June 2024 IT Accessibility Community Meeting Captioned Text

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>> Michael Horton: Everyone this is Michael Horton. [edited] I want to thank you all for joining us today for this session of the IT accessibility community meeting. Before we introduce our presenter, I want to touch base on a couple of items. If you have joined the meeting and your name is not showing, please make sure your name is showing. If you can also make it change your name so that your agency is displayed, that would be great. Not required but certainly appreciated. If you are not speaking please make sure you are muted. We will have opportunities for you to ask questions either in the chat or if we raise our hands. Towards the end we could have some questions. We will be recording this in just a moment. This will be for our internal use only. We do not share this afterwards. Caption text is also available. I will do stretch as we get started a couple times this morning enter that link into the chat. While our presenter today will be going over how to tables accessible in documents, there is no formal presentation. However, we are making a couple of the documents available that she will be using during that presentation for download. So you can work along worth those if you like. Those are really all of the announcements I have for myself. I would like to turn over to Andrew Nielson who will spend a few minutes with us. Unfortunately he will not be able to stay for the whole meeting. I would like to introduce our director Andrew Nielson for a few words. Then Andrew if you could introduce Marra Piazza Brass better be great.

>> Andrew Nielson: I really just wanted to add my own welcome to everyone. For those who do not know me I am Andrew Nielson I'm the director of the governmentwide IT accessibility program. We are the folks who and primarily Mike who brings you section 50.gov. And of course hose this meeting. A couple of notes on these meetings. As many of you are aware we hose these meetings every other month. In the opposite months, the accessibility community of practice hosts a separate series of webinars. So we trade off a little bit. Annex one of those webinars is coming up July 30. Beyond Section 508 section accessibility requirements 2.1 and 2.2. That will be hosted by Ruth Bailey from the access board and Rachelle Bradley Montgomery from the Library of Congress. A great session coming up. I will drop the link to that session into our chats. For our next session the state posted to our website 508.gov/events. What we will post additional information when we have our next session and August. We had some things line up and I think we have a little bit of a change. Then we will have a little bit of a pause as we often do. Opted our interagency accessibility form is hosted during the same month that I accessibility community would normally be hosted. So that I AAF takes place of the accessibility community meeting. With that note in regards to the accessibility form just a quick note that while we have not distributed notification or advertisement broadly, we will be hosting a virtual session for the interagency accessibility form in the fall. But our intent is to move the bigger conference the form with both in person and virtual attendance options like we have over the past couple of years. Into post that instead in the spring. Moving that to may. So it is a somewhat large change for us to change the timeframe or the time of year that we hose that. But to take us over for that change in the bigger conference we will be sending out the additional information about the upcoming event in the fall that we will host virtually. So thank you all for joining us this is a fantastic opportunity to get some – I should get more down and dirty and documents and document accessibility. If you have not did not get a chance to attend the previous sessions we have some great prelude with Terri Youngblood Savage with her sessions. This is an opportunity to continue in some more detail on tables and lots of fun stuff. We are really grateful to have Marra Piazza Brass to have her with us here. And her expertise spending several years in the area. Without further ado I don't want to take anymore of your time, thank you so much and my apologies. Mara over to you.

>> Marra Piazza Brass: Thank you Andrew thank you Michael thank you for having me here today. To say that I am excited about presenting on tables is true. It is a funny thing to be excited about. My name is Marra Piazza Brass. IU she, her pronouns. My visual descriptors off fortyish white female with brown hair blue rim glasses coming at you today from a stormy Tampa Bay. I am a document accessibility specialist with AMA consulting. I have worked on with two federal entities. I was at the Department of Ed as a document specialist for accessibility and now I am with the fine people at CFPB consumer financial protection Bureau. That is where I spend most of my time. Doing that's. If you wondered where I come from you would find that I have a majority of my career has been in education. And within the last – us that lasted 20 years. About the less second-half the last and I've been working with student with disabilities. So where my fervor, my energy comes about documents as ability the fact what I've met with student after student that would receive PDFs from their faculty members. The faculty members would say well it's online is accessible. Well that just doesn't make it accessible. It was originally self-taught because I needed to help get the students up to speed and give them access to what it is they needed access to. But since then, there has been formal training. For the last several years it has been what I have been focusing on with the government entities. That has been has been very fun. If I may I'm going to share my screen today. The format is going to be working with N-word. And working with Adobe Pro. It it makes sense to do slides because I wanted to show you so much today. So let me see. Share screen. Let me see. Table presentation. I apologize. There we go. Share. If I could just have a thumbs up from somebody or a guess you can see the tables presentation.

>> Yes.

>> Marra Piazza Brass: I was going to ask everybody if we could do experience with tables but absolutely not. I see over hundred people on this call. I do not want to blow up the chats. I'm going to assume we have a varying a ray of individuals with experience with tables. I want to let you know where I started. My first table I ever built in word was a matter of need underlining the words and inserting lines to make a table. Which is horrendous. That is not the way to do this whatsoever. My point is here we can grow a lot, we can learn a lot. And that would be great. A quick look at today's agenda. We are going to look at a creation of two different types of tables in Microsoft Word. We're going to do a simple table and we're going to do a complex table. After that, we are going to take a look at best practices when making tables in the Microsoft suite so Excel, PowerPoint, and word. One thoughts is settled, this very document we are going to convert to PDF and work on remediation. I have some resources for you and maybe some time for questions. Oh, and there's also a quick quick peak at a tool I use quite often. That is where we start. I wanted to take this right on back to the basics. Why are we even using tables? This isn't necessarily a philosophical statement about why we use tables. But just the real drill down. We use them to compare contrast a display data. We want some visual grouping with this. It enhances clarity. We have data readily available right in front of us. We can manipulate as we need to. We can bounce around as we need to. It helps make some of those things very clear. We are going to make these tables accessible. Inherently, you don't just make a table and is just automatically accessible. There is work we have to do. I want to spend a little bit of time talking about today is during the creation of tables, when we make a table a lot of talk is going about the header row. And why the header row is so important. The header row is the row that is on the top line of a table. It always is sometimes it is on the left. But most people are familiar with it on the top. A quick preview of that would show a simple table here below of let's see 5×3. Five columns and three rows. Monday – Friday. Selections of pizza. The header row is important allows an individual who may use assistive technology maybe like a screen reader to then not only navigate this stills but we are able to connect this data to the header. For example, it could read Monday cheese. Monday pepperoni. And move forward. We always know what the top category can be. So it calls out that information time and time again. It gives users context. That is very important. The first step we would have to do of course is actually create a table. To do that, always it is important to use the tools that are given to you with Microsoft. So to create a table, you would use you would select insert up in the ribbon. After you do that, you select table. When you select table, you have a variety. If you want to use the visual so you can see it out or you can use insert table and choose the number of columns a number of roles. Before I create any table, I usually like to flesh out what it is I think it might look like. What I think that shush how I want to put this all together. May be pen and paper or maybe mentally. You would go ahead and hit okay. But for the sake of time and today I already created my alternative life of where I own a pizzeria that is only open Monday – Friday. When I do, I offer two different types of pizza each and every day. We have Monday – Friday across the top. And under Monday I offer cheese and pepperoni. Cheese is such. All his of sausage. Mushrooms and bacon. Pineapple Hammon pineapple. Maybe this inspires you to get a pizza tonight amateur. But I love pizza. For Section 508 what is it we need to do? First and foremost, this needs to be a real life table. It cannot be an image of a table. That is why I had to have down here picture. How you can usually tell if it is a table 1st and foremost you are able to tab straight on through the table. When you tab through the table, it follows sequentially. We go from the top line to the next. You have to make sure that it makes visual sense of what it is that the person who wrote this is trying to convey. And this particular we are in great shape there. Next piece is we are going to want to make sure that the top row is a header row. Which is the Monday, Tuesday, Wednesday, Thursday, Friday. Which again gives context to what is below it. Let me just shrink my screen a little. So I can see my tools appear. Lets me open a little more.

