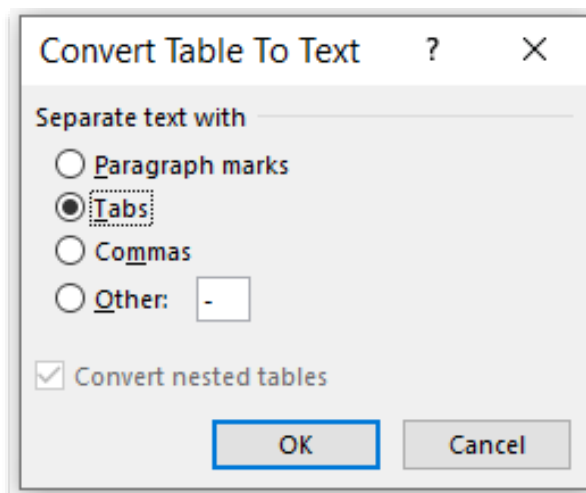
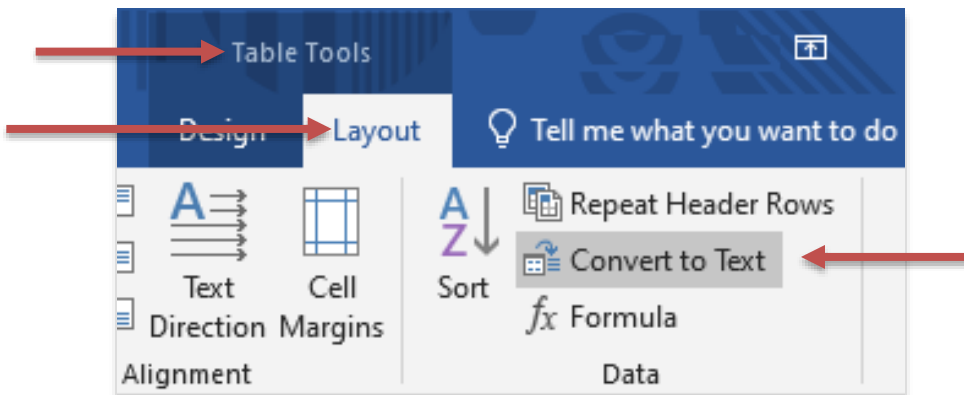


## Steps for Accessible Tables

- Do not use tables for layout, and avoid using tables in general.
- Caption your table.
- Designate your Header rows.
- Describe the table in Alt text and the body text.
- Use additional ways to present your information.

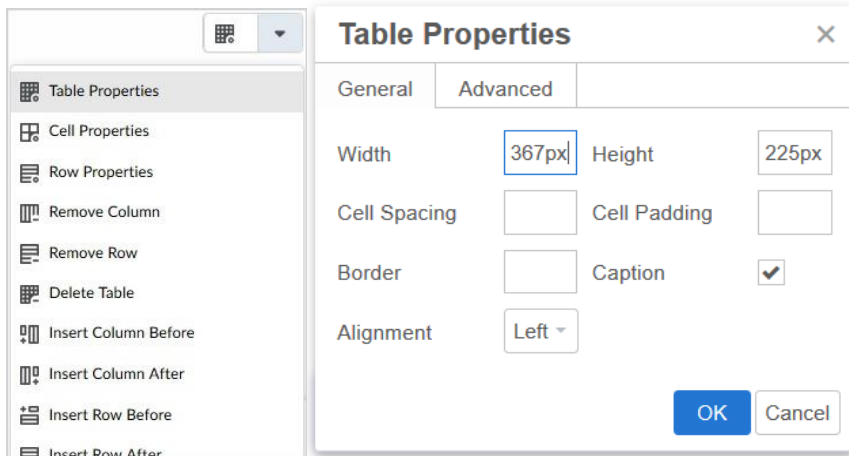
**Avoid using tables in general.** Many learners find tables hard to use, not just those with visual impairments. DO NOT USE TABLES FOR LAYOUT. Tables read from left to right, top to bottom.

**In MS Office**, to change the information in your table to regular text, use the “Convert to Text” tool in the Table Tools “Layout” menu that appears in the ribbon when you select your table. Decide how you want to separate the table cell text.



**Caption your table.** A screen reader will tell the user the title so they know what the table is trying to describe. Having a caption helps all users cognitively understand your table.

**In D2L,** click on your table, select “Table Properties” from the Table Tool, and check “Caption”. The Table Tool is the eighth menu in the toolbar; it is also at the bottom of your selected table.

