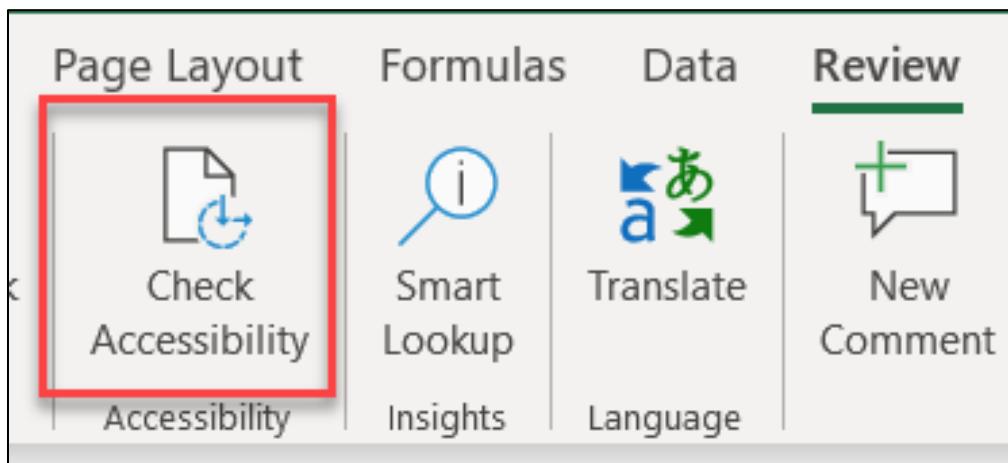


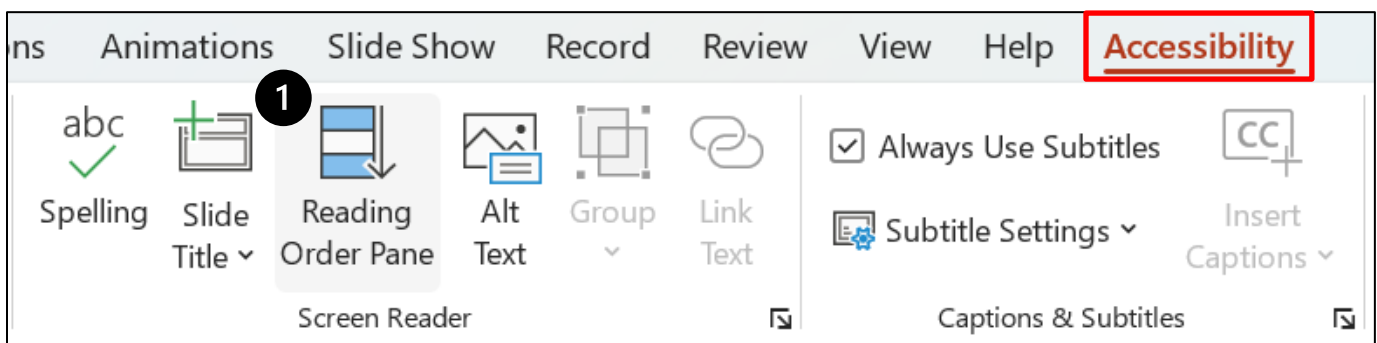
Grouping Content for Reading Order in PowerPoint