>> Michael Horton: Sorry for the interruption. There is a question in the chart as to the standards you are following so I think would be good for the context that you're going through. Are you following white cake or Section 508. They heard a reference to best practices but no standards.

>> Marra Piazza Brass: Yes these threes follow 508. But I do have best practices later on and can identify those. Especially the signed league headers. We will talk more about headers. Is that helpful?

>> I think so thank you Mara.

>> Marra Piazza Brass: Let's assign some headers. We would want to take a look at the cells here. Anytime you need to have the table design or you want to make changes within your table, click somewhere in your table and up on the ribbon the table design will appear. The top. As well lay out. When you do that, there are some options appear. We can go ahead and see that the header row has been checked under table style options. That is all set. I am going to also note while we are sitting in here Microsoft Word's give you a lot of options to make your table look visually a lot of different things. I am for simplicity sake going black and right today. No color. Make it easy. We are lucky that looking that it's a life table not a picture. That the tab make sense that the header is marked for the first row enough the first column. And here is a screenshot of what it looks like for the header row but also appears appear on the ribbon. This simper table in Word is accessible and can be accessible. That is important to know. Simple is better. We want to make sure that technologies can use it. They can navigate. The more levels you add in a header, the murder merge cells you might have the more complicated because. The last thing I would like to do is course at a caption. And that would be click getting on any table. You would write click on the table itself and it falls under insert caption. And it is in front of me but where is it. Table border split delete. I apologize. Insert caption pick up there we go. When you do that, it is going to automatically generate table 1, table 2 if you like. It will go sequentially throughout your document. So if you have many tables it could be table 1: Mars weekday pizzeria. The next one Mars movie theater etc. etc. That is a nice option. I highly recommend putting in the caption on that. That is a simple table. Just simple data coming right at you where I have seen it most often is maybe in a schedule. Perhaps in a listing of duties for people to do. Most of the tables I see are not simple tables. So if there is a complex table we cannot make those accessible inward. Let's take a look at a modified version of this particular complex table. On this table, the top row is still the same of Monday, Tuesday, Wednesday, Thursday Friday. Five across. We have two rows. But cheese pizza is offered Monday and Tuesday so it is simply an one cell. It is in oneself and so is sausage. Sausage goes across between Tuesday and Wednesday. These are called merge cells. This cannot be made accessible inward likeness. What I suggest of you? I would suggest you click into the cell where there is cheese, right click and select split the cells. I would split the cells and a number of columns to numbers of rows one. Two column spending Monday and Tuesday on one row and hit okay. And in here I would type cheese. And so we do the same was sausage goes right back to the beginning and we can work with that with Edward. Again most tables are not this simple to change. I had to think a bunch about making a complex table. I what would that look like. So I started googling and finding things and maybe there is an online streaming service that does movies. I tried to work with that come up with a monthly movie club. The idea behind this chart if you can envision this is that you can go to the movies once a month by yourself or you can go on a family pass a backup for. There is a price for students and there is a price for adults. And the price is 10 bucks a month for a student at the monthly price. But it's $100 if you want to pay annually. So there is a discount of course. I so want to show the information that there is a discount for an auto debit for every plan. That is going to span across everything. So this particular table is three columns by four rows. Bandar student it is broken up into two pieces monthly and annual price. This again cannot be made accessible in Word. We are going to have to move over to the Adobe Acrobat Pro to work on this. But when I see a table like this, my advice is to make this simple. You could make this much more simple if you used only half of this and made two tables. You could do a table for student. The title could be monthly movie club – student. You have the monthly price of $10. The annual price of $100. The family pass of 20 and the annual price of $200. Underneath you could write there is a discount for auto debit. The second table could be for adults. If that would be a great way to make the simple. You could use it in Word and we would be good to go. We want to take a note here that will make it here we have a bit of headers. A student header and an adult header. Also monthly and the annual price file in the headers as well. Lastly I left it black-and-white again to make it very simple. I'm going to review present practices next but this is the table that we are going to work on along with a simple table when we convert over to PDF on this document. I hope that is going okay. Again, just to review the last piece, always use the tools that we have because we have the best chance of the formatting sticking when we convert. So we may get a complex or simple table it is always by going up to the ribbon, using inserts, selecting table, and either insert table using the graphics. All right. So best practices for Microsoft. I've already gone through let's not use merge cells. This one is an easy fix.. Often out of time the works that I'm given and you are potentially given is not is not easy to fix. But often take some critical thinking and figuring out how else can we present this information? Blank cells. Blank cells are not a best practice at all. Is not going to make it accessible for Word. In this particular scenario Thursday only has one option of motion pizza. The other box or the other cell is empty. My suggestion would either be too write something like no other option or use symbols. Something of that sort so we could put some data in there. Then, of course trim of these merge cells. Those are pretty easy. Next. Caption. Now if you noticed on the first table I had. Mars pizzeria there's a caption here at the top. It gives the user context what it is they are about to read or learn about or here. So sometimes I see people submit tables with the caption within a table cell. It is not data. You do not put it in there. What you're going to want to do is take it out entirely. And insert a caption. You can do that, of course, by right clicking on any table. Then choosing insert caption. It will take care of that. We would want to get rid of this within the table itself. The next one is a fun one. I set this up on this document. But when I sent in last night I said please note there are aspects of this that are certainly not accessible. This is one of the major ones. I'm not sure if you can even see this. To really hit home color contrast this is just a reminder to make sure color contrast works for you and your table. On Monday the selection of pepperoni I used a very light sky-blue which fails horribly. So first and foremost, for color usage, make sure that it meets color contrast requirements. If you need some of those, my good friend and colleague Marion is going to shoot some resources in the chat for web aim and also the color contrast analyzer. If you cannot download things on your own or do not have the option webbing might be the way to go. But you can download some software to your laptop, your work laptop, I prefer to use the color contrasting analyzer. The second thing is, you may or may not be able to see this. So I'm going to make it a bit darker for this just so we can see. I used the light blue to designate that the pepperoni is gluten-free. Meaning we cannot use color alone for a designation. If you cannot see color, we would not have any idea what the gluten-free pizza would be. And not be very important to me. You want to make sure that something else is happening there. Perhaps you would write pepperoni and in my world if it said GF I would know it means gluten-free. Or we would need a symbol here to take care of that. We want to make sure that color contrast is appropriate everywhere to make sure that we are not using color alone to designate any categories or any information that we need to know. Cracks hey mar this is Mike. Apologies for the interruption. We have a question in the chat that I think pertains to something you had just covered. In the case of many headers each with few options, having the headers in the first row can be challenging. Parenthetically they would be too narrow. What would be the best way to deal this?

>> Marra Piazza Brass: If I am understanding the question correctly, I think what that means is if this particular row of Monday cheese and pepperoni was very thin is that what is being asked?

>> Let's assume that there would be 30 days of the week. In another world. If we put 30 columns, each of them would become very narrow. That I would up to make them and the column rather than in the row. Is that surmountable somehow? I do have a real-life example. I hope I explained correctly the challenge.

>> Marra Piazza Brass: I think you want to display data of 30 different days and that month. That right Catalina? I so how would you do that? I would probably use the left column to go north to south or up to down. To give Monday, January 1, Tuesday, January 2 and put the data next to it. Does that problem-solving?

>> Sure in that case I am using the columns and I member the accommodation was to use the row.

>> Marra Piazza Brass: You can display the information and either way. The row on the left can also be designated as I header. So it will connect the information of Monday, January 1 with 17 reports completed or whatever it is you are working on.

>> Yes. Thank you.

