

# Accessible Lists and Tables

## Lists

A correctly formatted list makes it easier for a screen reader user to understand the context within which the list is presented. Both bulleted and numbered lists, when created using the appropriate method in Word, will convert cleanly to well-tagged lists in a PDF.

If you see a group of items that should be a list, and you can't fix the list in Word, you can still fix the tags, such as with the list of fruits below.

- Apples
- Oranges
- Lemons
- Bananas

### List from Word

1. Apples
2. Oranges
3. Lemons
4. Bananas

### Complex List

1. Fruits
  - a. Apples
  - b. Oranges
  - c. Lemons
  - d. Bananas
2. Vegetables
  - a. Green beans
  - b. Carrots
  - c. Cucumber
  - d. Broccoli

## Simple Tables

An appropriate way to create a simple table structure is shown below, except it doesn't have the necessary "Row Headers" marked in Word to make it accessible.

<b>Class Name</b>	<b>Professor</b>	<b>Day(s) of the Week</b>
<b>Microbiology</b>	Dr. Martens	TR
<b>Calculus</b>	Dr. Burke	MWF
<b>English</b>	Dr. Simms	MWF

Some tables are created by simply tabbing to create a table, as shown below. This will not allow screen reader users to understand the text is in a table. If you want a challenge, try to tag this from scratch!

### Table Built Using Tabs

<b>Class Name</b>	<b>Professor</b>	<b>Day(s) of the Week</b>
Microbiology	Dr. Martens	TR
Calculus	Dr. Burke	MWF

### Simple Table with Header Row and First Column Marked

<b>Class Name</b>	<b>Professor</b>	<b>Day(s) of the Week</b>
<b>Microbiology</b>	Dr. Martens	TR
<b>Calculus</b>	Dr. Burke	MWF
<b>English</b>	Dr. Simms	MWF

## Complex Tables

When creating a table in Word note that although column and row headers can be identified, the scope for the header cells will need to be set. Below is a sample table that has both column and row headers, as well as merged headers.

<b>Salesperson</b>	<b>1<sup>st</sup> Quarter 2015</b>			<b>2<sup>nd</sup> Quarter 2015</b>			<b>3<sup>rd</sup> Quarter 2015</b>			<b>4<sup>th</sup> Quarter 2015</b>			<b>Annual Total</b>
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
<b>Susan</b>	135	250	235	200	250	235	245	175	225	250	175	125	2500
<b>Bill</b>	175	275	250	225	235	210	200	150	200	275	250	175	2620
<b>Jeff</b>	100	150	175	200	225	250	200	175	200	250	200	150	2275