

# How to Fix Tables

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**CONTENT TOOL IS A POWERFUL TOOL FOR CREATING, EDITING, AND MANAGING THE CONTENT OF PDF DOCUMENTS. IT ALLOWS USERS TO ADD, DELETE, AND MODIFY TEXT AND IMAGES IN A PDF FILE QUICKLY AND EASILY. IT ALSO ALLOWS USERS TO CREATE AND EDIT ANNOTATIONS, BOOKMARKS, CONTENT TOOL, TO CREATE A REMEDIATED DOCUMENT.**

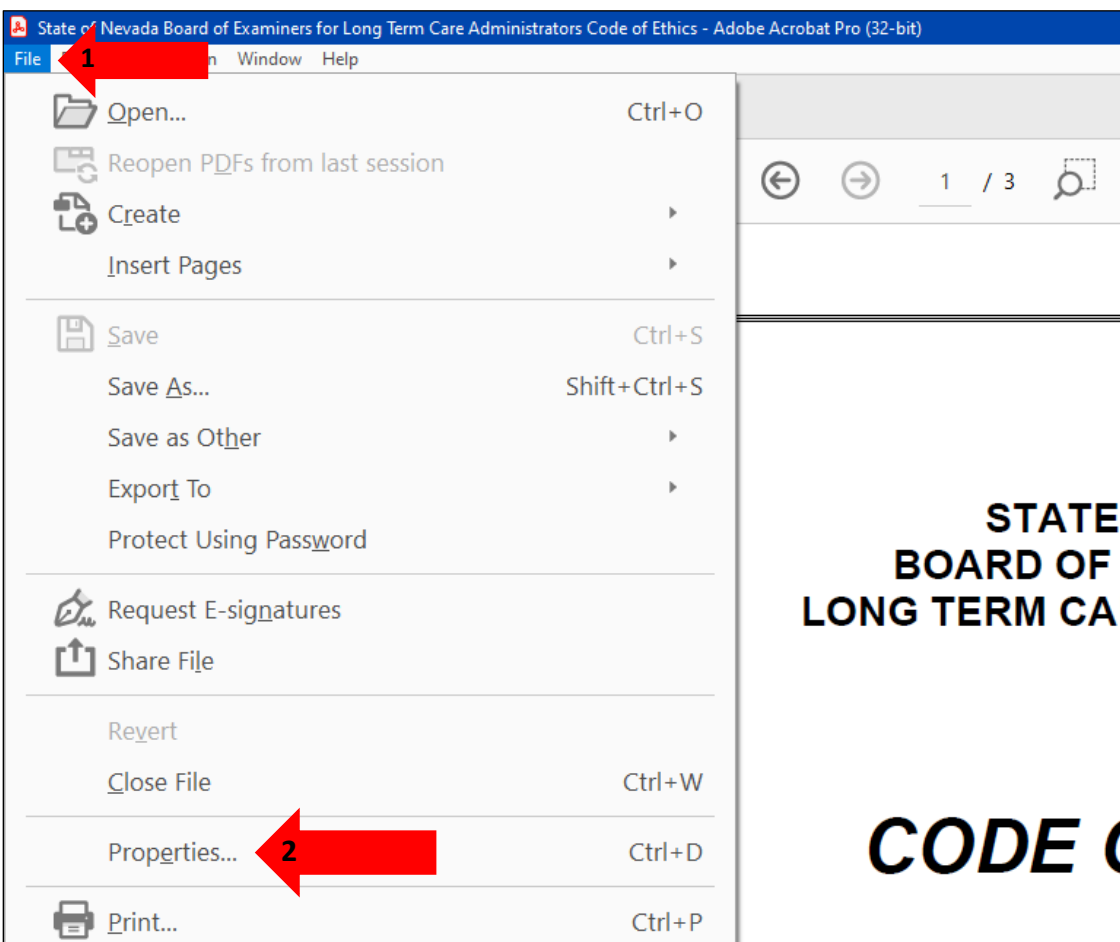
## Document Title

The Suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

### Creating/Confirming a Document Title

The first step in creating a compliant PDF is to give the document a title instead of a file name.

