

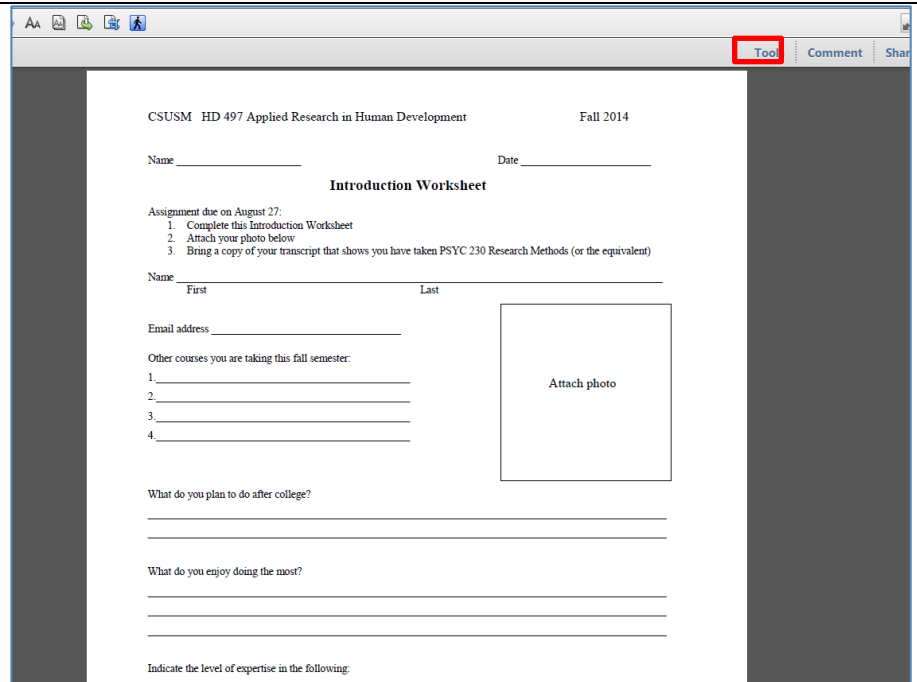
# How to Properly Tag a Table in Adobe Acrobat

## Why tagging a table is important?

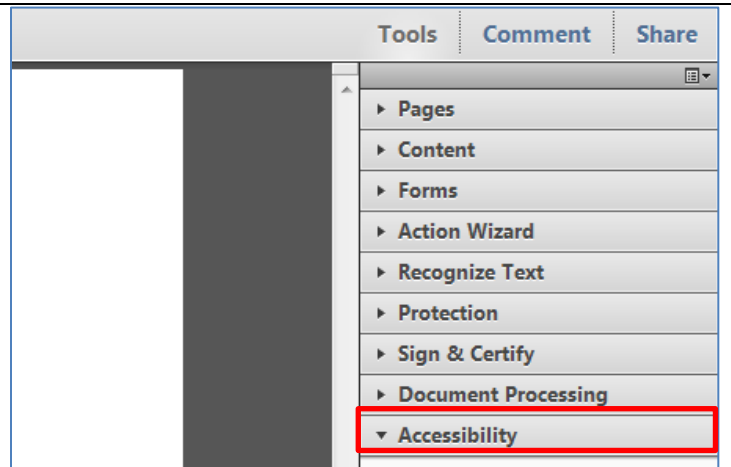
Having tagged tables helps ensure that the data listed is listed out in a clear and concise manner.

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.

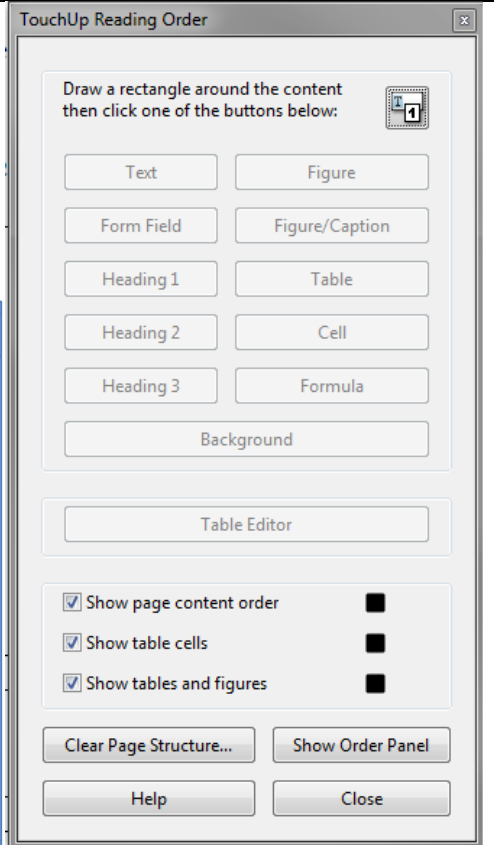
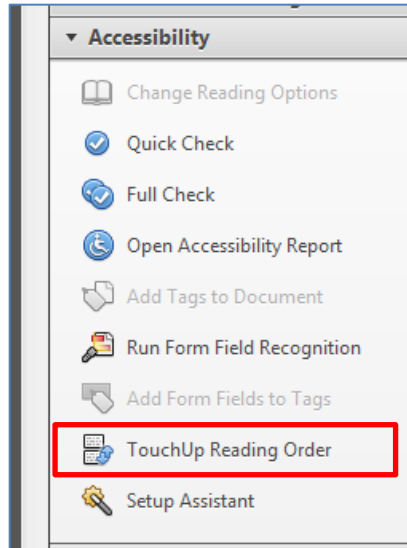