Accessing the Reading Order Pane

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

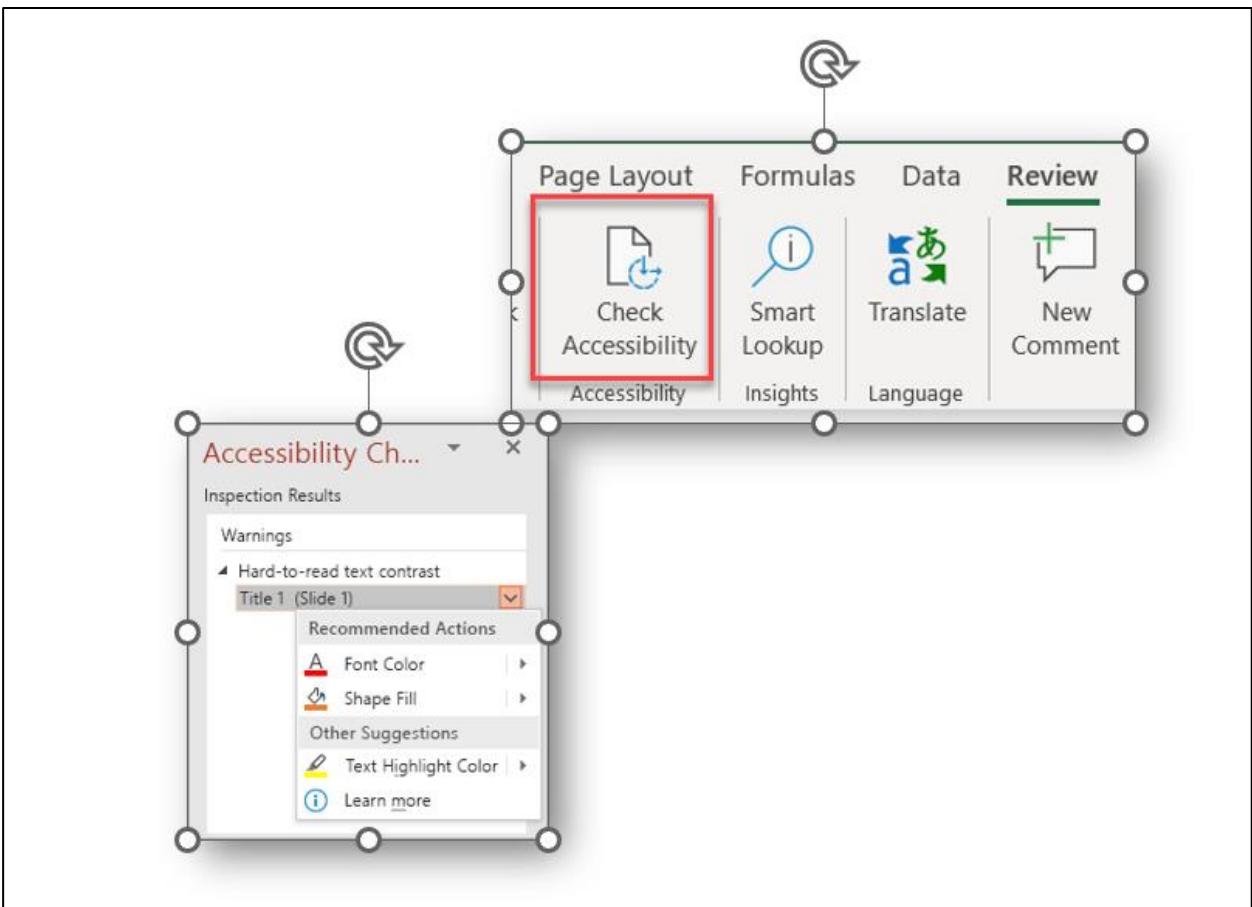


