2014	TD	
TD	erson	TD	Belmont	TD	W.	TD	0051	TD	iatrist	TD	7/15/1981	TD	31/2019	TD	
TD	erson	TD	Blair	TD	TD	TD	0014	TD	iatrist	TD	7/15/1993	TD	31/1993	TD	
TD	erson	TD	Zachary	TD	W.	TD	2037	TD	iatrist	TD	6/27/2018	TD	31/2019	TD	
TD	ini	TD	Michael	TD	TD	TD	9902	TD	iatrist	TD	7/15/1990	TD	31/2010	TD	

GENERATING HEADER CELL IDs

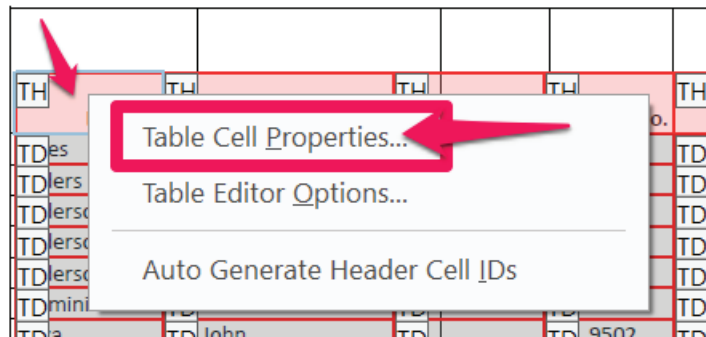
1. Select the header table cell(s) by clicking on the first header cell and dragging over all the other header cells.
8. Right click and choose Auto Generate Header Cell IDs



Last	First	Middle	License No.	Type	Issue Date	Expiration Date	Disciplin
Des	Susan	J.	0908	Matrist	10/9/2009	31/2019	
ers	Derek		9501	Matrist	7/15/1995	31/2014	
erson	Belmont	W.	0051	Matrist	7/15/1981	31/2019	
erson	Blair		0014	Matrist	7/15/1993	31/1993	
erson	Zachary	W.	2037	Matrist	6/27/2018	31/2019	
mini	Michael		9902	Matrist	7/15/1999	31/2019	
a	John		9502	Matrist	7/15/1995	31/2019	
nu	Nathan		0201	Matrist	7/15/2000	31/2000	

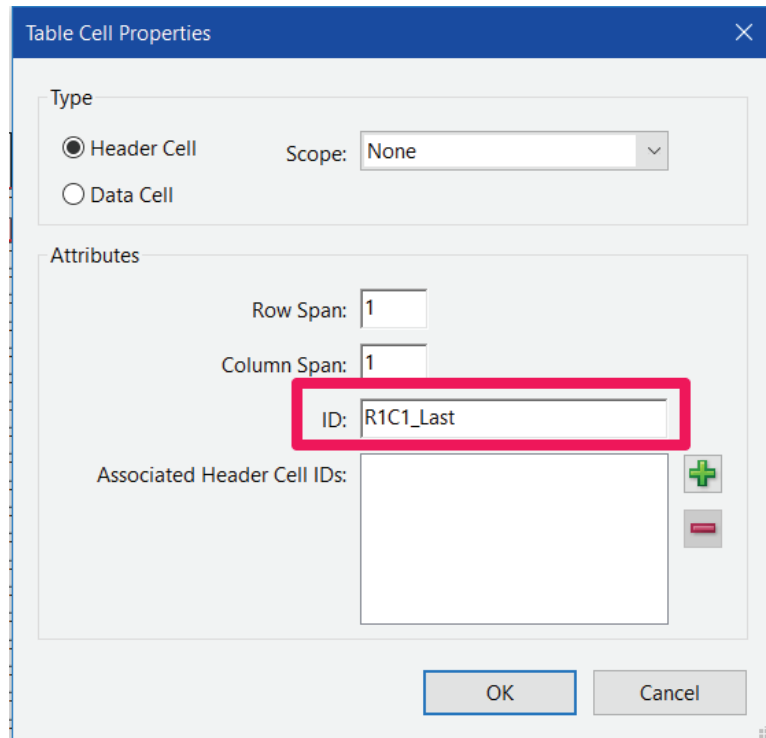
Next, we need to make sure the Header Cell IDs auto generated make sense and are unique. You may need to adjust the names.

