How to create an accessible table in the Ektron CMS:

**NOTE:** Tables should **not** be used for layout & positioning. Tables should **only** be used for data presentation.

1) From the Edit Content screen, position the cursor where the table should go in the content block. Select the Table icon in the toolbar, then “Insert Table.” Next, choose “Table Wizard.”

Remember: A **row** is a horizontal series of cells, while a **column** is a vertical series.
2) Next, determine the Table Properties and Accessibility information. **NOTE:** Make sure you indicate the Abbreviation and Categories in the Cell Properties tab and the Caption and Summary in the Accessibility tab.

![Table Wizard](image)

**Note:** To access this dialog box AFTER the table has been inserted into the content block, follow these steps:

1. Click the table.
2. Right click the mouse.
3. Click Set Table Properties from the menu.

Also, once a table is built, various actions are available by clicking “Insert Table” and choosing one of the options circled in green.
3) The final step is to set the cell properties. These properties will need to be set for all header cells. Place the cursor in a cell, right click the mouse, and select “Table” then “Cell Properties.” This is where the abbreviation and category
are set for header cells.

- The **abbreviation** attribute specifies an abbreviated header for header cells so that user agents may render header information more rapidly. In other words, it is a shortened header.

- The **categories** attribute groups similar table entries. For example, in a travel destination table, a cell containing the text “South Carolina” would be part of a category called “Location.”

CMS will not allow you to create a table until you have filled in all the accessibility compliance fields. You will receive this message if you do not:

Following these simple steps, should result in tables that pass Section 508 accessibility requirements and prevent you from encountering dreaded error messages like these that stop you from publishing content:
Creating Tables

- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "Test Cell 1".
- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "Test Cell 2".
- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "".
- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "".
- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "".
- Web Content Accessibility Guidelines 1.0, Guideline 5 Table data should identify its scope, headers, axis in attributes "".

Message from webpage

Your data is not valid.

Close

OK