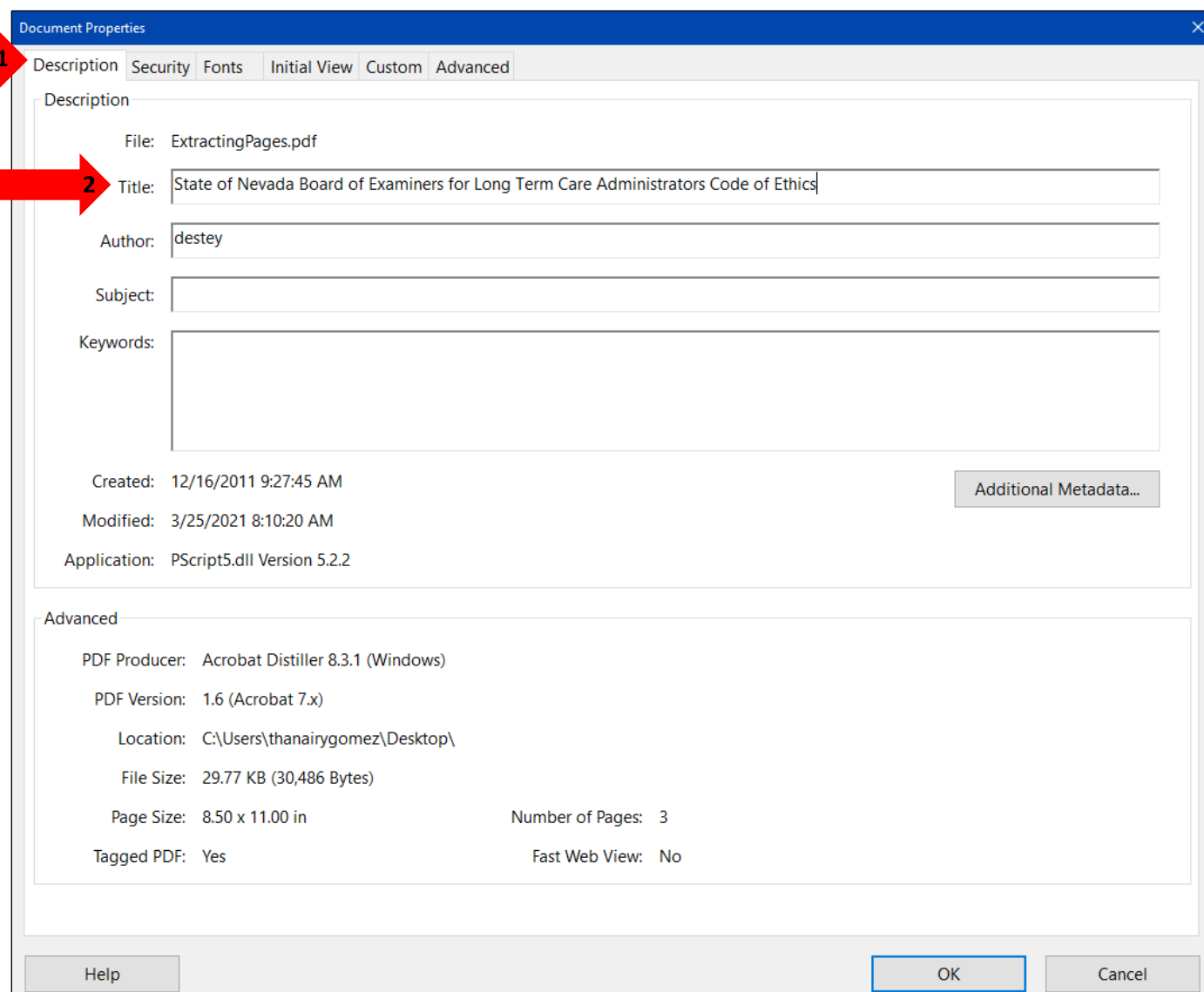
1. Click on “File” at the top of the menu bar.
2. Select “Properties” to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



## Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the following steps:

1. Select the “description” tab. If there is no text in the Title box, a document name will need to be added. Please note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the “Title” field.
3. Click the OK button.



The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'Title' field contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. The 'Author' field contains 'destey'. The 'Subject' and 'Keywords' fields are empty. The 'Created' date is 12/16/2011 9:27:45 AM, and the 'Modified' date is 3/25/2021 8:10:20 AM. The 'Application' is PScript5.dll Version 5.2.2. The 'Advanced' tab shows the PDF Producer as Acrobat Distiller 8.3.1 (Windows), PDF Version as 1.6 (Acrobat 7.x), Location as C:\Users\thanairygoz\Deskto, File Size as 29.77 KB (30,486 Bytes), Page Size as 8.50 x 11.00 in, Number of Pages as 3, Tagged PDF as Yes, and Fast Web View as No. The 'OK' button is highlighted with a blue border.

