Tables and accessibility
in Contensis CMS

In this guide

About tables

Tables:

- are one of the most common HTML elements but are often misused
- should only be used for tabular data
- must not be used for content layout
- must contain a caption – this appears above the table and explains what the table is about
- can be tricky to display correctly on mobile devices – check your table works on smaller screen sizes (if there are many columns of data, users may have to scroll across)

Table accessibility and screen readers

It is important to ensure that your table is accessible for screen reader users. Not doing so will create a very frustrating user experience for many visitors to your site.

Screen readers don't read tables how the human eye reads them. Screen readers read tables out in a linear manner. Content is read from the top left in a logical linear order.

Adding table headers to rows and/or columns will allow screen readers to read in a similar way that the human eye will.

You can test your content using a screen reader by downloading a trial version of a screen readers, for example, Jaws or NVDA. There are more available, just Google "screen reader trial".

Creating a table

1) Place your cursor where you would like your table to appear in your page

2) Click on the table icon on the top toolbar

3) Choose the heading type you require

4) Type in the number of rows and columns you require (you can also set a width in percentages, but if you leave this blank it will be the width of the page by default)

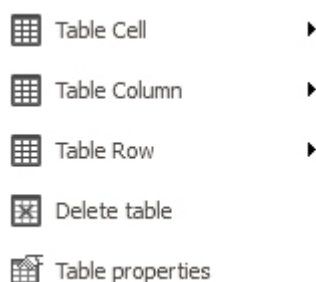5) Add your table caption – this is required for accessibility (you can ignore the other fields)

6) Save and your table should appear in your page

7) You can now type in your data into the relevant cells

Editing an existing table

To edit an existing table, right click on the table. A number of options will be available.

Clicking Table properties will take you back into the same screen used when creating the table. You can also merge cells, add and remove rows and columns, and delete the table.

Column widths

It is tricky to set specific widths of columns in the table properties. Therefore, you will need to go into the code view of the page and add the widths to the relevant table header cells. This can be done using percentages or pixels. For example:

Your current code might look like this:

```
<th>your table heading 1</th>
<th> your table heading 2</th>
```

```
<th> your table heading 3</th>
<th> your table heading 4</th>
```

You would change it to this:

```
<th style="width: 25%;"> your table heading 1</th>
<th style="width: 25%;"> your table heading 2</th>
<th style="width: 25%;"> your table heading 3</th>
<th style="width: 25%;"> your table heading 4</th>
```

This would give you even sized columns. You can edit the percentages to what works for you, as long as they add up to 100%.