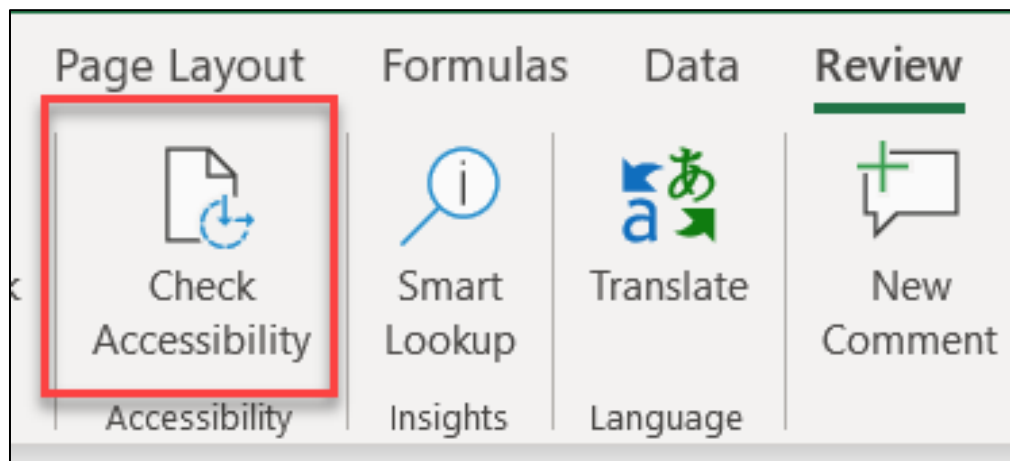


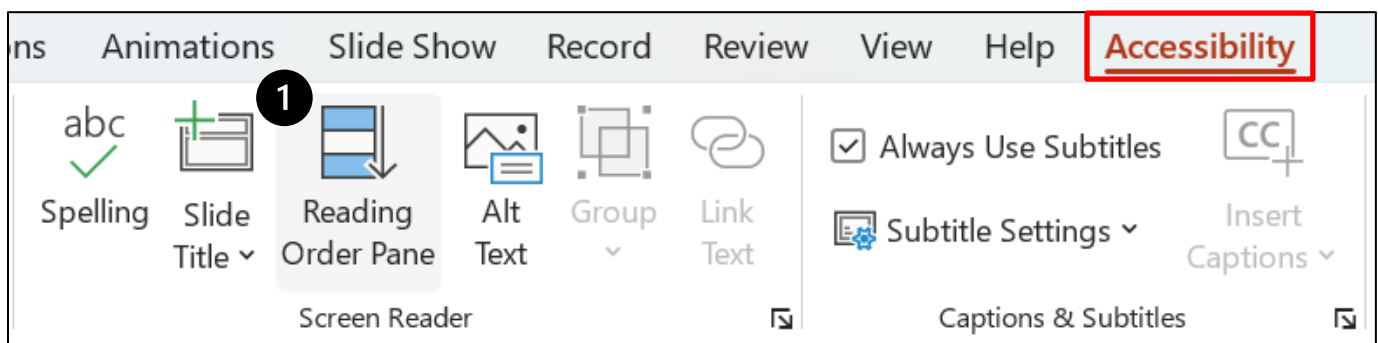
Adjusting Reading Order in PowerPoint

Accessing the Reading Order Pane

1. On the ribbon located across the top of Microsoft PowerPoint, select the **Review** tab.
2. Select **Check Accessibility**.

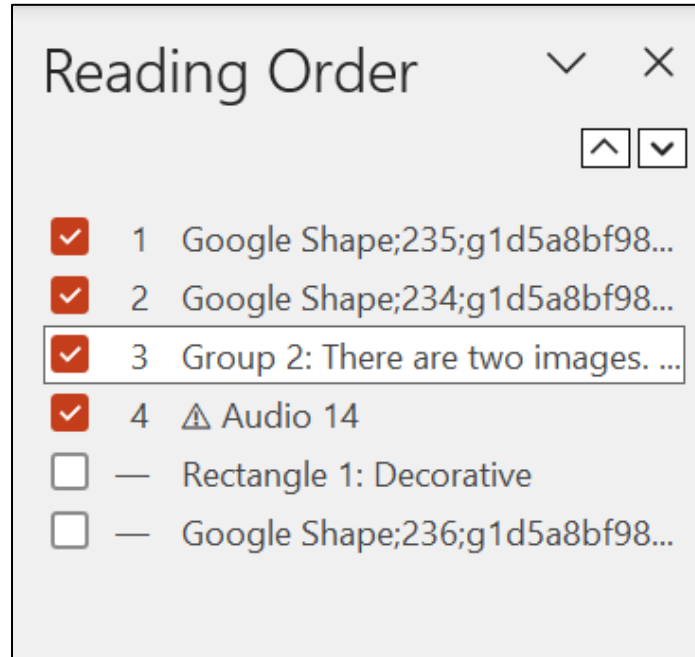


3. An **Accessibility** tab will automatically produce. Next, select **Reading Order Pane [1]**.



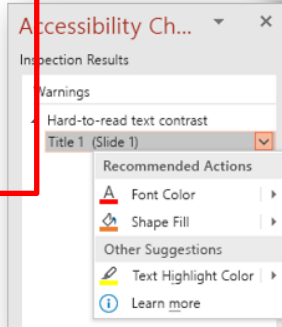
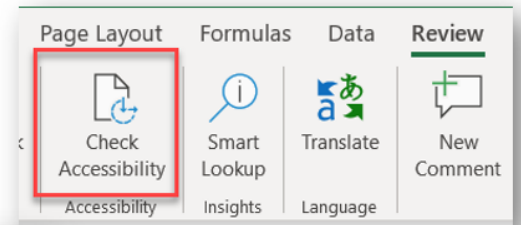
Adjusting the Reading Order

1. To change the order that the objects are in, select one or more items and drag them upward or downward. Objects without a number will be skipped by the screen reader as they are marked decorative.



1 Accessibility Checker in MS Office

- On the ribbon located across the top of Microsoft PowerPoint, select the **Review** tab followed by **Check Accessibility**.
- Any accessibility errors will appear on the right side of your screen. Review these errors and interact with the list of errors, warnings, and tips on how to fix any issues.



3



4