

Add Alt Text to Images

In Office 2016 and later

- Select image by pressing **tab**.
- Press **shift + f10** or **application key** to activate the context menu.
- Use **arrows** or press **A** for **Edit Alt Text...**
- Use **tab**, if necessary, to move to the **Description** edit box and type in text.
- Press **control + space** and use **arrows** or press **C** to move to **Close**, and press **space** to close the pane.

In Office 2013 and earlier

- Select image by pressing **tab**.
- Press **shift + f10** or **application key** to activate the context menu.
- Use **arrows** or press **O** to select **Format Picture...**
- Use **left** and **right arrows** to move to the **Size and Properties** tab in the **Format Pane**.
- Press **tab** to move to and **space** to select **Alt Text**.
- Press **tab** to move to the **Description** edit box and type in text.
- Press **control + space** and use **arrows** or press **C** to move to **Close**, and press **space** to close the pane.

Set Reading Order

- Select object by pressing **tab**.
- Press **shift + f10** or **application key** to activate the context menu.
- To move forward in reading order: press **R** to select **Bring to Front** and then **R** to select **Bring to Front** or **F** to select **Bring Forward**.
- To move backward in reading order: press **K** twice to select **Send to Back**, then **right arrow** to open the submenu, and then **K** to select **Send to Back** or **B** to select **Send Backward**.

OR

- Activate the Selection Pane by pressing **alt**, then **H**, then **G**, and then **P**.
- Press **tab** to move past several buttons to the list of slide objects.
- Use the **up** and **down arrows** to navigate the list of objects and select one with **enter**.
- Press **shift + f10** or **application key** to activate the context menu.
- To move forward in reading order: press **R** to select **Bring to Front** and then **R** to select **Bring to Front** or **F** to select **Bring Forward**.
- To move backward in reading order: press **K** twice to select **Send to Back**, then **right arrow** to open the submenu, and then **K** to select **Send to Back** or **B** to select **Send Backward**.
- Press **f6** or **shift + f6** to move back to the **Selection Pane**.
- Close the **Selection Pane** by pressing **control + space** and then **C**.