3. An **Accessibility** tab will automatically produce. Next, select **Reading Order Pane [1]**.

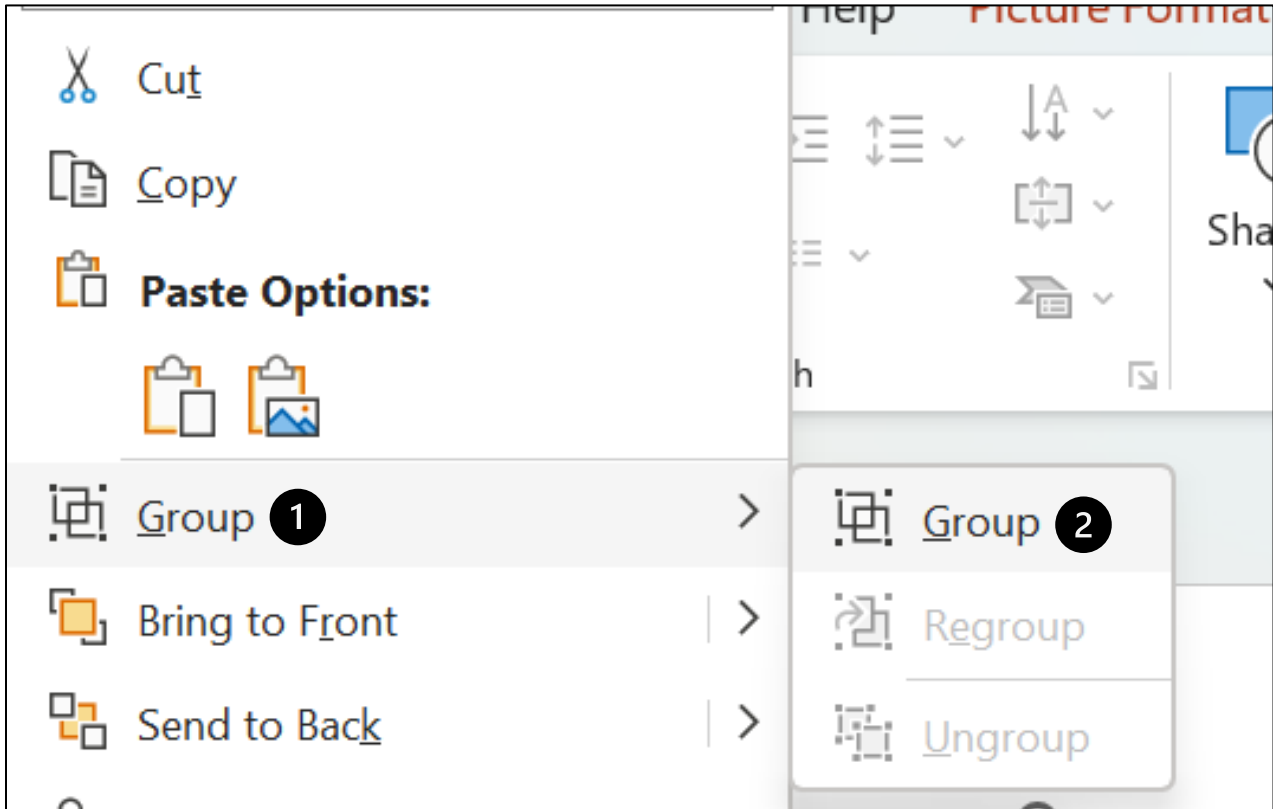


Grouping Content