>> Marra Piazza Brass: We can make that happen. I apologize my a screen here in xoom I cannot see anything in chat. I just see the people's names. So thank you Michael for handling the chat part of it. Call. Good. Still on best practices here. I would like to take a look at table properties now. I'm going to go back to a table here and show you where to find those. When you click on the table, you can right-click. When you do you find the word table properties. Go ahead and open that up. Where I like to spend my attention is showing you about the tap about the top row. There is a fault and how it usually sets up. It's a loud row to. I love myself like to go the opposite. I like to repeat the header row at the top of each page. Now Catalina I hate to pick on you but let's say that you are doing 365 days of the reports. Is going to be page after page after page. Someone who can see this visually, I would like to see the header row at the top of every page. Now when we get to converting that to PDF and we are doing the tags we can take those out. So it is not overkill. I also like to see all the data together so I do not like to see the Rose break across pages. If you are giving a synopsis on the bottom of the page at day 14 see all the names the reports that are completed I like to see them grouped together. So they will be held together and brought to the next page. If we do not allow them to break across pages. This is just a preference but I wanted to make you aware that it is an option you can work with.

>> I just want to ask another question that has come into the chat. A couple of times we might need some clarification on the question. The question is when do the use of AG gestures drawstring reader detect errors? So are you asking whether we are doing that today in this presentation? Or are you asking Winwood an author or a tester use a T to test for defects?

>> Marra Piazza Brass: You're getting clarification on it.

>> I can take the answer if you like Mike. If she asked when do we use a T, such as screenreader to detect errors. I was just typing of her response to her saying really if you follow the requirements, you do not need to use the screenreader. But if you happen to have one and you are skilled at using it, you can certainly use a screenreader to reverse a table using for example table reading keys just to verify that the header cells are being read as the user navigates through the table. But it is not required for confirming if a table is accessible. Does that answer the question?

>> While we are waiting for confirmation I just want to emphasize something Terry said. When using a T to evaluate performance you have to be a skilled user of a teeth to understand how to use that tool properly to evaluate that. Not a trivial effort.

>> Not at all. There are quite a few videos out there. You could do a quick Google search to see if you do not have jaws and you don't know how to operate it. What things look like with screen readers. When they are formatted correctly and when they are formatted incorrectly. You will hear the gaps in information and a lot of things that don't make sense if they are not done excessively and with the standards.

>> Michael Horton: I don't have a response but please proceed and we will go from there.

>> Marra Piazza Brass: Sure. Thank you thank you. Again table properties we right-click on the table. And I wanted to set that up. I have talked a lot about word. And the thing is to create a table it is the same motion whether use word, Excel, or PowerPoint. Up on the ribbon choose it. There's something to take note of when we use things like cell. Here here I have an image of an Excel sheet. Is a student debt from 1950 – 1970. These are just made up numbers. They do not mean anything. I have the year and the amount of debt. Hear the advice is, it is a lot less confusing if you just put a single Tabor Pers sheet. I have seen a lot of Excel sheets come to me and maybe eight or 10 tables on one given sheet. And that is a lot for anyone to comprehend. Especially if they are using transects. The next piece about Excel is that the default when you open up any Excel sheet down at the bottom there's a tab and Associates one, sheet two etc. Let's define what we are looking at here. So the example shows the first tab for the sheet saying fall term scores 2022. The second tab says Breen term scores 2023. Again probably no surprise I worked in education when I made up some these examples. Again we want to give some context that can only help the user. It is a best practice. And both of these items would fall in Excel. This is a gentle reminder of a requirement that you want to, in the event that you need to use a Unicode symbol. I was talking with someone and for those who don't know, I would say that a Unicode is a character that conveys some sort of data or is a technical simple. A very good example would be inking about the V which is a V. You do not want to type in V on your keyboard. What you would want to do is you would want to go up into insert and you want to go to symbol and find the symbol you need. If we are putting any data within a table, make sure that you are using the proper Unicode. A decent rule of thumb is that if appears on the keyboard you don't need to go find the Unicode unless it is a of course. But spent some time checking that out. In this particular example, I gave it is an Excel sheet average scores in middle school. The grades are listed and math scores the first 88 on the second one is less than or equal to 86. We might see symbols in their to. So don't forget that. When we are completed and when we are done with all this work, don't forget to use zero find the accessibility checker. This is very helpful for simple tables. This will not help us much for complex tables. Excels ability checker per usual is not a catchall. Just because it passes does not mean it is accessible. But it might give you some information that you need to trim atop. Those would cover all of what I have printed out for the accessibility -- excuse me the best practices. We are going to take this actual document that I'm working in and we are converting over to PDF so now we can make the complex tables accessible. Which are important because we cannot do that in Word. My best advice about that is first and foremost please never do not print to PDF. We have worked very hard on this document. Used the tools that are here. We wanted to hold that formatting. Is only going to make the work easier for us on the other side of this. For those of you who have Adobe Acrobat Pro, it most likely appears appear on your ribbon. This is how I am going to convert it. In the event that you do not have that upon your ribbon you can save it as a PDF under file. My preference would be too go to acrobats, go to create PDF, edges going to ask me to give it a name. I'm just going to put in a after my table and hit save. Now give me a moment as Adobe wakes up, shakes up and get this thing printed. We have it here. I just want to make sure I have the right to file. Because I had a few of these opened up in here. Good. All right. If you are working along with me hopefully your PDF has popped up. If not and you are just following along, here we are. Before I get started any of this, I would like to point out what we will be using today. There is a lot going on in this document but we are just going to focus on the tables and the tables alone. Were not going to worry about the lists, and the labels and all of those pieces. Where not going to talk about headers. What we are going to talk about his tables pick up the things that we are going to need to use today, first and foremost, over on the left rail I have some icons already listed. But I would like to make sure that you know that you're going to need to use the tags panel. And we are going to have to take a look mainly just at that. But perhaps the reading order. The reading order is reflected by four squares and a Z. The accessibility tab looks like a luggage tag to me. If they do not appear on your rail, please right-click the rail and find them here. And add them on the menu that pops up in addition we are going to use some tools. The tools can appear on the right side of the screen. Hear what we need is making sure accessibility appears. In the event that it does not, please go to more tools. And when you do that, it appears under protect and standardize. It is a purple circle icon of a human person in the mental. You want to add it to the rail because we will be using that today. That will be where we will be clicking and spending a good amount of time. Am excited looking at these tables. We are going to take a peek at the simple table 1st. To do that, I'm going to open the tags panel by self electing the luggage tag on the far left rail. I see a lot of tags in front of me. Do not get overwhelmed and think about it too much. We are not here to address most of them. We are going to drill on down to the first table. If we scroll, the tags her table made it easy this table. And here we are. We have the Monday, Tuesday, Wednesday, Thursday, Friday pizza selections. That's great. Remained is accessible in Word. But I'm going to review all parts of it here to make sure that when we do the more complicated table we can take it together. To open up the table and to understand the tags. The tags are, innocent, the data or the information that is embedded for those that use assistive technology to allow them to manipulate, understand, and connect to this information. I call this a carrot truthfully. I do not know if it has a special name which allows me to open up a table. That little icon to the right of table. Into expanded. So under table, we have three items that say T-bar. It all stands for table row. If we click on every table row we will see that expressed on the right-hand side. That's great. TR stands for table Road. That is what we wanted to look like. If we went up the first table row we find one, two, three, four, five table headers. TH stands for table headers. We noted this back in the word document so that is a piece of that work that you have already done that is still going to hold over here. That is very helpful. If you really want to drill down even more, we want to take a peek. Yes it is Monday it is Tuesday when we open this up. We are in great shape. The next row. TD. Table data. This is the data that we want to express. The cheese, the pepperoni emotions etc. If that is all listed here. And we have this. Pepperoni it is all straight through. So the simple table came across very nicely. It looks great to me. And we do not really need to make any changes to it at all. I'm going to introduce you to a tool that were going to look at and use when we go to the next table. To do that, we are going to go to accessibility. We choose accessibility, we are going to choose the reading order tool. When we do that, one of the things it is going to show us here is the table. If you look at the picture as a whole Yep we got some numbers. We always need to make sure the reading order is in order whether it is the table. But it has to be the entire document. The reading order here along with the tags dictates how things are red when using assistive technology. You want to make sure that this is correct. What I did was open accessibility, the reading order and now I will right-click on the table to get more options to work on the table. I will select table editor. When I do that, it changes a bit and we can hone in and right right on it. What I like to see so I commended late the data easily is the more information. So I will right-click on the table again and I will go to table editor options. When I do that, I would like it to show me shall type for labels within the table itself. I will select that and hits okay. We can also now see with that designation the top pros are TH and all of the types of pizzas are TD. That all looks great to me. This is now formatted to the way that we needed to. And it is ready to go. I am just looking down at my notes. Yet set the scope.

