## How to Properly Tag a Table in Adobe Acrobat

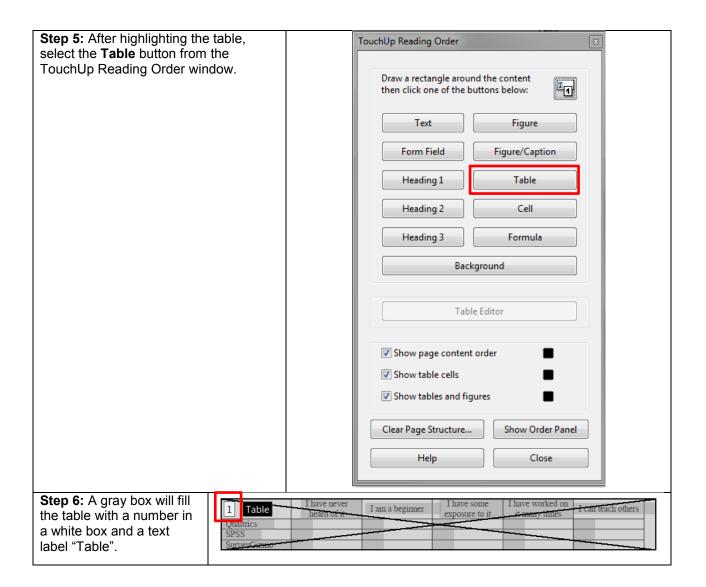
## Why tagging a table is important?

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	🗛 🙆 💩 🖼 🗴	1						
you want to tag. At the top							Tool	Comment Shar
right navigation panel,								
select Tools. A dropdown		CSUSM	1 HD 497 Applied Research in Human D	Development		Fall 2014	_	
list should appear below		Name		T	Date		_	
the right navigation panel.		Italik	Introductio	n Worksheet	Date		-	
		Assignme	ent due on August 27:					
		2. A 3. E	Complete this Introduction Worksheet Attach your photo below Bring a copy of your transcript that shows you hav	ve taken PSYC 230 Re	search Metl	hods (or the equivalen	0	
		Name F	First	Last			_	
		Email add	dress					
		Other cou	uses you are taking this fall semester:					
		1 2		_		Attach photo		
		3		_				
		4		-				
		What do 3	you plan to do after college?	l				
							_	
		What do y	you enjoy doing the most?				_	
							_	
		Indicate th	he level of expertise in the following:					
Step 2: From the dropdown, s						Tools	Comment	Share
Accessibility and another dro	pdown					10013	connient	
list should open up.					<b>^</b>			<u></u> ₹
						<ul> <li>Pages</li> </ul>		
						<ul> <li>Conter</li> </ul>	nt	
						► Forms		
						<ul> <li>Action</li> </ul>	Wizard	
						► Recog	nize Text	
						► Protec	tion	
						► Sign 8	Certify	
						► Docun	nent Processing	
						▼ Access	ibility	

Step 3: Select TouchUp		TouchUp Reading Order
Reading Order.		
		Draw a rectangle around the content then click one of the buttons below:
		Text Figure
		Form Field Figure/Caption
A Touch Up Reading		Heading 1 Table
Order window will open up.	▼ Accessibility	Heading 2 Cell
	Change Reading Options	Heading 3 Formula
	📀 Quick Check	Background
	💿 Full Check	
	<b>Open Accessibility Report</b>	Table Editor
	Add Tags to Document	Show page content order
	🔎 Run Form Field Recognition	Show table cells
	Add Form Fields to Tags	. Show tables and figures
	TouchUp Reading Order	Clear Page Structure Show Order Panel
	🗟 Setup Assistant	Help Close
		·[]
<b>Step 4:</b> Highlight the table you want to tag.	What do you plan to do after college?	
you want to tag.		
	What do you enjoy doing the most?	
	Indicate the level of expertise in the following:	
	I have never heard of it I am a beginner Qualtrics	I have some I have worked on exposure to it it many times I can teach others
	SPSS SurveyGizmo	
	What is your concentration in human development?	



<ul> <li>Step 7: Select the white box with a number and select the Table Editor buttom from the TouchUp Reading Order window.</li> <li>The gray box that fills the table should turn red. This means that you are in Table Editing mode.</li> <li>A dark colored red cell means that it is a table header. Light colored red cell means it is a table data.</li> </ul>	Draw a rectangle around the content then click one of the buttons below: Text Figure Form Field Figure/Caption Heading 1 Table Heading 2 Cell Heading 3 Formula Background Table Editor Show table cells Show tables and figures Clear Page Structure Show Order Panel Help Close
	TDTDI have never heard of itTDI have some exposure to itTDhave worked on it many timesTDTDTDTDTDTDTDTDTDTDTDTDTDTDSSTDTDTDTDTDTD/veyGizmoTDTDTDTD
<b>Step 8:</b> Check if the table is correctly tagged. If the header and data cells are all correctly tagged then skip the rest of the steps.	TH     TH     I have never heard of it     TH     I have some exposure to it     TH have worked on exposure to it     TH ana teach others       TH     I heard of it     TD     TD     TD     TD       THS     TD     TD     TD     TD     TD       TH     TD     TD     TD     TD     TD       TH     TD     TD     TD     TD     TD
<b>Step 9:</b> 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.	TDI have neverTDI am a beginnerTDI have some exposure to itTDhave worked on it many timesTDTDTDTDTDTDTDTDTDSSTD
<b>Step 10:</b> After selecting a cell, press your right mouse button and select <b>Table Cell Properties</b> . A new window will popup.	TD     TD     L have never     TD       Table Cell Properties     TD     TD     TD       TD     TD     TD     TD

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.	Table Cell Properties     Type     Header Cell     Scope:     None     Output     None     Properties     Properties </th
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!	TH     TH     I have never heard of it     TH     I have some exposure to it     TH have worked on it many times     TH have worked on it many times       TH litrics     TD     TD     TD     TD     TD       TH S     TD     TD     TD     TD     TD       TH veyGizmo     TD     TD     TD     TD     TD