

Setting Reading Order in Microsoft PowerPoint Online

Step 1

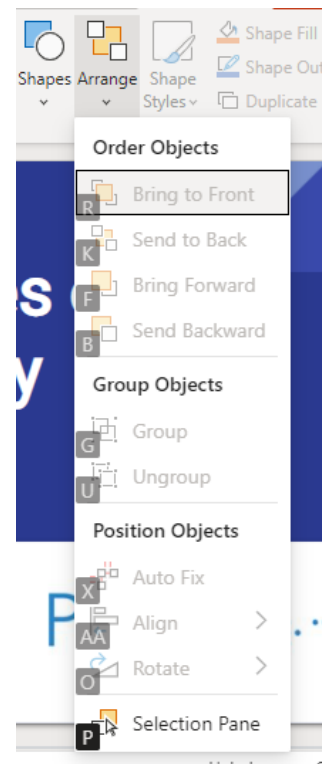
Review the order of objects in the slide.

Activate the **Selection Pane** by selecting the **Home** ribbon, selecting **Arrange** under the **Drawing** group, and selecting **Selection Pane** from the drop-down menu.

OR

WINDOWS + ALT then **H** to open the home ribbon. Select **G** to open the Arrange menu and **P** to open the Selection Pane.

Note: If you use a screen reader, you do not need to activate the Selection Pane.

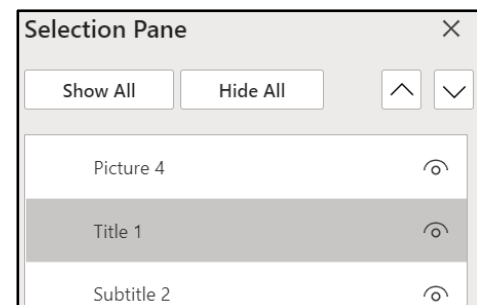


Step 2

In the **Selection Pane** on the right, review the reading order of the slide elements. ***Note that the reading order moves from bottom to top in this list, so the first item to be read should be at the bottom, with the last to be read at the top.***

OR

Press **TAB** to move through the slide objects and review their reading order.



Step 3

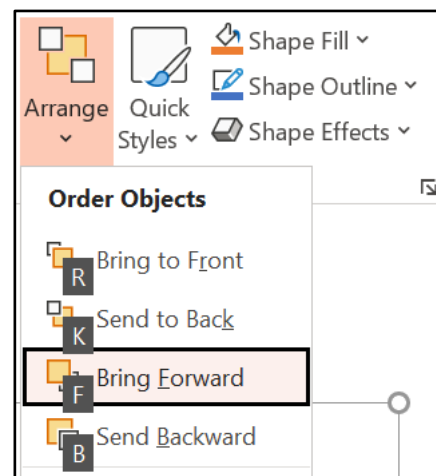
To re-order objects, select the object on the slide or in the **Selection Pane** and select the **up** or **down arrows** near the top right of the **Selection Pane**.

OR

Select the object in the slide view, select the **Home** ribbon, and select **Bring Forward** or **Send Backward**.

OR

Press **SHIFT + F10** to open the context menu on the selected item. Use the **ARROW** keys to navigate to the **Bring to Front** or **Send to Back** item and press **ENTER** to open the submenu. Use the **ARROW** keys to navigate to **Bring Forward** or **Move Backward** and press **ENTER** to select.



Step 4

Check the **Selection Pane** on the right to confirm that the correct reading order (bottom to top) has been applied.

OR

Press **TAB** to move through the objects on the slide to confirm that the correct reading order has been applied.

