ALLY

Add Headers to your Data Tables in Word

Headers make navigating tables easier

Ally Micro-Learning

Using tables in your documents can be a great way to help organize complex information for students. To creae accessible tables, only use tables for data, and not for visual layouts. This means you should avoid blank or merged cells, and ensure that the content in rows and colums align. By adding headers to your tables, you will improve how your students navigate tables, especially if they use a screen reader.

Scenario: **You upload a Word Doc with tables**

1
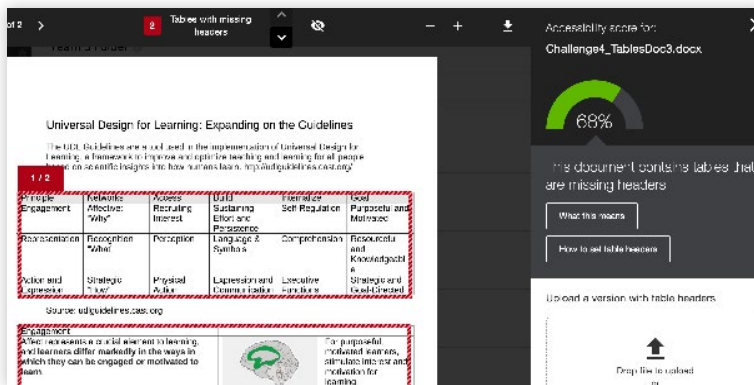
When uploading a Word document to your course, you notice a light green indicator. You select the indicator and discover that Ally reports tables in your document are missing headers. In the preview to the left, you see red outlines around the tables missing headers. Select "What this means" in the sidebar to learn more about accessible tables.
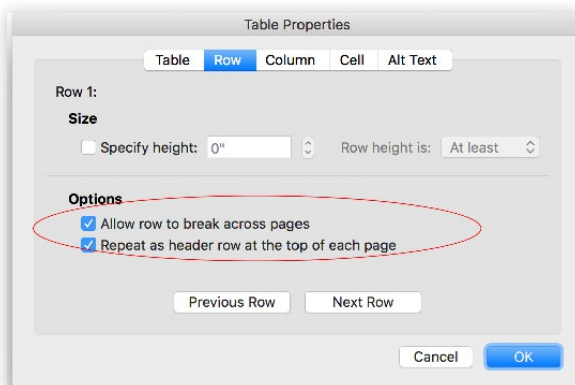
2
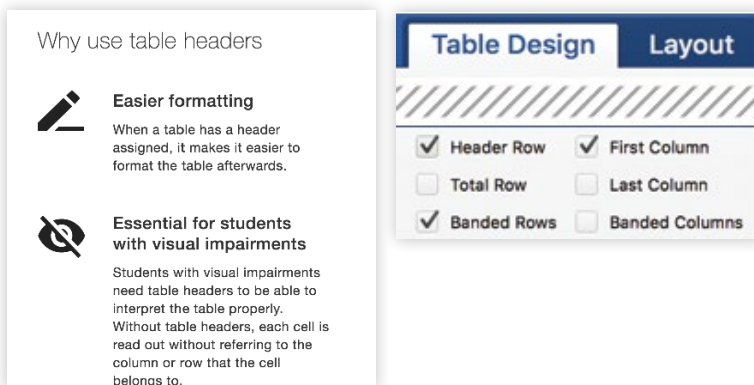
To correct the issues, download the file and open it in MS Word or your authoring tool.

Add headers in Word by:

1. Highlight the first row in your table that explains what's in each column

2. From the "Table Design" tab at the top, check the box for "Header Row".

3

3. Next, right select your highlighted row, select "Table Properties", and check "Repeat as header row"

4. Once you've corrected the heading structure, save the Word file. Then select the Ally indicator for the Word File you fixed, upload your saved file by dragging into the box or selecting 'browse' at the bottom of the Instructor Feedback.

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