>> This is Mike pickup sorry Chandra. I think there's a fair bit to go. Would you like to give folks a break to stretch their legs and powder their nose during the meeting. With this be a good time?

>> Marra Piazza Brass: Can I show one more thing on the simple table.

>> Great keep going and just let us know when it's good.

>> Marra Piazza Brass: Let's go ahead and right-click on the table. This is what I would like to show because we are going to use us again. And that is through accessibility reading order right-click on the table. We go to table sell properties. We are going to use on the next one. As I can see, Tuesday has been selected and it tells me that is a header sell. As is reflected by the tag as is reflected here and it is the scope. Meaning where is on the table it is a column. That is important to know. We are going to be doing that in the second half of the course. This one is totally finished now and I wanted to show you what a great table looks like. So let's break.

>> Michael Horton: That is a wonderful great table. We will take a 10 minute break. Give folks an opportunity to stretch her legs. That will put us back at 155. I will try to share a screen with a little clock for that. Let's go ahead and take that break now and we will be back at 155. Thanks Mara.

>> Marra Piazza Brass: Yeah.

>> Michael Horton: Hello Mara this is Mike again. We are right about time. Another minute before we get started so I will go ahead and share the screen back to you and you can go ahead and started. Thank you for the break and we welcome everyone back.

>> Marra Piazza Brass: Let's see. Hopefully everyone has return. We think so right Mike? Before yeah.

>> Marra Piazza Brass: Thank you I need to see the screen that I need. Here we are. Great. We are back bye-bye table. When things I like to say about tables is that to me, the more complicated the better sometimes. Is kind of like a game for me almost. Widgets and strategies. Almost sometimes remind me of back a long time ago and you got party bags at a birthday party. You get those little squares and the numbers would be in there I knew move things around. I enjoy figuring things like that out. It is pretty fun. On my just so I know, what is my cut off time? Just so I managed appropriately.

>> Michael Horton: You can go all the way to 3 o'clock if you like.

>> Marra Piazza Brass: I do not think I need that much but I just wanted to check. Perfect. Good. Now we are going to go and explore the complex table. When we do that, we are going to find that over here on the tag Street we are going to scroll down until we see very next table. It is about six or seven table tags down.

>> Michael Horton: I do not know where that.

>> Marra Piazza Brass: Michael, did you have something?

>> Michael Horton: There is a beeping I am trying to get rid of.

>> I do not hear it either just confirming.

>> Marra Piazza Brass: We have two tables here. We are going to work through this one first because it a symbol or complex table. Then we will work through the one with the doubleheaders and the expanded row here. When we click on the table, we can open up the tax. I saw mine and the comic some I called a Chevron. ^ Or Chevron if you please. We are going to expand it open and we are going to see again that it is the table that we just saw. It has three table rows. TR standing for table row. We open the first table row we have five table headers. That is exactly what we wanted to have in this particular case. We open it up. It is Monday. It is exactly the way we want to be. That we are going to take a look at the second row. Now in this case the second row does not have the merge cells. But half that is weird. This one has ATH. How did that happen? Truthfully I am not sure. But sometimes this is what happens when you convert over and this is why you need to look at every tag within a table. This first item is not a table header. This is table data. What we are going to need to do is change this tag from Th2 TD. From header to data. The way like to do it it can be done several ways as you right-click on the TH itself. You're going to go into properties. When you do, the tag option appears in the type. Right now is says table header sell. We use the down arrow and we can find table data self. We will select table data sell and hits close. So now we see it is a table data sell. I'm going to get tongue-tied on that. Straight on three. Looks good. Ostrow. We have the same issue again. Table header appeared. That's fine let's take care of that.

>> Was there question:

>> When you're working on a particular table if you could reference when you can reference which when you're working on so the audience can follow.

>> Marra Piazza Brass: We are working on the first table on the second page under complex tables where it says cannot be accessible inward. The table itself has one merge self of sausage for Tuesday and Wednesday. My apologies there. The first sell for the pepperoni under Monday came across as ATH. We are going to want to make sure that turns into a table data sell. We are going to properties under the tag tab the type where going to change it from it table header sell to a table data sell. Some people like to enter into here and change the lettering and to do it. But I like to use this method because I know I will not misspell anything and I am selecting it right there. It is data pepperoni as it is straight through. What we have here is only four pieces of data. Because there is only four selections in this row. But it covers five days so something needs to be done about this. That's what make a complex table. We are going to go and use our friends over in the accessibility tools. We are going to go to the reading order. And this is where we are setting the size of the cell.

>> Michael Horton: Morrow this is Mike. Someone as a question and chapter customers looking for confirmation. Is Mara saying that the tags can show that the table data sell can be marked as a table header in the tags pain even if it looks like a table header in the reading order view or table editor?

>> Marra Piazza Brass: Lets me see if I can answer this way. Whatever it says over here on the left-hand side of the tax panel, that will be reflected when we bring up that reading order tool and they will be stated. If I would have shown you this five minutes ago, that would have said TD skews me TH table header of cheese. On it would have shown a table header of pepperoni. They are checking each other for us. And they will always be the same. So if I would have missed it in the tax. I would have noticed it, I hope, over here on the reading order. Do you think that answers the question?

>> Jim says okay thanks for the clarification. Then again another confirmation from Jerry. She is trained to follow along and take notes. Did you right-click on the table so or the tag to fix it?

>> Marra Piazza Brass: So when I fix something in the tag tree, I am going to click on the actual – I click on the letters of self but even I, be okay. To right-click on, for example if I wanted to bring cheese back to table header. I'm going to right-click on TD in the tag tree itself. Then go to properties. And change it. Just for fun, I'm going to actually put it back as a table header sell and close. This is incorrect. But I also want to show you how it is going to appear we look at it in the reading order that I will fix it again. I promise. Has that?

>> Michael Horton: I think that sounds good. Just again for those that are not mouse users when we say right-click we also mean context menu.

