Grouping Content for Reading Order in PowerPoint

Accessing the Reading Order Pane

1. On the ribbon located across the top of Microsoft PowerPoint, select the **Review** tab.
2. Select **Check Accessibility**.
3. An **Accessibility** tab will automatically produce. Next, select **Reading Order Pane** [1].
Grouping Content

1. To group content together, highlight the desired objects so that they are identified as such.
2. Next, right click and select **Group [1]**. Then, select **Group** again [2].
3. Once grouped, the content will be maintained inside a singular field, rather than individual fields for each object.
Adding Alternative Text to Grouped Content

1. Now, you may use the Accessibility Checker to add alternative text to your grouped content.

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**Recommended Actions**
- Add a description

**Other Suggestions**
- Learn more

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**Alt Text**

How would you describe this object and its context to someone who is blind or low vision?
- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

There are two images. The first image depicts the navigation within PowerPoint to the Check Accessibility feature. The second image depicts how accessibility errors are presented inside.