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: ExtractingPages.pdf

Title: State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics

Author: destey

Subject:

Keywords:

Created: 12/16/2011 9:27:45 AM Additional Metadata...

Modified: 3/25/2021 8:10:20 AM

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\thanairygoz\Deskto

File Size: 29.77 KB (30,486 Bytes)

Page Size: 8.50 x 11.00 in Number of Pages: 3

Tagged PDF: Yes Fast Web View: No

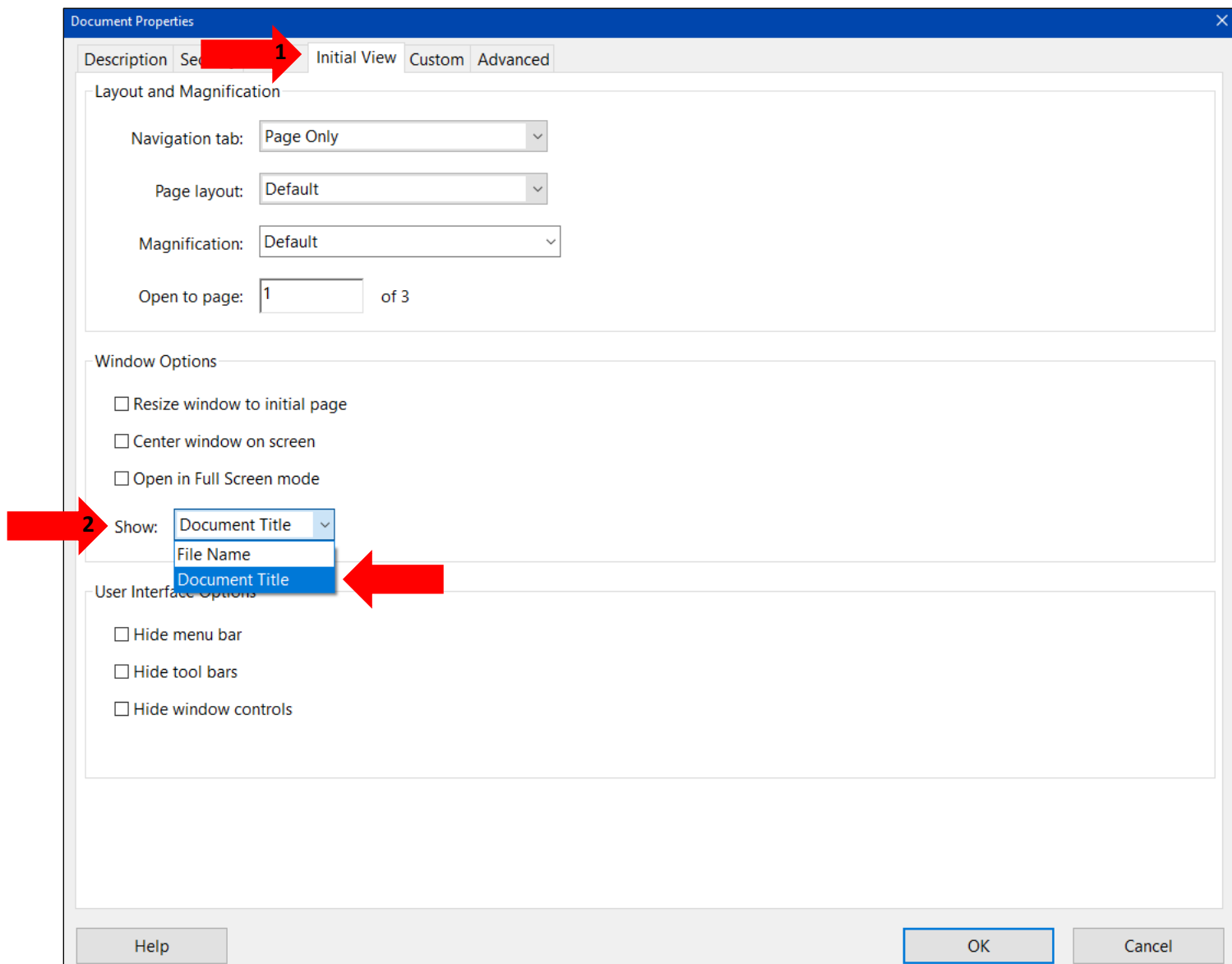
Help OK Cancel

## Setting PDF to Document Title

Changing or confirming the document title is set.

