



# MISSION ACCESSIBLE

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THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## Make accessible tables: Windows and macOS

Since applications update often, please email [helpdesk@uah.edu](mailto:helpdesk@uah.edu) if you notice that a tutorial needs to be revised.

### Windows

The guidance for making accessible tables is the same for Windows and macOS. Follow these steps in any document that includes tables.

1. Use a table only when it is the clearest way to present structured information.
2. Keep the table width flexible. Avoid fixed-width tables because they can make text difficult to read with Magnifier and may cause users to scroll horizontally, especially on mobile devices.
3. Use table headers so users can identify what each row or column represents.
4. Check that the table displays properly on all devices, including phones and tablets.
5. Use clear, meaningful hyperlink text in table cells so links make sense on their own and do not break awkwardly across lines.
6. Review the document with Magnifier to confirm that the table remains readable when enlarged.
7. Send the document draft to yourself and view it on a mobile device to confirm that users will not need to scroll horizontally.
8. Test the reading order of the document with Immersive Reader before sharing it.

If you have further questions, please contact the Enhanced Teaching & Learning Center via [helpdesk@uah.edu](mailto:helpdesk@uah.edu)



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### **macOS**

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