>> Marra Piazza Brass: Context menu. And apologies I have so those were years. Using the context menu to open up under this particular last change properties. Properties and using tag in the type. Call. Right. So now, again, the main point that we are popping over to do the reading order on this table is because sausage spans two days. Is spans two columns. And it is not reflected at this time in this way. We go to the right to rail and we find accessibility. We find accessibility we open up reading order. And when we do that, we are going to use go ahead and open up context menu or right-click on the table just like before. And we are going to go to table editor. And when we do that, I would like to illustrate for the information shown in front of me it reads across with labels TH for Monday through Friday. But also notes ATH for the cheese. That is not a table header but is table data. But I switched it. So that's why it appears this way. We could change it here. But, for consistency's sake in this experiment, and this is the first time seeing tables I'm going to go fix it back in the tags because I think that makes the most since right now. I'm going to select the TH and use the context menu or perhaps right-click and go to properties and let's turn it back to the data self like it really is. That was just to show you that. I think I have to run the reading order again just to get rid of that. And so that is the accessibility, the reading order, then a right-click or context menu, and table editor. It has now gone back to TD. And is labeled as such. That's great. What we need to do for the cells around sausage is we need to get into that particular cell and we need to change the scope of the cell. On the scope while it is a data sell needs to expand across two columns. We are going to open that up get to the context menu and OpenTable sell properties. When we do that, the top has the type. I can confirm that it is a data sell. That's great. But we need to fix the attributes. There is a row span of one, and a column span of one. Every other cell and this table is this row span of one and a column span of one. 1×1 is what I usually say. But this spans across 22 columns. So I need to be a row span of one and a column span of two. We can go ahead and delete that number one for column. And enter a two and hit okay. Changing the attribute you get this message. That's fine. I want to proceed? Of course I do. Visually I can tell it has been change. We see that here. Echoes across both of those. It is a TD. But we also notes that the formatting behind it and table sell property says row span of one columns benefit to. That is a crucial piece that we are going to use on the next one. The next thing that we do in a complex table as we are going to want to make sure to associate header IDs. Now this is a component that is going to attach every piece of data to the header that it belongs to. It is going to make sure that this olives belongs to Wednesday. And all of these headers we are going to give identifiers. We are going to drill down that lives is connected to Wednesday's. What we are going to do is select one of the cells. The data cells. I'm going to do olives because it is less confusing than both Jesus. And we right-click or use the context menu and were going to go back into table sell properties. Which we are going to need to do is here under attributes to find the associated header IDs. That can be found by using the plus and minus. The plus is going to be added the associated header ideas. May remain the mistake of we can take it out. In this particular case I have found in Adobe sometimes they are automatically generated. Sometimes they are not. I want to show you – let's just take a peek in here and see what they have to shows today. Okay so we did not give any labels at this time to these codes. In essence codes to the top headers to know exact what they are. We cannot O'Maley do that we can do that manually. I'm going to do it manually in this case and then show you the option. For table header sell for example on Wednesday are going to select the cell and then we are going to go to table sell properties and were going to give it an ID. We will give it an ID of Wednesday Wednesday. Enter under the ID under attributes and hit okay. So now when I go to olives I can select it and go to table sell properties. Hit the plus button. I'm going to hit no. And right now really have one available so I am going to choose Wednesday. So olives is now associated with Wednesday and Wednesday alone. That is what we need to do here for every data sell. This can take a bit of time. If you had a very long table. We can work with that. If we move over to mushrooms we have to make Thursday. Thursday cell has a header sell ID. We are going to call it pH you are. That when I go to mushroom I will select it I will go to table sell properties and I will hit the + under attributes to give at the associated header sell ID. Of Thursday. And I will select Thursday. It doesn't matter what you call them. There is an option on the table to auto generate IDs. Would you do is a mixed bag. Sometimes they make sense to me sometimes is a bunch of letters numbers and symbols and it takes some figuring out. I think you're better off labeling them yourself. And that would be the last step this particular table. So the notes here is expanding the cells remain need to. Making sure the header rows are the header rows. Identifying the header rows. The doing associated header sell ideas. We are going to connect them all. What I did has to be done for every data sell. But in the essence of time were going to flush out the monthly movie club and move ahead. A monthly movie club is the table that appears on the second page. It is the second table underneath monthly movie club. That has the headers students and adults. It is the only time the monthly movie club appears. We are going to take a look at this over on the tags tree first. Open the Chevron or the carrot and we see we have one, two, three, four, five rows. You will notice that one of the second rows is a little Chun dictated because of this first white clear empty cell. Because that header row has student information in two different price information. This is a table of one, two, three, four rows. Is a table I would say of three columns. But more maybe it is one, two, three, four, five if we include every price. Before I get started I really like to digest what is in front of me. And what pieces are associated with one another. So if we open up the tags tree, we see that the first cell is a table header. Table header first student table header for adults. When we expand those that is our we see. I did anticipate that the first cell would be blank so we just see a container box with nothing in it. The next row has one of those identified as a table header than table data so right now I know that these are header cells because this is the general information over the top of the column that needs to be identified and associated with the data beneath it. So as we did in the past I am going to select TD in the tags tree. Neither right-click or use the context menu to get to properties. And I get to properties, I am going to change it to TH with this table headers. I am going to do it for the next two items as well. Change the TD to TH. And go to TD to TH. Because these are headers. Super. That looks great. The next row we have table header because this information of one movie per month needs to be associated across the rope. And we have the data. The $10, the $100, the $20 and the $200. So this row is correct. The next TR table row you want to look at has two items. The first one is the table header which is correct which is the discount for auto debit. And then we have yes. Yes, there is a discount for auto debit. Which spans one, two, three, four problem problems. Which we will resolve. The last when you see we have a TH for table header for the family past. 20, 200, 50. And $500. So we have a full understanding of what the tags are. And the tags are ingratiate. But more work needs to be done of course. Because of the complexity of this table. We start over here on the right route with the accessibility option. We are going to choose reading order. When we do that we will right-click or get on the context menu of the table. We will go right into table editor. When we do that, we can just see where the tags were left for table header and table data. For those that is here I am already noticing that it appears that we are going to have to review the scope of the table. Meeting but these are assigned and also the amount of space they take up. This table does have a lot of one by one cells but we need to clean that up. And looking at the very first cell, it covers student but also covers monthly price in this row. This is actually SS span of a column of one and a rope by two. I would like to see us select the first cell here. I'm go into table sell properties. It is a header sell for the type. It is a column. It is a column span of one. But is a rope span of two. I hope that makes sense. Because it covers two different rose further on in the table. So we will have to hit okay.

>> Michael Horton: We do have a question about the length sell in the top left corner. The question is I know the blank cells are not the best practice in Word but here we could assign an empty TH tag to avoid irregularity issues. Is that correct?

>> Marra Piazza Brass: Yes that is correct. I was going to do not the end but where we are on the table sell properties, I could give this an ID of an just call it – are so we know for later. Cell. Here in the table ID. Now we are going to move across the rest of the header. It is great. We do not want to leave blank cells in Word. Where going to select student. It is a table header. Keep in mind that spans two columns. It is only one road though. We get into table sell properties. We confirm appear it is a header sell it as of the top of the column. It is only a span of one further row but is a span of two for the column. While we are here we are going to type in the word student because we are going to have to associate those as we go. And now we are into the next top row here of adults. We will select adults and go back into table sell properties. It is a header sell. It is at the top of the column. It is one row but it spans two columns. Day ID I believe will be adults. Great. I did not hit to their. Their urges. The next cell we are going to look at is monthly price. Monthly price is a header sell. Were going to table sell properties. It is a header sell but it actually mind defaulted to row. It is a column. It is up to down north to south. We want to make sure we hit that that is one by one. That's ingratiate. The ID would be student monthly. And we are going to keep going with this one. So it's in the student: people. Table sell properties is a header sell. This one defaulted to the scope of none which is incorrect. It is a column and it is one by one and were going to college student annual. So the first cell with two rows by one column and student monthly price we have taken care of. Ellis go down to the left-hand side or the west side of the table and movies permanent. These are oneself by oneself and they are table headers. We just want to make sure that that is reflective. We will go into table sell properties and is a header sell or row. We can go ahead and write one movie here. Discount for auto debit is going to be a table sell properties it is a header sell it is a row it is one by one. And is discount. Monthly pass per month. Sell properties again it is a header sell. It is row it is one by one. I'm going to type in family ID. This is taking care of the first column. The second column understeer is taken care. Adults will be done in the same way. But we need to address the answer yes. Discount for auto debit. Yes spans four cells. So we need to select yes and enter table sell properties by right clicking or using the context menu. It is selected that the type of the data sell. But now here we have listed that it is one by one. Which is just not. Spans four columns but it is one row. So we will enter a floor in the column span and hit okay. And now that part has been fixed. The last piece of this table will be too associate the data under student and connected with the column above. If we click on the very first $10 which is the movies per month under student under monthly price. We are going to want to connect it with student, monthly price and movies per month. I will admit that the rail on the left I have read conflicting information on. Sometimes it works and sometimes it does not. So please connected with the top column. But I go through and I connected to all of the headers that it is associated with. To do that, I go to table sell properties. Going to move my table sell properties box out of the way so I can see. I'm going to hit the enter or the +. I'm going to choose student. Student is the first header I wanted to associate with. The next header is monthly price. So I will hit the + and I use the word student monthly sandwiches that. The last one would be one movie per month. So I will go ahead and hit enter and do one movie. And hit okay. So this first cell is completely done. I am then going to head to the next self so you can see one more example. The $100 which falls under student annual price and the movies per month. You're going to want to select the self right clicking are getting into the context menu and choose table sell properties. We want to find the IDs that are associated with the $100. Which, in this case, is first and foremost students. Then it is annual price student annual and lastly one movie per month. We would finish the table. But in the essence of time will not flush it all out. But you need to finish this for every data selection that is on their. We could run the accessibility checker and Jesse. As I mentioned before in Word it is not a catchall to everything. It may give you some context are some clues. If I read it right now would tell me that some of these tables are pretty terrible because we did not touch those today. And then I want to give you a sneak peek into sometimes why some tools can be handy. I work with tables a lot. I work with complex tables a lot. I use a particular tool to help me with that. By no means am I am endorsing this sourcing you should buy it but I want to show you how it sometimes makes my life easier. There are some tools on there that are some plug-ins for Adobe Pro. So then you can remediate a bit faster and cleaner. And it is pretty helpful. The one I particular use is called common luck.

