UTEP

WHY THIS IS IMPORTANT

When someone who can see reads a PowerPoint slide, they usually read and view things, such as text or a picture, in the order that the elements appear on the slide. In contrast, screen reader software reads the elements of a slide in the order in which they were *added* to the slide – and that may be very different from the order in which they appear.

To make sure everyone reads the contents in the order you intend, it's important to check the reading order of your slides.

TO SET THE READING ORDER OF SLIDE CONTENTS

Use the **Selection** pane to set the order in which the screen readers read the slide contents. The **Selection** pane lists the objects on the slide in reverse order. When the screen reader reads this slide, it will read the objects in the reverse of the order listed in the **Selection** pane.

STEP 1: On the **Home** tab, in the **Drawing** group, select **Arrange**.

STEP 2: In the **Arrange** menu, select **Selection** Pane.

STEP 3: In the **Selection** pane, to change the reading order, do one of the following:

! Drag and drop items to the new location.

! Select the item and then select the Up Arrow button (Bring Forward) or Down Arrow button (Send Backward).