**Step 2:** From the dropdown, select **Accessibility** and another dropdown list should open up.



**Step 3: Select TouchUp Reading Order.**

A Touch Up Reading Order window will open up.



**Step 4: Highlight the table you want to tag.**

What do you plan to do after college?  
\_\_\_\_\_  
\_\_\_\_\_

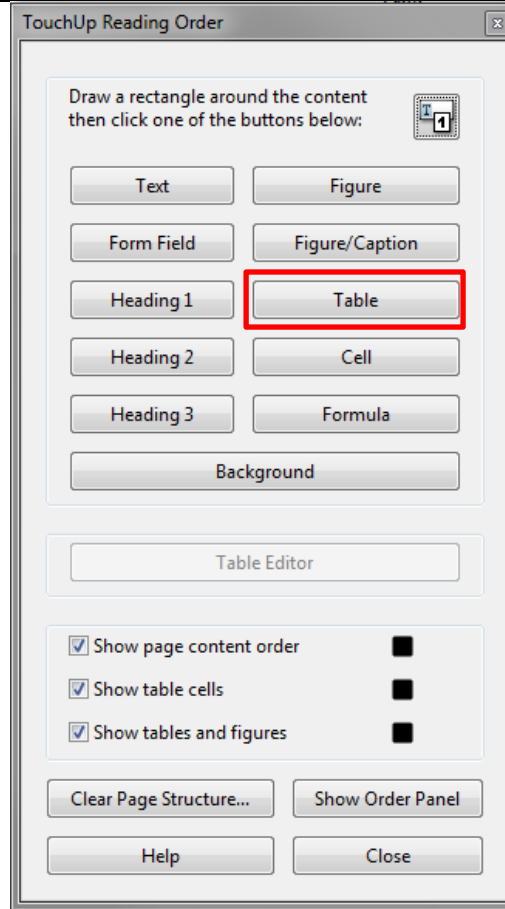
What do you enjoy doing the most?  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the level of expertise in the following:

	I have never heard of it	I am a beginner	I have some exposure to it	I have worked on it many times	I can teach others
Qualtrics					
SPSS					
SurveyGizmo					

What is your concentration in human development? \_\_\_\_\_

**Step 5:** After highlighting the table, select the **Table** button from the TouchUp Reading Order window.



**Step 6:** A gray box will fill the table with a number in a white box and a text label "Table".

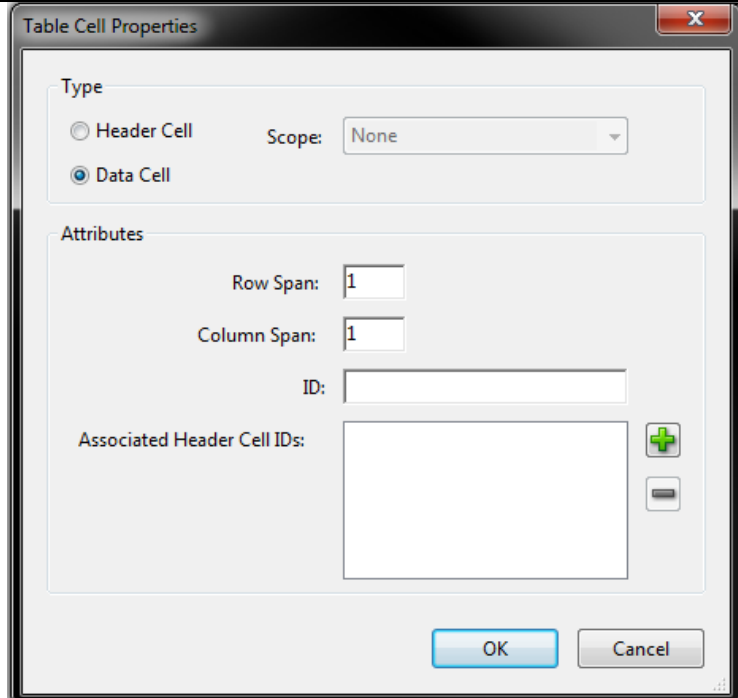
1 Table	I have never heard of it	I am a beginner	I have some exposure to it	I have worked on it many times	I can teach others
Qualtrics					
SPSS					
SurveyGizmo					



**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**.



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!

	I have never heard of it	I am a beginner	I have some exposure to it	have worked on it many times	I can teach others
ultrics					
S					
veyGizmo					