When adding a Title to the document, change the Metadata from File Name to Document Title.

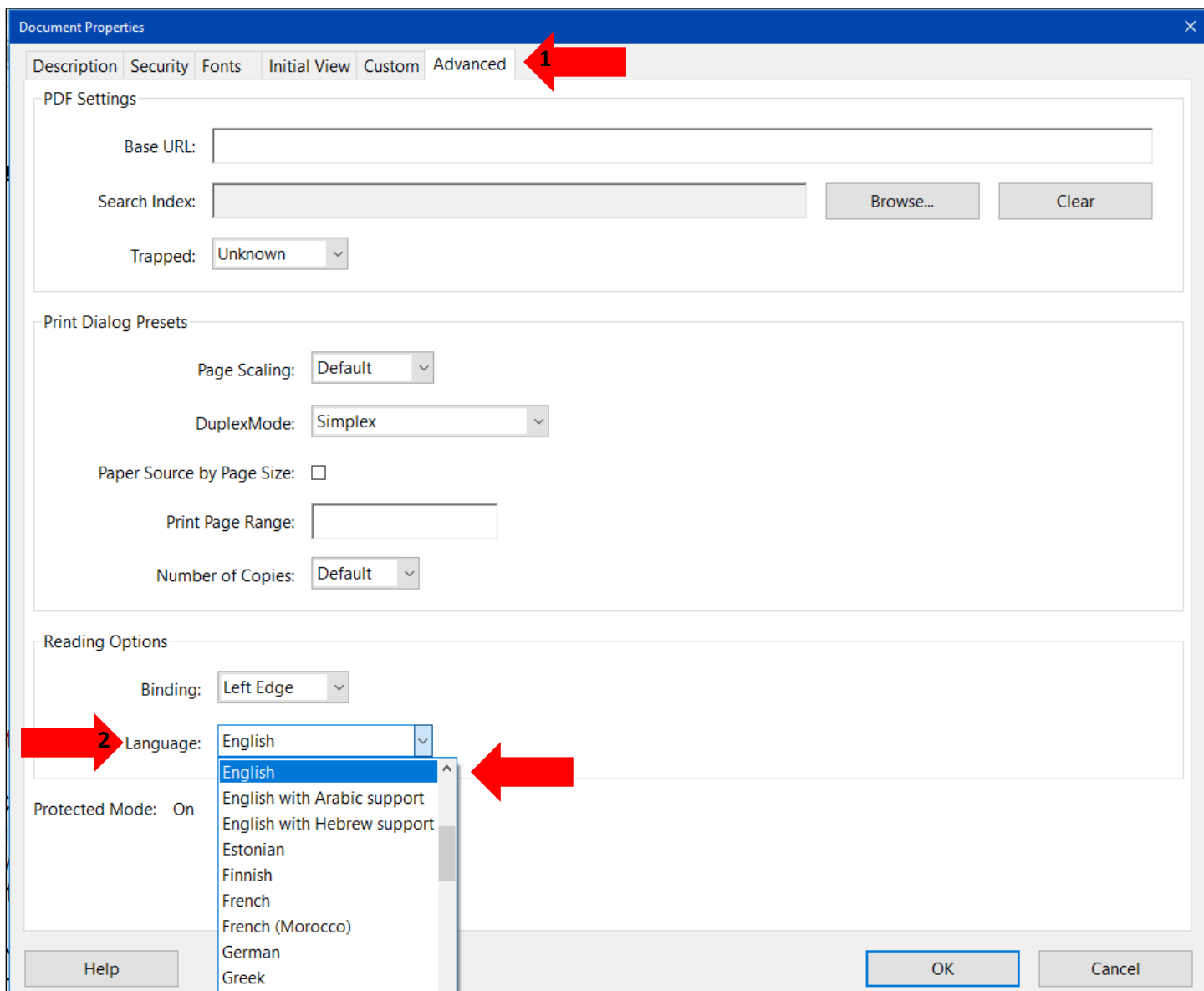
1. Click on the “Initial View” tab in the “Document Properties” window.
2. Confirm that the value displayed in the “Show” field is “Document Title. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



