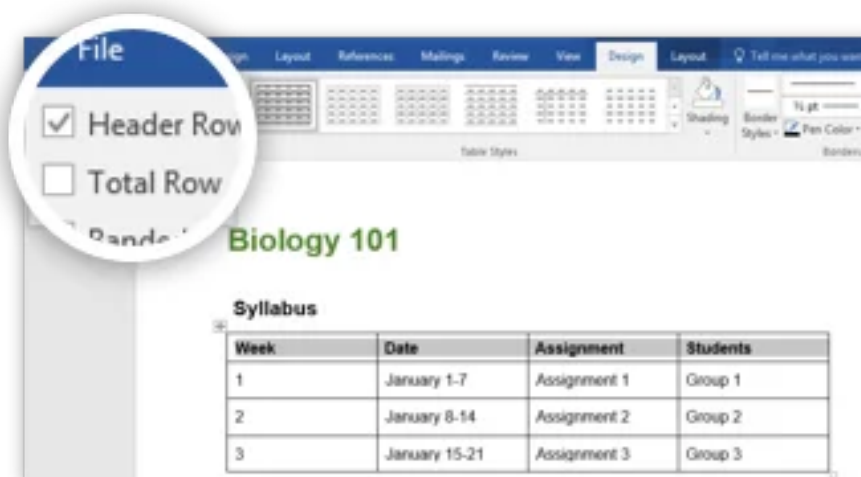


How to add headers to a table

Step 2: Add table headers using Microsoft Word 2016

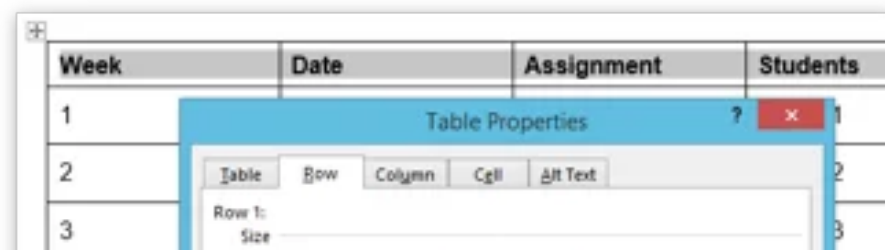
1. Open the original in Microsoft Word 2016.
2. Ensure the text in the first row of the table functions as a title and identifies what each column is for. E.g: Week, Topic, Date and so on.
3. Select the first row of the table. Click on the **Design** tab and make sure the **Header Row** check box is selected.



4. Right-click the first row of the table and select **Table Properties**. The **Table Properties** dialog box appears.
5. On the **Row** tab, make sure the check box **Repeat as header row at the top of each page** is selected. Click **OK**.



If 'Repeat as header row at the top of each page' isn't selected, table headers will be ignored when exporting as a PDF and won't be read by screen readers.





The image shows a 'Table Properties' dialog box. At the top, there is a checked checkbox 'Specify height:' followed by a text field containing '0.31\"

6. Repeat these steps for all tables in the document. **Save** the document.