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| How to Properly Tag a Table in Adobe Acrobat | | | |
| Why tagging a table is important? Having tagged tables helps ensure that the data listed is listed out in a clear and conscise manner.  A tagged table makes it easier for users to read content in very long tables with repetitive data and also makes it accessible for any viewers who interact with your content that may be using accessible programs. | | | |
| **Step 1:** Open the PDF file you want to tag. At the top right navigation panel, select **Tools**. A dropdown list should appear below the right navigation panel. | Tools icon | | |
| **Step 2:** From the dropdown, select **Accessibility** and another dropdown list should open up. | | Step 2: Right Column navigation | |
| **Step 3:** Select **TouchUp Reading Order**.  A **Touch Up Reading Order** window will open up. | Step 3: Right Column navigationTouchUp Reading Order | | |
| **Step 4:** Highlight the table you want to tag. | Step 4: Worksheet | | |
| **Step 5:** After highlighting the table, select the **Table** button from the TouchUp Reading Order window. | | | Touch up reading order, table |
| **Step 6:** A gray box will fill the table with a number in a white box and a text label “Table”. | PDF reading order table | | |
| **Step 7:** Select the white box with a number and select the **Table Editor** buttom from the **TouchUp Reading Order** window.  The gray box that fills the table should turn red. This means that you are in Table Editing mode.  A dark colored red cell means that it is a table header. Light colored red cell means it is a table data. | table editortable with editing on | | |
| **Step 8:** Check if the table is correctly tagged. If the header and data cells are all correctly tagged then skip the rest of the steps. | Step 8: a correctly tagged table | | |
| **Step 9:** Highlight a cell by selecting a cell with your left mouse button or you can highlight multiple cells by holding your left mouse button and dragging your cursor to the other cells you want to highlight. | table with header highlighted | | |
| **Step 10:** After selecting a cell, press your right mouse button and select **Table Cell Properties**. A new window will popup. | table cell properties | | |
| **Step 11:** Select if the cell is a header or a data.  If it is a header cell, select the **Header Cell** option.  If it is a data cell, select the **Data Cell** option.  Select **OK**. | data cell properties | | |
| Repeat Step 9 through Step 11 if you need to change another cell to a header or data.  Congratulations, you are done tagging your table! | A correctly tagged table | | |