## Setting or confirming the Language in PDF

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

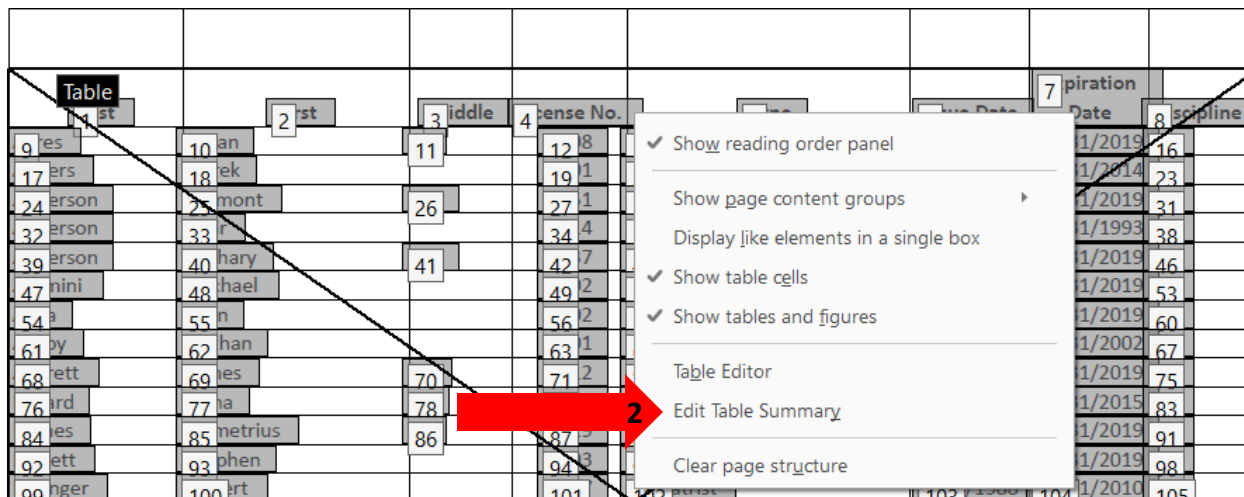
1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.



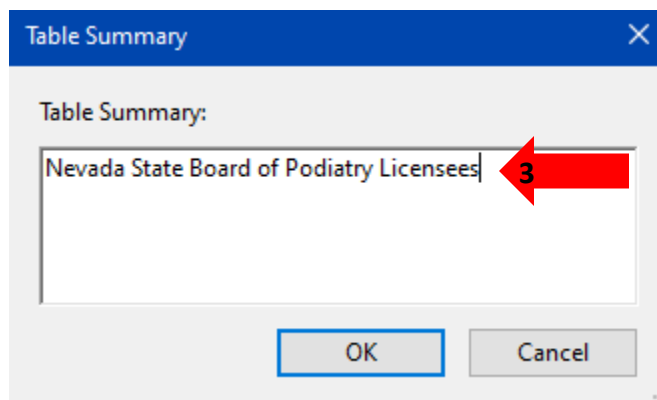
## Adding Table Summaries

A table must have a Table Summary, similar to alternative text for images.

1. Right Click on the table
2. Choose Edit Table Summary



3. Add a short summary then click OK.



That should be all for Summary issues. Next will be Heading issues.

## Giving a Table Headings

1. Right click on the table
2. Choose Table Editor

Table - Nevada State Board of Podiatry...

1	2	3	4	5	6	7	8
Last	First	Middle	Licens	Date	Expiration Date	Discipline	
Res	Susan	J.	090	2009	31/2019		
ers	Derek		950	1995	31/2014		
erson	Belmont	W.	005	1981	31/2019		
erson	Blair		000	1993	31/1993		
hini	Chary		41	2018	31/2019		
hini	Chary		41	1999	31/2019		
hini	Chary		41	1995	31/2019		
by	han		62	2002	31/2002		
ett	es		70	2015	31/2019		
rd	ha		78	2015	31/2015		
es	netrius		86	2017	31/2019		
ett	phen			2009	31/2019		

Context menu options:

- ✓ Show reading order panel
- Show page content groups
- Display like elements in a single box
- ✓ Show table cells
- ✓ Show tables and figures
- Table Editor
- Edit Table Summary
- Clear page structure

3. Draw a box through all the cells that need to be headings, or hold shift and click each individual cell. Then right click.
4. Choose Table Cell Properties

Last	First	Middle	Licens	Date	Expiration Date	Discipline
Res	Susan	J.	090	2009	31/2019	
ers	Derek		950	1995	31/2014	
erson	Belmont	W.	005	1981	31/2019	
erson	Blair		000	1993	31/1993	

Context menu options:

- Table Cell Properties...
- Table Editor Options...
- Auto Generate Header Cell IDs

5. Lastly change the cell type to Header Cell

Table Cell Properties

Type

Header Cell      Scope: None

Data Cell