

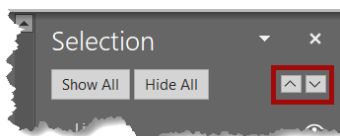


## Reading Order Guidelines for PowerPoint

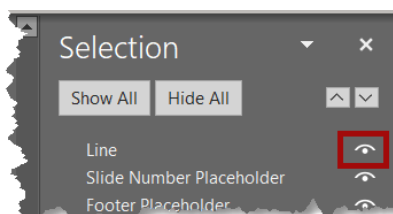
While you have the Selection Pane open, **use it to ensure each slide's reading order**. The reading order for content on slides is from the bottom to top. The title placeholder is at the bottom and is read first. The first content placeholder will appear just above the title. It will be read second. The reading order continues up the list until the top placeholder.

Set or check the reading order of slide contents. To reorder an object:

1. **Click and drag** the object to the correct place. PowerPoint for Windows also has **up/down arrow buttons** that can reorder objects.



**Note:** To the right of each item is an icon that looks like an eye. Clicking on this icon will hide the object visually in the slide, but it will still be read by a screen reader.



## Columns of Text

If you have columns of text, use either the Two Content or Three Content slide layouts. A person using a screen reader can then read the entire first column before reading the second column. This order is easiest for most listeners to follow.