9. Right click the header cell(s) and choose Table Cell Properties from the pop-up menu.

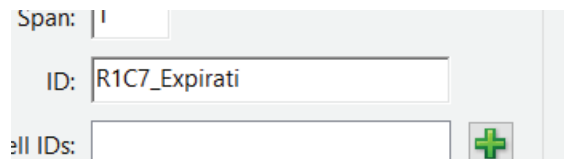


Last	First	Middle	License No.	Type	Issue Date	Expiration Date	Disciplin
Des	Susan	J.	0908	Matrist	10/9/2009	31/2019	
ers	Derek		9501	Matrist	7/15/1995	31/2014	
erson	Belmont	W.	0051	Matrist	7/15/1981	31/2019	
erson	Blair		0014	Matrist	7/15/1993	31/1993	
erson	Zachary	W.	2037	Matrist	6/27/2018	31/2019	
mini	Michael		9902	Matrist	7/15/1999	31/2019	
a	John		9502	Matrist	7/15/1995	31/2019	
nu	Nathan		0201	Matrist	7/15/2000	31/2000	

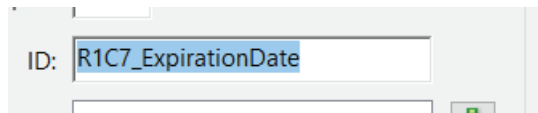
10. Give the Cells a fitting ID name. In this case, we right clicked on the Last Name column and need to verify that the ID indicates the column. As you can see, it provided last in the ID, so we are good to go.



If the ID is not complete, like in the example below, we will update the name.



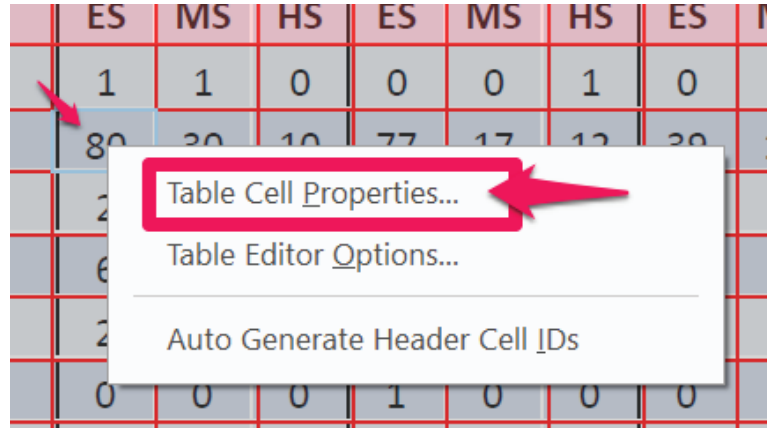
Update the name. Make sure you can recognize it from a drop-down menu.



These steps will ensure that each header cell will be read correctly by assistive technology, and it will also clear any errors the table had with headings. Next, associate the table data cells with these new Header Cell IDs.

ASSOCIATING TABLE DATA CELLS WITH TABLE HEADERS

While in the Table Editor, edit table cell properties by right clicking on a table cell(s) and choosing Table Cell Properties.

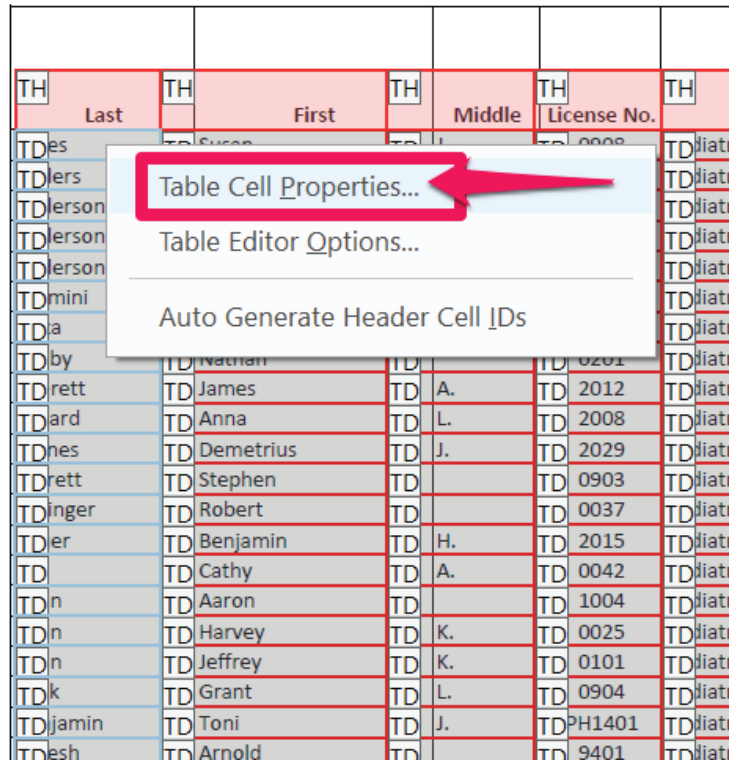


To associate the table data with Header Cell IDs, follow these steps:

1. Click and drag to select the entire row/column.

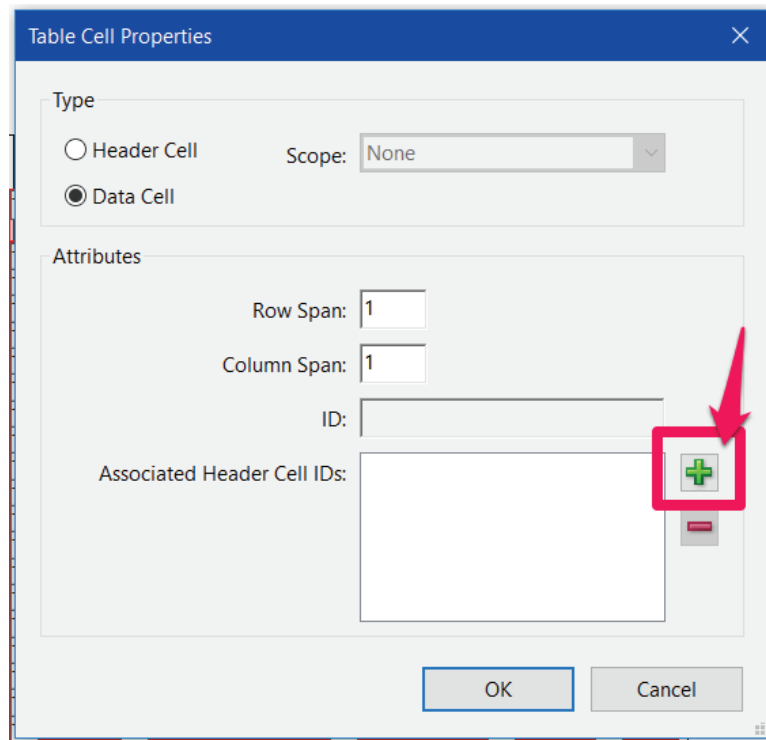
TH	Last	TH	First	TH	Middle	TH	License No.	TH	Type	TH	Issue Date	TH	Expiration Date	TH	Discipline
TD	es		Susan	TD	J.	TD	0908	TD	iatrist	TD	10/9/2009	TD	31/2019	TD	
TD	lers		Derek	TD		TD	9501	TD	iatrist	TD	7/15/1995	TD	31/2014	TD	
TD	lerson		Belmont	TD	W.	TD	0051	TD	iatrist	TD	7/15/1981	TD	31/2019	TD	
TD	lerson		Blair	TD		TD	0014	TD	iatrist	TD	7/15/1993	TD	31/1993	TD	
TD	lerson		Zachary	TD	W.	TD	2037	TD	iatrist	TD	6/27/2018	TD	31/2019	TD	
TD	mini		Michael	TD		TD	9902	TD	iatrist	TD	7/15/1999	TD	31/2019	TD	
TD	ia		John	TD		TD	9502	TD	iatrist	TD	7/15/1995	TD	31/2019	TD	
TD	by		Nathan	TD		TD	0201	TD	iatrist	TD	7/15/2002	TD	31/2002	TD	
TD	rett		James	TD	A.	TD	2012	TD	iatrist	TD	6/18/2015	TD	31/2019	TD	
TD	ard		Anna	TD	L.	TD	2008	TD	iatrist	TD	1/20/2015	TD	31/2015	TD	
TD	hes		Demetrius	TD	J.	TD	2029	TD	iatrist	TD	8/7/2017	TD	31/2019	TD	
TD	rett		Stephen	TD		TD	0903	TD	iatrist	TD	3/2/2009	TD	31/2019	TD	
TD	nger		Robert	TD		TD	0037	TD	iatrist	TD	7/15/1988	TD	31/2010	TD	
TD	er		Benjamin	TD	H.	TD	2015	TD	iatrist	TD	11/23/2015	TD	31/2019	TD	
TD			Cathy	TD	A.	TD	0042	TD	iatrist	TD	7/15/1979	TD	31/2019	TD	
TD	n		Aaron	TD		TD	1004	TD	iatrist	TD	7/15/2010	TD	31/2011	TD	
TD	n		Harvey	TD	K.	TD	0025	TD	iatrist	TD	7/15/1973	TD	31/2016	TD	
TD	n		Jeffrey	TD	K.	TD	0101	TD	iatrist	TD	7/15/2001	TD	31/2019	TD	
TD	k		Grant	TD	L.	TD	0904	TD	iatrist	TD	3/23/2009	TD	31/2019	TD	
TD	jamin		Toni	TD	J.	TD	PH1401	TD	iatric Hygienist	TD	12/22/2014	TD	31/2015	TD	
TD	esh		Arnold	TD		TD	9401	TD	iatrist	TD	7/15/1993	TD	31/1994	TD	
TD	esh		Sean	TD	M.	TD	2027	TD	iatrist	TD	6/6/2017	TD	31/2018	TD	
TD	inger		David	TD	P.	TD	1005	TD	iatrist	TD	3/30/2010	TD	31/2019	TD	
TD	ison		Henry	TD	J.	TD	9402	TD	iatrist	TD	7/15/1994	TD	31/2016	TD	
TD	oian		Ronald	TD	D.	TD	0801	TD	iatrist	TD	2/20/2008	TD	31/2008	TD	
TD	gia		Anthony	TD		TD	8901	TD	iatrist	TD	7/15/1989	TD	31/2019	TD	
TD	ven		Jason	TD		TD	0601	TD	iatrist	TD	7/15/2006	TD	31/2007	TD	
TD	rman		Peter	TD	J.	TD	1101	TD	iatrist	TD	1/3/2011	TD	31/2019	TD	

