

## G. Set Header Row(s) to Repeat in Tables

### Explanation

Creating an accessible table requires that a header row be identified. The header row in a table is assigned by setting the header row to repeat in tables. This setting should be set regardless if the table spans multiple pages or not. At this time, Word is limited to only one type of header in tables (i.e., header cells that are in rows at the tops of columns).

### Exception

Standard 4D indicates that complex tables (tables with multiple header rows) should be split up into simpler tables when appropriate. However, there may be instances when splitting up a complex table is not appropriate and, therefore, complex tables must be included in a document. When multiple header rows are necessary in a table, the standard is to ensure that all header rows are identified as such.

### Steps to Set a Header Row to Repeat in a Table:

*See Figure 12*

- 1) Select the entire table
- 2) Right click for the context menu
- 3) Select Table Properties...
- 4) Select the Row tab
- 5) Select the button "Next Row" until you see "Row 1:" toward the top of the Row tab
- 6) Check the box "Repeat as header row at the top of each page"
- 7) Select OK

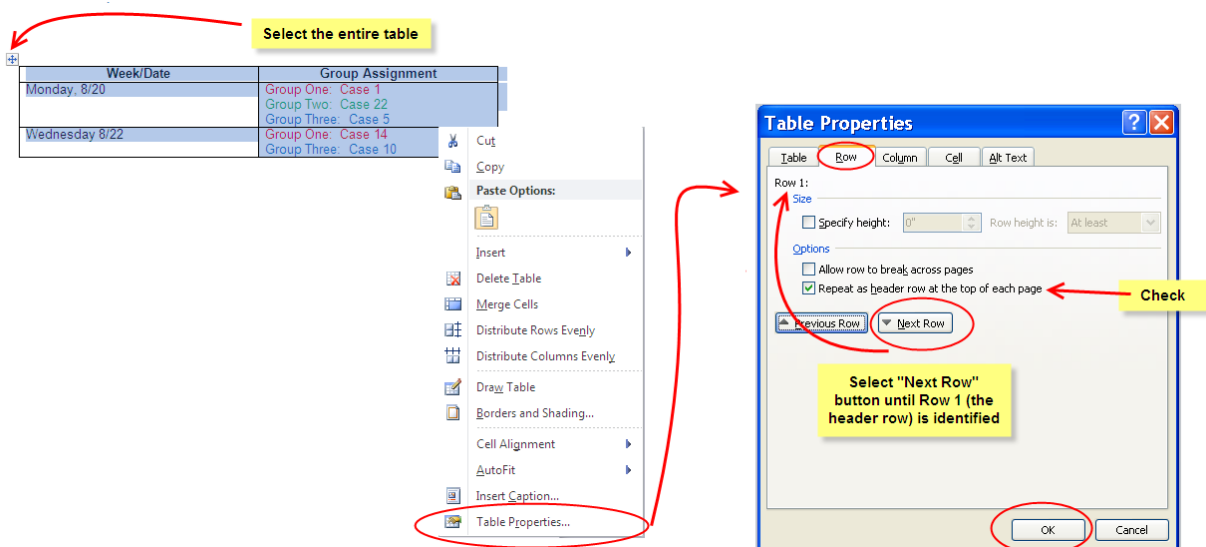


Figure 12 : Steps to Set the Header Row to Repeat in a Table

### Steps to Set Multiple Header Rows to Repeat in a Table:

- 1) Select only the header rows of the table
- 2) Right click for the context menu
- 3) Select Table Properties...
- 4) Select the Row tab
- 5) Check the box "Repeat as header row at the top of each page"
- 6) Select OK

## H. Add Text Alternatives for Tables

### Explanation

New in Microsoft Word 2010 is the ability to add text alternatives for tables. The alternate text for tables should be a short summary of the purpose of the table.

### Exception

Providing both text alternatives and captions may be unnecessary and may provide redundant information to individuals who use screen reading programs. Whether to provide both text alternatives and captions will depend on the amount of information entered into the caption. If the caption provided provides sufficient information about the table, text alternatives are not necessary. If the caption does not sufficiently describe the table, text alternatives should be added to the table.

## Steps to Provide Text Alternatives for Tables:

See Figure 13

- 1) Select the entire table
- 2) Right click for the context menu
- 3) Select Table Properties...
- 4) Select the Alt Text tab
- 5) Type the alternate text description into the "Description:" field
- 6) Select OK