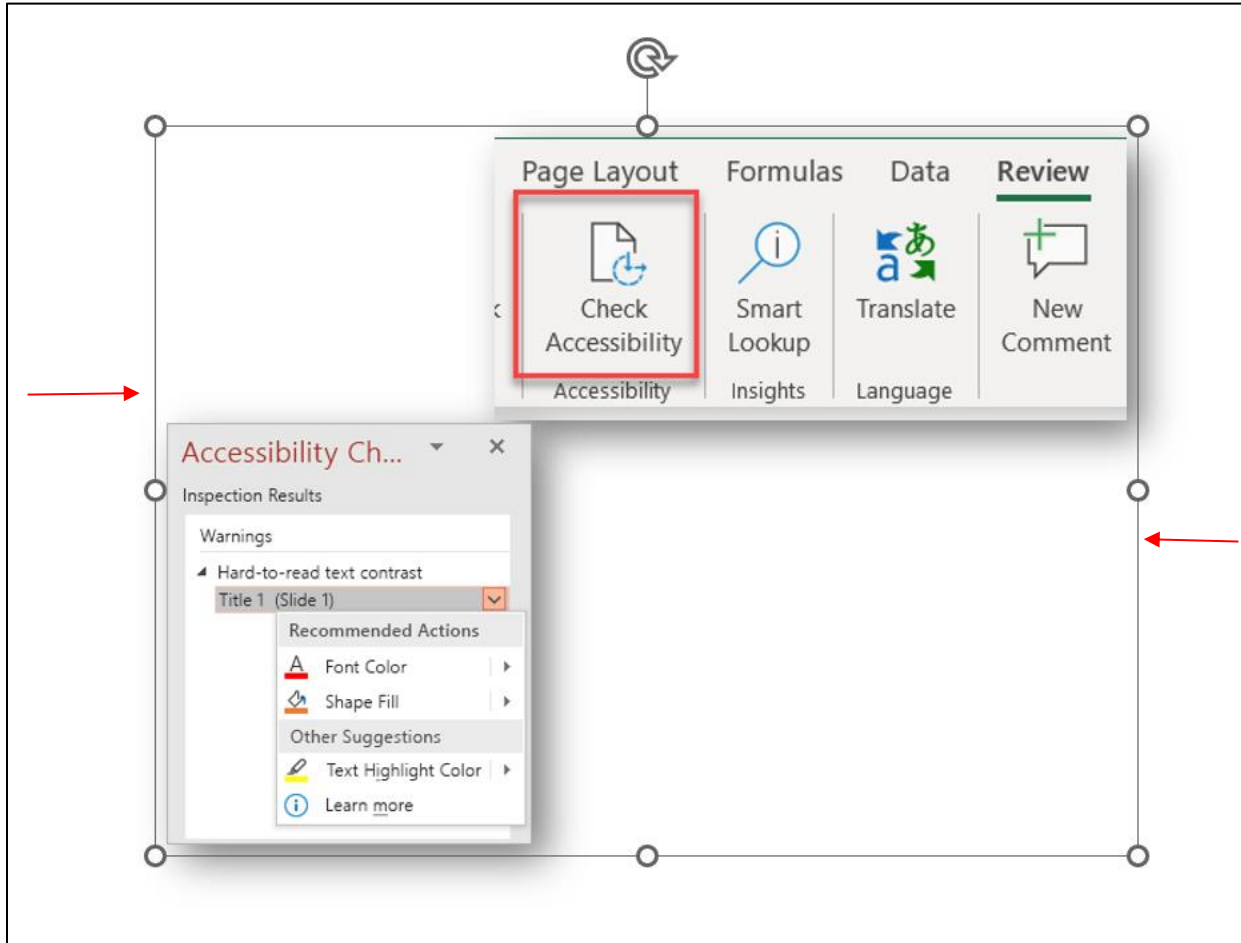
1. To group content together, highlight the desired objects so that they are identified as such.



