MINNESOTA

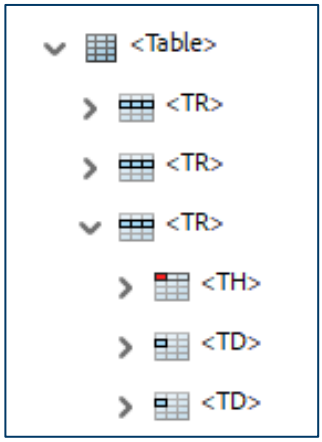
Accessible PDF Document Training

Summary Guide for Module 9: Tables

This module covers how to identify simple tables from complex tables, understand the correct tagging structure for simple tables, use Acrobat Pro's Table Editor, and fix common table tagging issues.

Table tags

- Table tag <Table>:
  - Contains the table's tags.
  - Only one table tag per table.
- Table Row tag <TR>:
  - One table row tag per table row.
- Table Header tag <TH>:
  - Defines the header for an entire column or an entire row.
  - Every table must contain table header tags.
- Table Data tag <TD>:
  - For each of the table's data cells.



Note: This module provides an example of a properly tagged simple table.

Tagging a table's blank cells

- Blank cells make table structure difficult for assistive technology users to understand.
- If the source document isn't available to edit, these blank cells can stay. However, they need to be tagged with the appropriate table tags (i.e., table header tag <TH> or table data tag <TD>).

Table Editor tool

- Shows a table's layout.
- Identifies table header cells, tagged <TH>, or table data cells, tagged <TD>.
- Displays with a colored overlay on the actual table.

Set column and row scope

- When set, identifies the table's header cells for a row or a column, which assistive technology provides to the user.
- Every header cell must have scope set.

Tag structure for tables spanning multiple pages

- Every table can only have one table tag (<Table>), even if the table spans multiple pages. If the tag tree displays more than one table tag for the same table, it must be fixed. This module provides the method to fix these duplicate tag structures.

Incorrectly tagged tables

If table tags are not correctly structured when a document is converted to PDF, they can be fixed within Acrobat Pro. Learn how to:

- Verify table cells are tagged appropriately.
- Use the Table Editor tool to set cell type and scope.
- Use Reading Order tool to fix any other errors.

Incorrect table header structure

Header cells may be tagged incorrectly and identified as a different part of the table's structure. This module provides three methods to fix improperly tagged header cells.