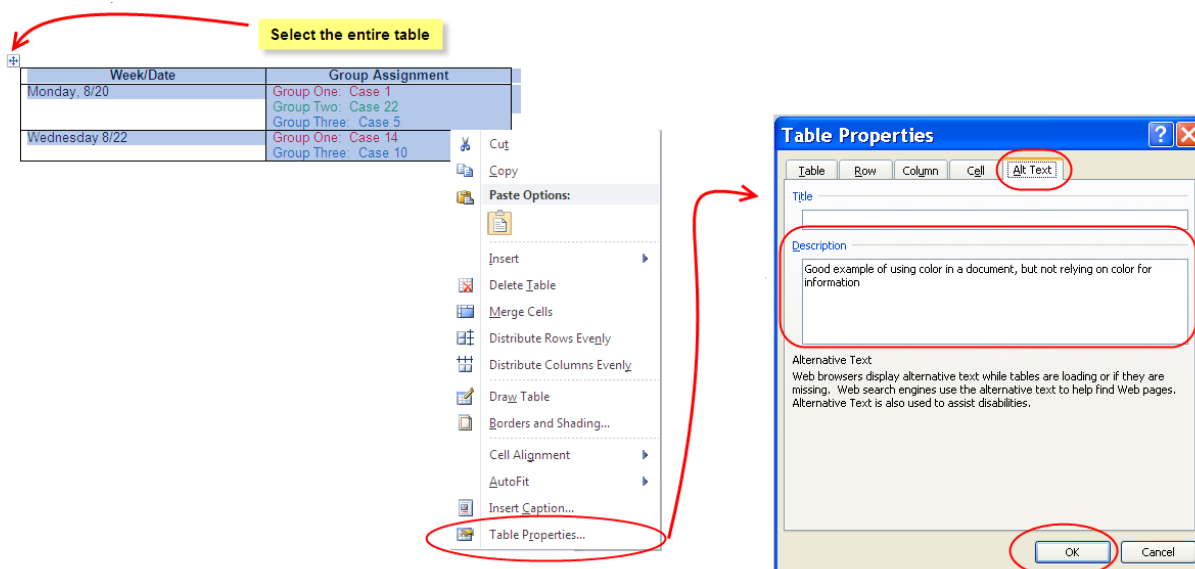


Figure 13 : Steps to Provide Text Alternatives for Tables

## I. Include Captions for Tables When Appropriate

### Explanation

When appropriate, captions should be added for the tables in your document. Captions are appropriate in the following situations: when further explanation of complex images or tables is necessary; when operating under a style guide (e.g., MLA or APA); or when a document is optimized for print.

### Best Practice

Captions for tables should be placed above the table. By placing the caption above the table, a screen reader user will know that a table follows and will be prepared to interact with that content in a different way.

## Steps to Provide Captions for Tables:

See Figure 14

- 1) Select the entire table
- 2) Right click for the context menu
- 3) Select Insert Caption...
- 4) Ensure “Label:” field indicates “Table”
- 5) In the “Caption:” field, type a colon after the number, add one or two spaces, then type a short caption for the table
- 6) Ensure “Above selected item” is selected in the “Position:” field
- 7) Select OK

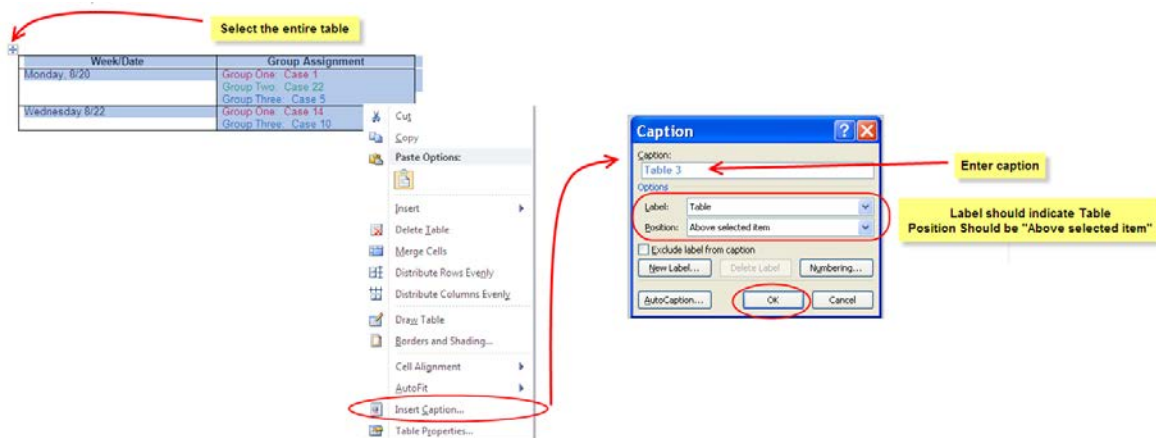


Figure 14 : Steps to Provide Captions for Tables

## 4.0 Hyperlinks

### A. Use Text for Hyperlinks rather than URL's

#### Explanation

Hyperlinks are links to pages on the Web, other documents, or other areas of the same document. The link text chosen should be text, and the target of the link should be clear to the end user. For individuals who use screen reading software, listening to a URL within a sentence can be awkward and disorienting. Instead, use text for hyperlinks – text that describes the target destination of the link.

#### Example

An example of using text instead of the URL: “There are 23 campuses in the [California State University \(CSU\)](#) system” instead of, “There are 23 campuses in the California State University (CSU) system (<http://www.calstate.edu>)”.