

Add Headers to your Data Tables in Word

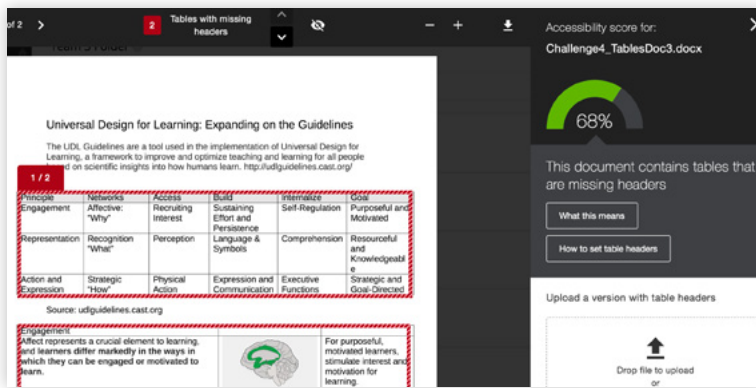
Headers make navigating tables easier

Ally Micro-Learning

Using tables in your documents can be a great way to help organize complex information for students. To make sure your tables are effective and accessible, however, you should only use them for data, and not for visual layouts. By adding headers to your tables, you will improve how your students navigate tables, especially if they use a screen reader.

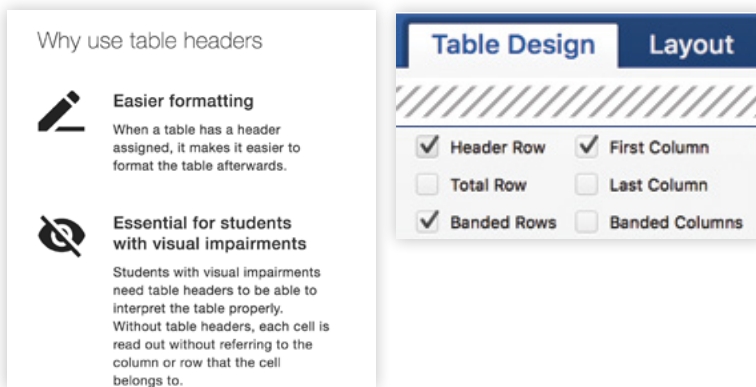
Scenario: You upload a Word Doc with tables

1



When uploading a Word document to your course, you notice a light green indicator. You click the indicator and discover that Ally reports tables in your document are missing headers. In the preview to the right, you see red outlines around your tables indicating where the errors appear. You will need to add the headers to the original Word document if you can access it.

2



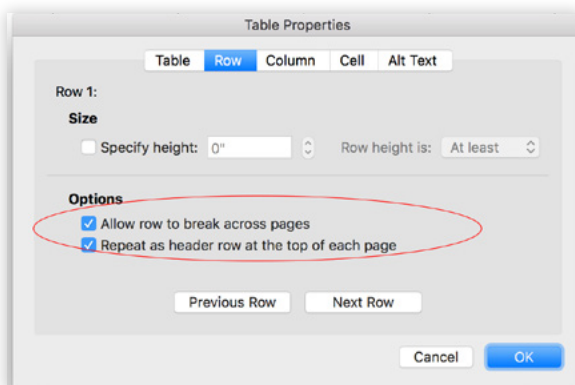
Before you go to Word or another authoring tool to make your corrections, check out Ally's tips and tutorials.

Add headers in Word by:

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

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

3



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

Save your file, and upload it to Ally for more accessible and easier to navigate tables.