>> Michael Horton: Sorry to interrupt you. Is looking for nice pause. Before we move to comment look the chat room has been pretty active. I want to try to capture the questions to you a while back Jerry had asked so is it that only quote simple tables cannot have a header column?

>> Marra Piazza Brass: Let me think about that. Is only simple tables have a header column. But they won't have any blank cells within its. The Heather column can either be at the top or the north end or on the left-hand side at the west end. Does that answer? I think. Or you can follow-up in the chat. Again I don't know why I cannot see chat when I hit the presenting button. Oh, it is a peer.

>> I'm trying to weed through some of these there is conversation in the chat as well. Going back to I think this stems from the earlier question about the blank upper left sell. The question is do you really recommend using blank sell or table sell intentionally left blank.

>> Marra Piazza Brass: Oh! That's a better way. I apologize. That's a better way about it.

>> Michael Horton: And – are sorry I am looking.

>> Marra Piazza Brass: No thank you for taking care of that.

>> Michael Horton: I'm going to apologize to everyone if I missed a question please let me know before I want is after go to common luck we can start questions about W does not mean it is over. We are just going to take a peek. I'm not going to take any more than three minutes is because I'm going to show you what a table looks like and how I'm going to take care of it over there. It some applicants options because is downloaded to my system. It is going to take a moment to low. Sure, I will save these changes. And it is like a overlay in another screen. And I won't be able to go back to that until I finish this. Excuse me all right. Do not worry about much that you see. I just want to go to a table and I want to show you what I do to it there. 's Before just reminder if you could describe the tool.

>> Marra Piazza Brass: There is a lot of information on this tool on the components that I'm going to talk about today is very similarly has a tag tree. Has a tag tree. Lucy like like the tag tree that we have back in Adobe. And I have scrolled right down to a particular table. This is the table that has the caption within a table sell work out which one I'm going to want to get rid of entirely. Because it does not belong there for accessibility reasons. It's not going to vanish from this PDF because you cannot make it vanish in that regard is so going to be visually there. But I open up the tag street just as they did before. When I do, we have for TR's which are Tabor Rose. No problem whatsoever. The first item is listed as a THA table header. And I get why that was listed because it was made within a table. And I am going to take that P tag that appears under table header and remove it and take it out of the table which this could be done in Adobe PDF in the same manner. I'm going to listen above the table just so it is the tag previous to the table to give introduction to Morrows weekday pizzeria. I'm going to convert that P tag. I'm going to say into heading to. And that is not in W Pro what we would do is right-click or use the context menu to bring the properties to change it. But here in common look I'm going to hit convert tag and hit H2. When I do that it instantly changes to H2. Then I want to delete and I use the delete key in the tags which is typically a no no back in the other one. Because anything, look delete says artifacts automatically. A whole conversation could be had about what artifacting and. That's we will save for another day. But I have to take this information out of the table. I will delete the table row that was listed and the table header. Now I want to finish the table in common look. So when I select the table and I right-click on it or show the context menu I want to look at the show table editor. This is a tool that I can you that visually shows me what is going on so I convinced figure out which cells are of which size and associate header ID cells. Which I have here across is that Monday, Tuesday, Wednesday, Thursday, Friday decided before and two pizza selections. The first thing I will do is highlight the top row. Because the top row is the header selection. I'd use that by using my check and arrow to the right. I select the tiny menu that says convert to GH. When I do that it just changed all those to table headers. Cheese and pepperoni are data cells. I know because the way the shading works that they identify as header rows. It also tells me in the tag tree that is header rows. It shows that on the tag tree. Shows of that. I'm going to check the tiny little member the that says convert to TD. I'm going to make those be table data. The all the data now is correct in this table. Instead of taking the time to label Monday, Tuesday, Wednesday, Thursday, Friday. I'm going to hit the gear here which says link headers. It is not done. I don't this table is over. That is how long it takes me. In reality this turned into a simple table and give are in heaven ID number would not be required but I took care of it anyway and it was the example I had ready to go. I am done with the table. It is easy. It is fast. For me and the way I operate with a large table this can save a lot of time when you have to create those header level IDs. Again there are many add-ons to Adobe PDF. And if you work on this a ton and remediate a ton look into them. It may be a fit for you. But again you do not have to buy or get it. I hope it is abundantly clear that I am not endorsing that you have to use this. What you do do is you have to make sure that you know how to operate all of this in Adobe. Because if you do not understand the relationship of what the tags are in Adobe excuse me with the tag structure why things are set up the way they are using common look or any two tool will not be helpful to you. Because this is from the ground up. You have to know this T cell inside and out and what it is supposed to look like. The table structure. The tag structure. We get into the table editor what it needs to say. That is what I have to say about tables on a level I. I have seen many more complicated tables that my movie table on page 2. We can go on and on. With the content and the time I had for today I thought we would start from the ground up. Aqueducts is another one that exist out there. That you could potentially used to help you manipulate the data and manipulate the tags. For a lot of us who do this most of your days it can be a big time saver. That is what looks pretty good to me. I am happy at this point to take any questions. What I do have down for you on the word doc or the PDF you have converted over. I gave you my information if you would like to have some table discussions I am all up for it. I listed also some researchers here with hyperlinks to Section 508. Greeting accessible documents. The training video on accessible documents. The using color contrast and webbing. Also an article on color contrast in Section 508. That should help you out with those color contrast issue if they arise. What I can tell you is that people who are -- no. If I were making a table I would not worry about color contrast I just got a letter table that need assistance with color contrast. I don't get to control the tables that are given to me often times. So I may have to go back to the client and say what are you trying to say here? We use a simple table and most of the time we can. They are not going to change the tables it is pretty much ready for production. They needed to go as soon as possible. We have tight timelines to go with it. We have tight timelines.

>> Michael Horton: This is Mike this has been wonderful. Again allows the interested folks a lot of conversation in the trash room. There is a follow-up question regarding common look. That is just in Adobe plug-in.

