

# 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 (accessible)

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

### Complex List from Word (accessible)

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.

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

### Table Built Using Tabs

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!

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

### Simple Table with Header Row and First Column Marked (accessible)

Class Name	Professor	Day(s) of the Week
Microbiology	Dr. Martens	TR
Calculus	Dr. Burke	MWF
English	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. **Note:** We do not recommend leaving any blank cells, especially header cells. Also, the second column header can't be marked in Word. It will have to be marked in Acrobat.

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