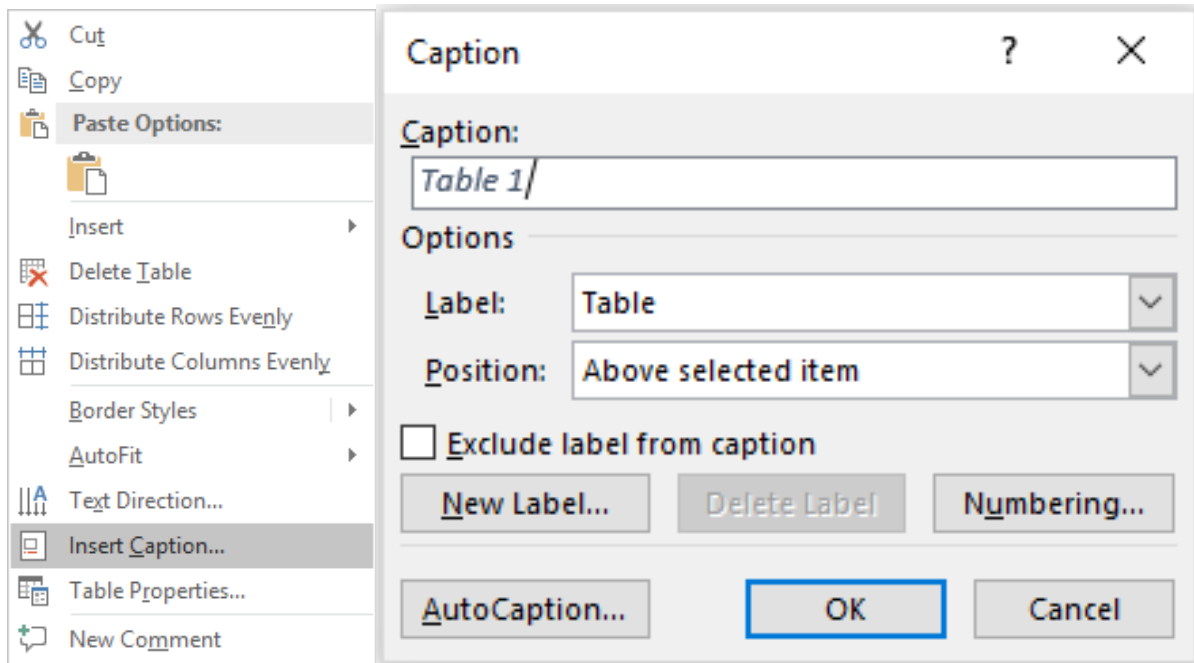


Write your caption directly into the table, at the top.

This will be blank. Click and type in your table caption here.]		
Political Affiliation	Percent that agree with the issue	Percent that do not agree with the issue
One party	75%	25%
The Other party	25%	75%

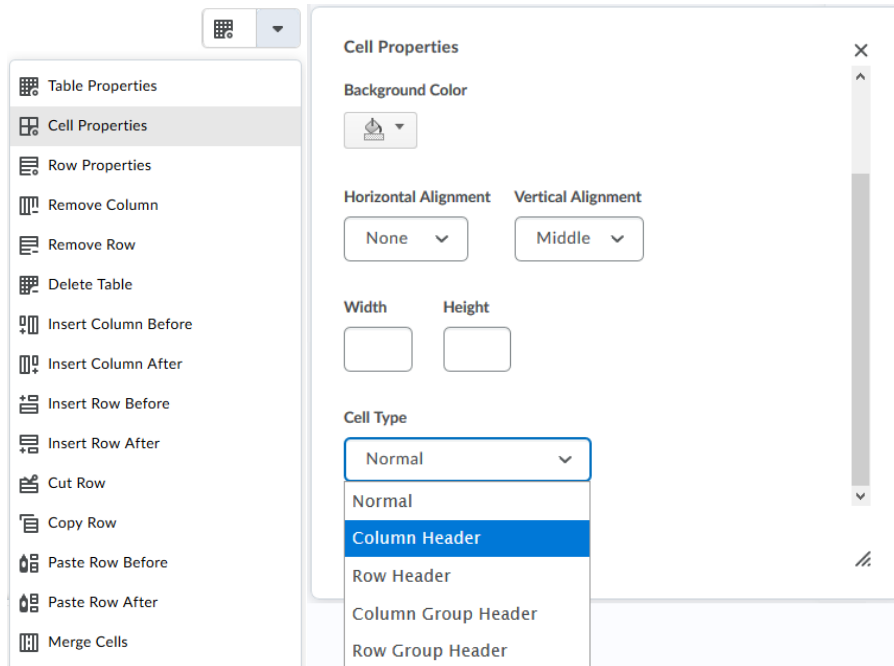
The image shows a table with a caption placeholder at the top. The table has three columns: 'Political Affiliation', 'Percent that agree with the issue', and 'Percent that do not agree with the issue'. The data rows show 'One party' with 75% agreement and 25% disagreement, and 'The Other party' with 25% agreement and 75% disagreement. A toolbar is visible below the table.