>> I think it only works with Adobe if that is question. I'd never have seen any references. Know because I've gone through the training that we have always used Adobe.

>> Do you know if it is compatible.

>> I do not think that is because the trainings I've attended they have never mentioned any other platforms at all.

>> Okay. So insured work with appropriate Adobe Pro D.C.. Probably likely 24 as well. Certainly not an endorsement but check with the vendor for your compatibility issues. There was a question from I think it was Jim. It's been a long time. Yes from Jim. He pasted an image to the chart showing a complex table where there was a row header followed by a data set. So four columns. I do not know if you are looking.

>> Jim Gurley at 225.

>> Is 227 on mine I can share my screen I think.

>> Marra Piazza Brass: Everyone on the call thanks for your patience.

>> Michael Horton: If I can describe this well it's a four column table and I have seen this as well. There are row headers. So in this case going from left to right first column is named. Second is Latin name third is for the enforces publishing. Them below that has a row header that says memos.

>> Yes across all four.

>> Michael Horton: Than it has bear under name Baris biggest. Clearly this was and made up Latin name. Then location is Lena population is five. And it continues similarly across all floors. A header of fish than under Latin name location a population of Strauch llama scurrilous water and 48 and it does a similar thing for birds under each one. I indicated to Jim that this is a complex table that can have header ID values assigned to it. I would suggest probably for matching this a different way simply because this takes a lot of time to make accessible.

>> Marra Piazza Brass: Read thanks think about making mammals? Resellers visually out of the second row than it would read mammals where's Baris biggest land fine of cross?

>> Michael Horton: Yep.

>> Marra Piazza Brass: I imagine this is an example ultimately that we would have more than one example of a memo. So we might have a bear, a rabbit and a deer. So there would be four rows of this data about animals. I would move the mammals outside to be in the first column. And span three rows. And I would put an identifier on their. Then it could be read and navigated quite easily. It would not be a visual match but that ultimately would not matter because the data would be still given and the same bay would you agree with that Mike?

>> Michael Horton: I think that is certainly one option. And quite honestly to be more simple you could move those what I will call titles out. Right memo for shorebird. You could have that on each row where it is a mammal and not make it complex at all. That again allows for rapid editing and making that conformant much easier.

>> Marra Piazza Brass: Actually that is much easier.

[LAUGHTER]

Let's add 1/5 column at the very end and type in memo. Than type in fish and birds.

>> Michael Horton: Hopefully that helps Jim.

>> Marra Piazza Brass: I went to hard. That's okay.

>> Michael Horton: Know it is possible. One of the challenges we have is that we also want to design information that is appealing and easy to read for those that have vision. But making it accessible is imperative. So sometimes we do need to design it so that we can take it easier. But also that means that we can edit it easier. Make it copy easier. And perhaps also it could be machine readable. We are in the age of eight I. Making sure it can be interpreted by machines. And provided and reformatted as well is good.

>> Marra Piazza Brass: Definitely.

>> Michael Horton: I'm sorry there is a lot of chatter. I'm just trying to make sure I stay in context. Sorry. Maybe I went too far back.

>> Marra Piazza Brass: Anyone has any questions Ernie how about all please email me. I love looking at complex tables of finding some sort of resolution.

>> Michael Horton: We have a question from Barry should a table have or can have more than one caption.

>> Marra Piazza Brass: Why would there be more than one caption? I guess would be the first question. The intent of the caption is to give the user a matter who it is an idea of what they are about to embark upon. So Morrows weekdays pizzeria. You could make that as long as you like but within reason. Kinda makes me think of if he went on and on and on about alt text but it was not valuable. Yet, I don't know. I don't know that when I am sorry about that.

>> Michael Horton: I am going to switch over to the hand being raised. Ryan has a question.

>> Do address those questions. Basically when you put any captions in your Word the caption is not automatically linked to the table. So if you move the table around or edit it in a certain way you can add more than the one caption as Barry said. And basically you should not have more than one caption per table. But since they are not linked you can do it in each cell. That is where you get more.

>> Marra Piazza Brass: Think you're right. And I appreciate that. I don't think I drove that home a bit. The caption inception separate from the table. Stuff you wrote that table around the tag street you're going to have to grab that caption that belongs to that as well. Because again it is not ingrained. It is not within the table structure. It is on the table tag. You're going to have to make sure that those stay together. And I think that was pretty much one of the main points that you are trying to make and I failed to bring it up. So thank you Ryan.

>> Michael Horton: I saw it earlier a question about footnotes and I cannot find it anymore.

>> Marra Piazza Brass: I had it written down. I was going to talk about footnotes may be really quick. Boy footnotes are fun. That is a another one. Yes I think someone is also asking for my second email which is Morrows. PS a.brass PFC.org. Is where you find me. To talk about footnotes footnotes I have seen a lot of times at tables because they want to refer you to why that number is two. Like if a table has a data point of to then they want to see something right there. The best way to describe it because I think a whole session could be done on footnotes. We could talk about it in tables and documents and all those things. Is that that footnote information is going to need to belong in the table tree under the table under the table data cell. So that is where it is going to belong. I have tried to read up where is the best place to put where that link in. It is linked in their but where the data goes. The number two they want you to know that this data was taken from 1980 to 1985 and that's within the footnote. After the table we can put up there. Would be one option. At the very end of a rope. I would not put it there. And I have not been able to dig up any regulations on that except where it would make logical sense is the thing I could find. Before first could you repeat your see FP B email. MA RRA. PIA is easy a PRA SS at CFPB. .gov. Would you mind putting that in the chat. I keep sending it to Jeff. I apologize Jeff you're getting all these messages for me.

>> Michael Horton: Their God never questions building up. And I apologize to Matthew or common what order we are in. I'm going to go left to right on my screen.

>> Hello good afternoon thank you so much for this great presentation I got two questions for you on table summaries. Number one are they needed? Another W checker checks for them. But oh say I see you shaking your head there. And then even though they might not be needed are you aware of a way to added table summary within word? I've typically been adding them only in PDF but is it possible to add them in Word.

>> Marra Piazza Brass: It is so table summaries I dug on that for a big. Where it belongs in word is if you right-click on the table itself in Word or get to the context menu. When you do that, you are going to table properties is where lives in word. You would select table properties and the last tab under table properties is alt text. No one is going to get that information unless they drill down into it. The other thing I like to note in Word it will not carry over to PDF. So ultimately if the final product you want to deliver is an Adobe PDF don't put it in there unless you are sharing it with other colleagues or something. If you're only using it it does not carry over. So yes we can add a table summary to that doesn't answer the first part of the question Matthew?

>> I think it does. THANK YOU. I know the PDF checker checks for and if it is showing up and I say skip and is showing up on a report saying skip this on an issue from your perspective.'s five it isn't because it cannot bejeweled down upon. But you could also put the very same as the caption in their if you wanted to that. Someone were to use it and wanted to drill down and use the options and hear what the table summary is, that would be a way to go.

>> Gotcha.

>> Marra Piazza Brass: I really dug in on that especially with Word and at this time based on the research I found there aren't any assistive technologies that can drill down on all of those pieces to get into it without following all the props to go look at it yourself. Like a screen reader is not going to read it naturally.

>> Got it thank you so much.

>> Michael Horton: Then we have a few more questions with just a few minutes then I just have a couple of closing remarks. So Carmen I believe you were next.

>> Hi IM we have office hours over which we make presentations and then we upload documents. We do have tables the headers are clear right? They are small clear just one word. Under that the data or the comments underneath is really long. What do you think about that? Because it is like a paragraph long.