2. Next, right click and select **Group [1]**. Then, select **Group** again **[2]**.

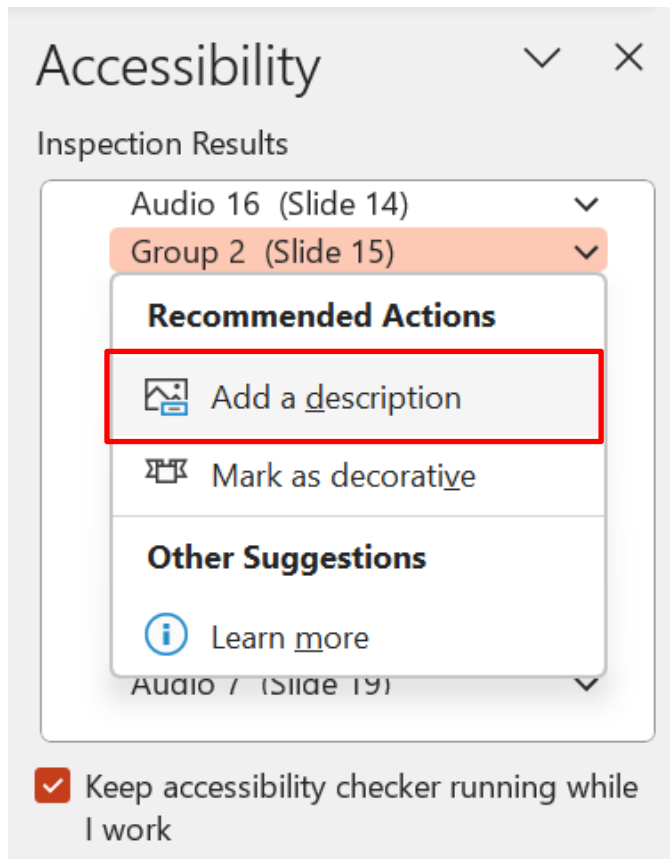


3. Once grouped, the content will be maintained inside a singular field, rather than individual fields for each object.

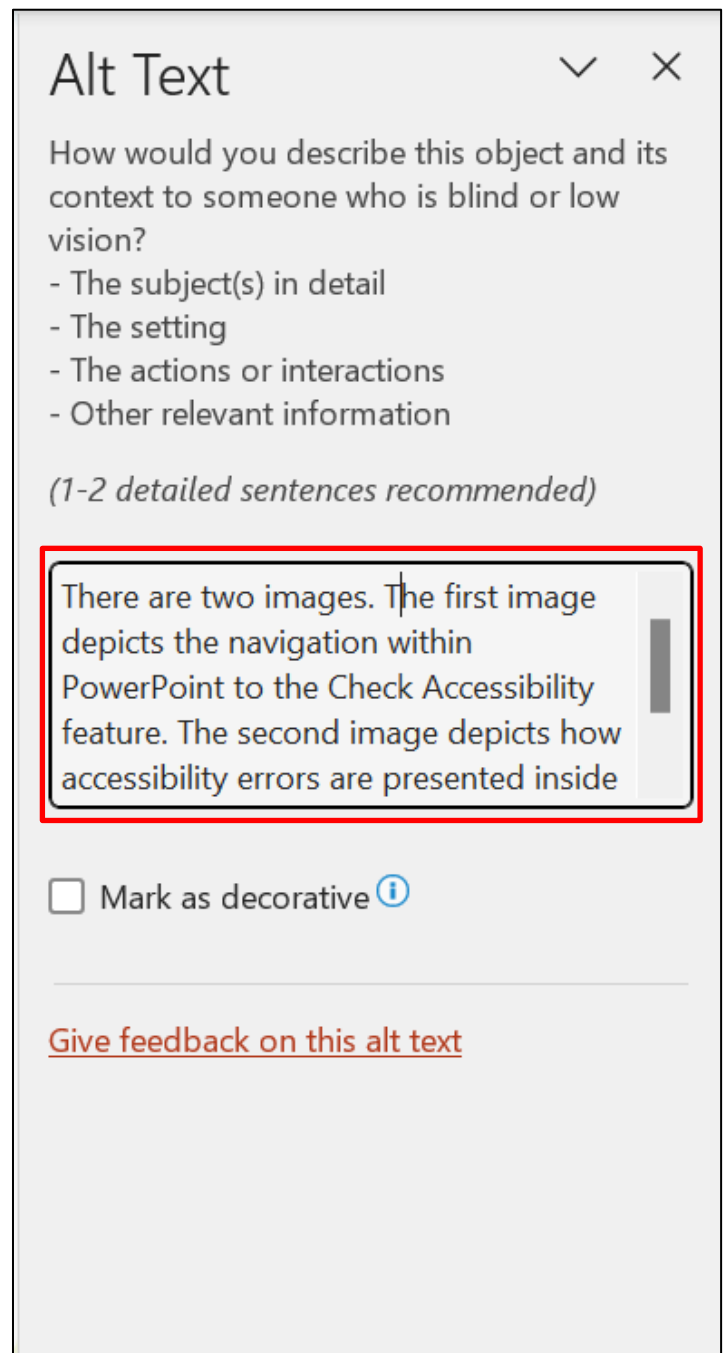


Adding Alternative Text to Grouped Content

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



The screenshot shows the 'Accessibility' panel with 'Inspection Results' for 'Group 2 (Slide 15)'. Under the 'Recommended Actions' section, the option 'Add a description' is highlighted with a red box. Other options include 'Mark as decorative' and 'Learn more'. A checkbox at the bottom is checked and labeled 'Keep accessibility checker running while I work'.



The screenshot shows the 'Alt Text' input field. The text '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' is entered and highlighted with a red box. Below the input field is a checkbox labeled 'Mark as decorative' and a link 'Give feedback on this alt text'.