

Add Alt Text to Images

In Office 2016 and later

- Right-click on the image to open the context menu.
- Select **Edit Alt Text...**
- Type text into the **Description** field.
- Select the **X** in the upper right-hand corner to close the pane.

In Office 2013 and earlier

- Right-click on the image to open the context menu.
- Select **Format Picture...**
- Select the **Size and Properties** tab in the **Format Pane**.
- Select the **Alt Text** button.
- Type text into the **Description** field.
- Select the **X** in the upper right-hand corner to close the pane.

Set Reading Order

- Right-click on object to select it and open the context menu.
- To move forward in reading order: select the arrow next to **Bring to Front** and then **Bring to Front** or **Bring Forward**.
- To move backward in reading order: select the arrow next to **Send to Back** and then **Send to Back** or **Send Backward**.

OR

- Activate the Selection Pane by selecting the **Home** ribbon, then under **Drawing** select the **Arrange** drop down button, and select **Selection Pane**.
- Select the slide objects and drag them into the correct reading order.
- Select the **X** in the upper right-hand corner to close the pane.