>> Marra Piazza Brass: Site goes back to have her created these. If it was you, it was if it was a different author. It reminds me of the example of when you write alt text. How much needs to go in there? To give the user what they need, drive the point home. If this is a table suggesting comments made -- comments made after the tables presentation. And it was put there. We very well cannot cut Carmen's comment saying that the presentation was fine highlight these axis I did not like these aspects about it we would want all of that data. It is kind of up to the author whether they can truncate or treat down whatever the data says. I am with you that it can be a lot to digest especially if you are using a screen reader. But also they could tab across if they didn't want to hear anymore or they want to be a part of anymore. I have not read about any best practices about how much text to put in a self. It really depends on the intent of the table. I might suggest is the table the best way to displayed the data? Maybe it really is and if so go with it. But if not maybe we could present the data in another way that would make sense.

>> Yeah that makes sense thank you.

>> Marra Piazza Brass: Yeah thanks for the question thank you for coming.

>> Michael Horton: Sorry again this is Mike. Next question I have is from Barry.

>> Hi can you hear me? So just quickly piggybacking on Matthew's prior summary. We went into the alt text title description. That's a terrible dialogue because I wouldn't associate title or description with alt text at even if it could Rita even of a screen reader could read it. To description has no length to it. So those who are familiar with all chips try to cap it at 200 or 250 characters and there's no restriction there. So you already have no guidance based on that. So the whole thing is bad from the start. That's just my thing.

>> Marra Piazza Brass: No I agree with you I do not use it.

>> If you really have a summary and it's wordy it may just want to put it in the body as a separate area under the table.

>> Marra Piazza Brass: Absolutely.

>> Because it flies in the face of all texts in general. That's in Microsoft. But I have the caption questions with the multiple captions. Which was it allows for it but what Ryan said was shocking to me because I don't think I fully understood that the caption wasn't programmatically linked to the table. I did realize that empirically as I played around in Word. I thought it was weird that it was not. Possess as a trusted tester for web the caption our programmatically attached the tables. In fact, that is one of the ways that you create an accessible name for a table. I yell at my developers. So the fact that they are not attached to tables and production software is a whole paradigm shift. And I have to readjust my brain on this now.

[LAUGHTER]

>> Marra Piazza Brass: Are you suggesting that they don't play well together?

>> I am shocked not shock.

[LAUGHTER]

>> Marra Piazza Brass: You bring up another good point someone who wants to drill down content in the table you suggested put in paragraph or type form underneath the table. You could add something like please note: the data on this table should Loblaw. Whatever is that you wanted to suggest.

>> I suggest with all text you if you have very expenses all test for an image say and it's going to be over 200 characters I say put it in the body. Because it is going to be read anyway. It seems worse because there is no formatting in all text. You cannot help it along. There's a lot of cognitive overload when you are just being read straight paragraph after paragraph. Somehow it just seems better in the body. Even though it is definitely not. I'm using my trusted tester stuff and I'm trying to use it toward software as opposed to web does not always connect.

[LAUGHTER]

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>> Marra Piazza Brass: No sometimes they are little different. Surprise surprise.

[LAUGHTER]

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>> Michael Horton: Thank you so much I got two more questions. One I saved from way in the beginning. From Kristin. She is looking for recommendations particularly as she has issues with acrobats accessibility checker not liking the captions in photos and tables. I don't know if Kristin if it would help for her to clarify that are not.

>> Hi there. Hi Mara thanks for doing this. I had a document that had captions in the photos. And also on a table. When I was using the accessibility checker in Acrobat it did not matter what I did. It would not adjust the order. It did not want that caption in there at all. And I could not figure out what was going on. So I went back to the original Word document, removed the caption that the PDF was fine I could not figure out how to force it. To like the caption.

>> Marra Piazza Brass: I don't even know if this would help you but if that's what I was experiencing first you probably did all this. I would probably drill down in the contents panel to see the way the way everything was lining up first and foremost to making sure the reading order was right and appropriate and the things that were art affected were because then I could get really messy. The next thing I would do potentially if it really did not work, I might actually – as this is not recommended because it could make a mess. You would save the file then play with it. I know you had it with you. Is try to edit the PDF perhaps. And maybe remove it and retype it. That is something I have done in Adobe once or twice were has not liked them something. I literally has to get rid of it and do it again. For everyone listening I do not recommend we edit PDFs at all. It makes a giant mess. Than I am under was the file corrupted? Because when you took out of Microsoft Word then it got better. I don't think any of my answers are helpful to you right now. I would have to get into it. To see what I could do and play around with. I have not see that if you with captions but I have seen it with other tags that it just does not accept it. It is identifying it as a something odd or as an error. But it is not an error.

>> And I also had that same issue where instead of using the caption I used to figure number. Where you can add in figure 1 figure 2. It did not like that. No matter what I did I could not force it to like it. It was throwing up error codes all over the place.'s five what I would try is I don't recommend editing PDFs. But that exactly what I would do. I would save it fully than I would go to edit PDF and I would erase figure 1. I would retype it then run it and see what happens. But something like that has happened to me where just no part of it made sense. I had to wipe it out in Adobe and bring it back. If you want to send a snippet of it if you have the ability to do so I would love to see what I could do with it.

>> Okay. I will see if I can I will see what I can find.

>> Marra Piazza Brass: I am here or if you want to screen share with me if that works. Not now obviously.

>> I will have to go find the original file because like I said I think I took out all of the captions and figures in their. Right digits a different way. I cannot remember what I did now. Before thanks for your patience with me Kristin. Of Jim's hand as backup. Jim you had a question real quick. I just need a minute to make some closing remarks.

>> I will be quick. I just wanted to firm I keep hammering on his like it hammered on all the time. The cells that split across tables in the case you explained that was a simple fix and that's what I applied here. But I frequently get situations where that will not work because of the way people have constructed the tables. And I really admit they constructed terrible tables but I'm trying to be customer friendly. In those cases where it splits all the way across, I would never try to call ahead or sell. If that's always going to be a data self?

>> Marra Piazza Brass: If you moved the mammals saw which spans four columns and you put it on the end, we would have to rename the last column type of animal and memo would be the answer. So mammal turns into a data sell. You would have to reported new text and that would become the header. Does not make sense?

>> No.

[LAUGHTER]

But I am out of time.

>> Marra Piazza Brass: You send me your pretend when and I will send you some feedback on it.

>> Thank you so much.

>> Marra Piazza Brass: Before I go I really need to give a shout out to my team that I work with at CFPB. They helped in the chat and Terry held. So thank you Terry. Thank you Marion thank you Jennifer. It takes a village to do all of this work. And accessibility is huge. And vast. And I appreciate some the comments on their. I saw that someone put don't use accessibility checker because only checks first few things. I saw the pack check on their. Yes please. I gone on. Boding to close out. Thanks for Hermione when. Had a nice time I hope y'all did to. And get some pizza tonight if you want some.

>> Michael Horton: Thank you very much Marra Piazza Brass. Actually wonderful. I appreciate the engagement from the audience and the knowledge you will share to everyone else. A lot of questions about whether we are sharing this video. Generally we are not able to share videos. I cannot promise anything but I will look to see if this is something that we can work on. So just keep an eye on the workshops area. We probably would announce something in a newsletter if it is out. We will have a transcript up. I definitely can get that's going. So barring that, looking forward to future events we will have our next IT accessibility IT community building on on August 6 chime grammar the department of education will be our guest presenter there where he is going to demonstrate how they use the developing tools built into both edge and into the chrome browsers to inspect webpages for and web applications for accessibility. Again that is on August 6. Before then, our partners over the United States access board who host bimonthly Section 508 webinars they will be hosting one on beyond Section 508 digital accessibility requirements. An over view of web accessibility requirements from WCAG two point wanted to bring to. You can go to their website or our events page for both of those. The webinars not up yet that one is being hosted on July 31. A little bit of time before those happen. But until then feel free to reach out to us at section. February edge essay.gov. Once again I just want to thank Mara and her team for an absolutely wonderful presentation I appreciate everyone's feedback today.

[Event concluded]