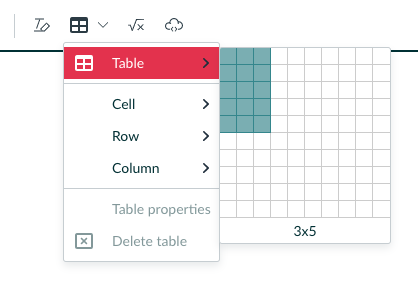
# Creating accessible tables in Canvas

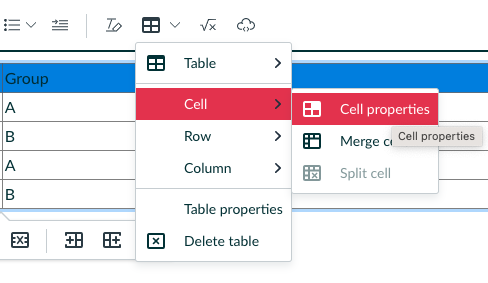
Canvas includes some options to improve the accessibility of tables. Read the following guide to learn how to add **Cell Headers** and add a **Caption**.

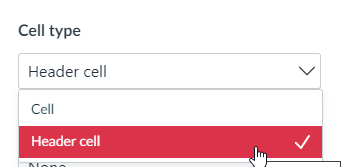
**Note:** Tables should only be used for tabular data. They should not be used to layout and align general page content.

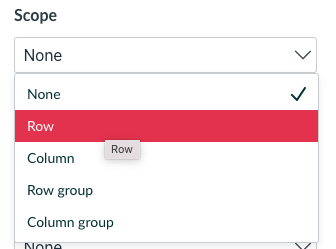
## First, add a table

1. In the Canvas Rich Content Editor (RCE) select the **Table icon** then **Table**, and select the cells to create a table of the appropriate size.  
    
2. Use the buttons below the table to add additional columns or rows if required.  
   
3. Next add the relevant data to the table.

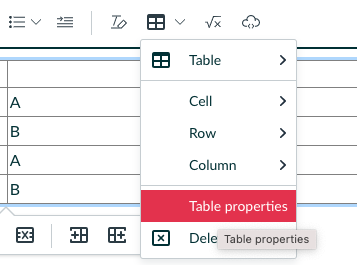
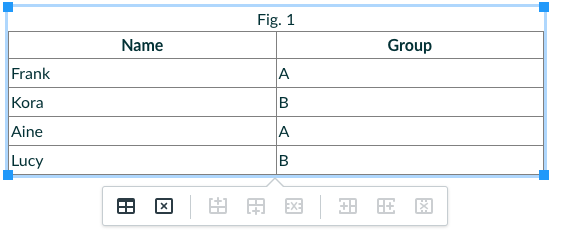
## Identify the header cells

1. Select the header cells which identify the type of information in the relevant table row or column, then select the **Table icon** again. Choose **Cell > Cell properties**.  
   
2. Set the **Cell type** to **Header cell**.



1. Set the **Scope**.  
   
   1. If the cell is the header for a column, select **Column**.
   2. If the cell is the header for a row, select **Row**.
   3. If there are merged cells in your table and the cell is the header for several columns or rows, use the **Row group** or **Column group** settings.
2. **Save**.

## Add a caption

1. With your cursor inside the table, select the Table icon again and choose **Table properties**.  
   
2. Check the box for **Show caption** and **Save**.  
   
3. Space should now appear above the table where you can type a caption.  
   

For further guidance on creating tables within Canvas please see [How do I insert a a table using the Rich Content Editor](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-insert-a-table-using-the-Rich-Content-Editor-as-an/ta-p/982).