2. Right click and choose Table Cell Properties

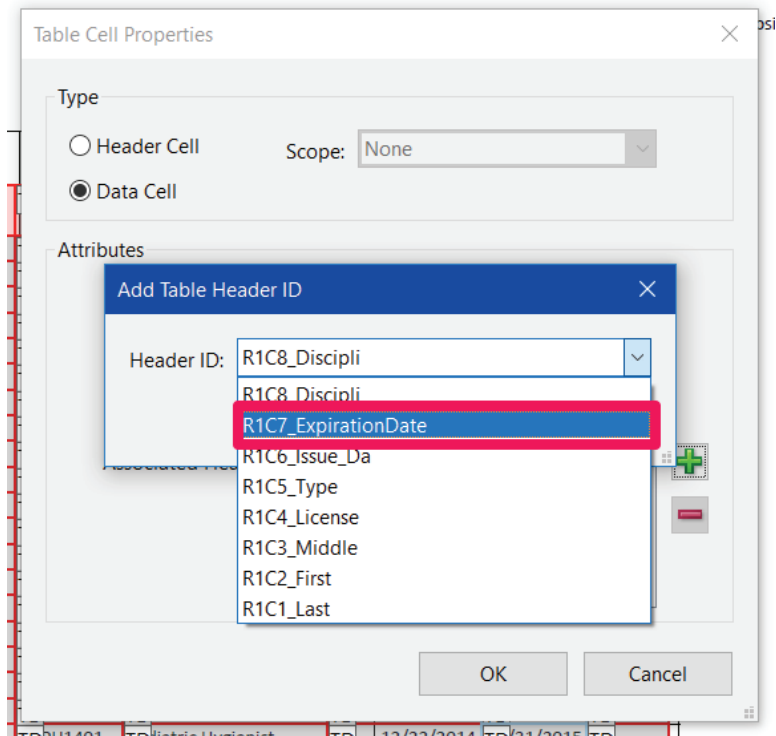


Last	First	Middle	License No.
Des	Susan		0008
ers			
erson			
erson			
erson			
mini			
a			
by	Nathan		0201
rett	James	A.	2012
ard	Anna	L.	2008
hes	Demetrius	J.	2029
rett	Stephen		0903
inger	Robert		0037
er	Benjamin	H.	2015
	Cathy	A.	0042
n	Aaron		1004
n	Harvey	K.	0025
n	Jeffrey	K.	0101
k	Grant	L.	0904
jamin	Toni	J.	PH1401
esh	Arnold		9401

11. Click on the plus icon to the right of the "Associate Header Cell IDs" box.



12. Assign the cells to the corresponding table header ID using the dropdown menu. In this case we are choosing R1C7_ExpirationDate.



13. Repeat these steps for every column in the table.

Note:

If your table has header rows instead of header columns, select the rows instead of the columns and associate the data cells with appropriate header row.

It is NOT recommended to have both a header row and a header column in a table. However, if your table has both you will need to associate both the rows and the columns with both headers.

Now that all these steps are done, the entire table is completely accessible and will be read correctly by assistive technology.