**In Microsoft**, right click on the table and select “Insert Captions” from the context menu:

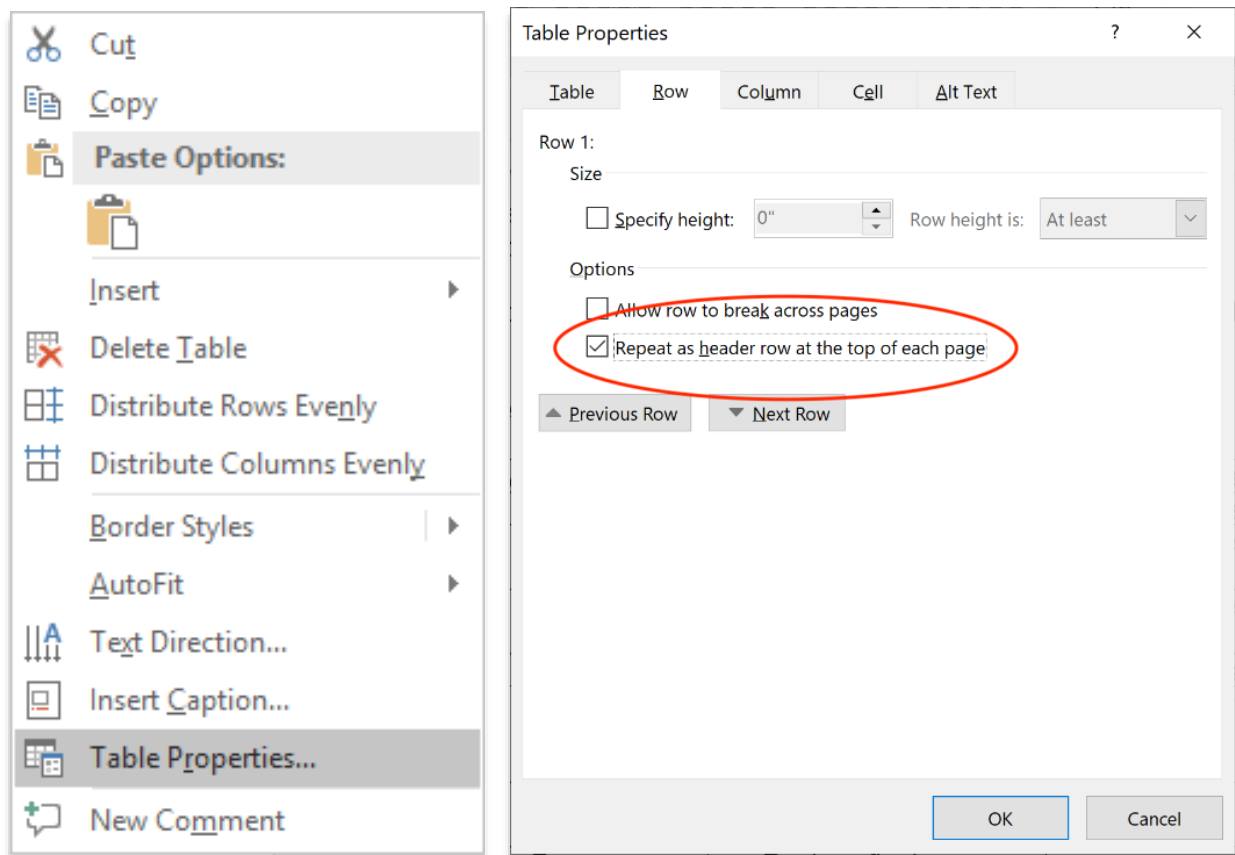
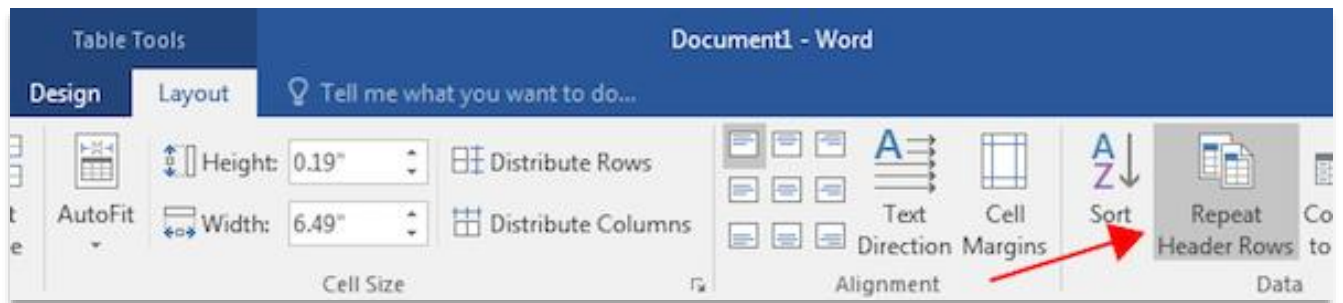


**Designate your Header rows.** Screen readers need you to designate which row or column is the header to convey that information to the user.

**In D2L**, select your table, then select the Table Tool’s “Cell Properties”, and change “Cell Type”:



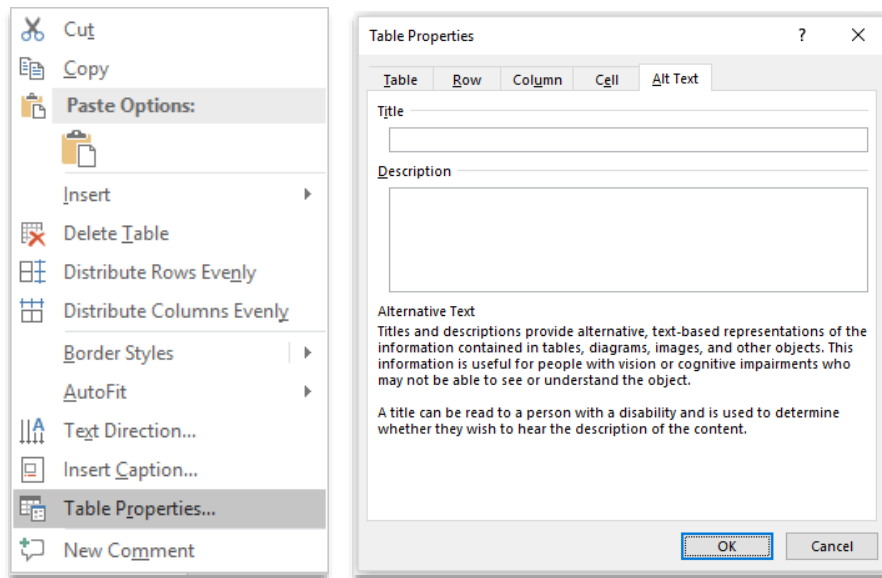
**In Microsoft**, right click on the table and select “Table Properties” from the context menu, and check “Repeat Header Rows” in the “Row” tab. Or, use the Table Tools “Layout” tab that appears when you select the table:



**Describe the table in Alt text and the body text.** Having a description of the image you are discussing in your text is helpful to all your readers. In MS Office, a screen reader will read “Table” and then read the alternative text you entered. If you are having trouble describing the table, the table may be too complicated. There may be a better way to present the information.

**In D2L:** D2L does not currently use alt text with tables, so make sure your caption is descriptive, and describe the table in your text.

In Microsoft, right click on the table and select “Table Properties” from the context menu:



**Use additional ways to present your information.** Tables don’t work for everyone. Some users will look at your table, and just not understand it. Others may be able to use your table, but find it cumbersome. Verbal explanations, tactile learning objects, videos and other visuals, all used together, enhance learning for everyone in a classroom. Meet with one of [CTE’s](#) instructional designers for ideas and suggestions!

### Helpful links:

[Video: Create Accessible Tables in MS Word \(2min 18s\)](#)

[Video: Improve your MS Documents with the Accessibility Checker \(1min 4s\)](#)

[Video: How to Add Table Headers in D2L \(PCC, 1min 9s\)](#)

[Video: Using the D2L Edit Window \(3min 39s\)](#)

[Article: Accessible Color, Tables, and Templates in D2L](#)

[SIUC Accessibility Website](#)