

Reading order of presentations

Most users read from left to right, but screen-readers read content in the order it was created.

This can be a very confusing experience for students relying on assistive technologies, which is why we should check the order of the content on our slides before we publish them.

PowerPoint

Steps

1. Download the file and open it in PowerPoint.
2. Open the Home tab and select **Arrange**, then **Selection Pane** (Fig.1)

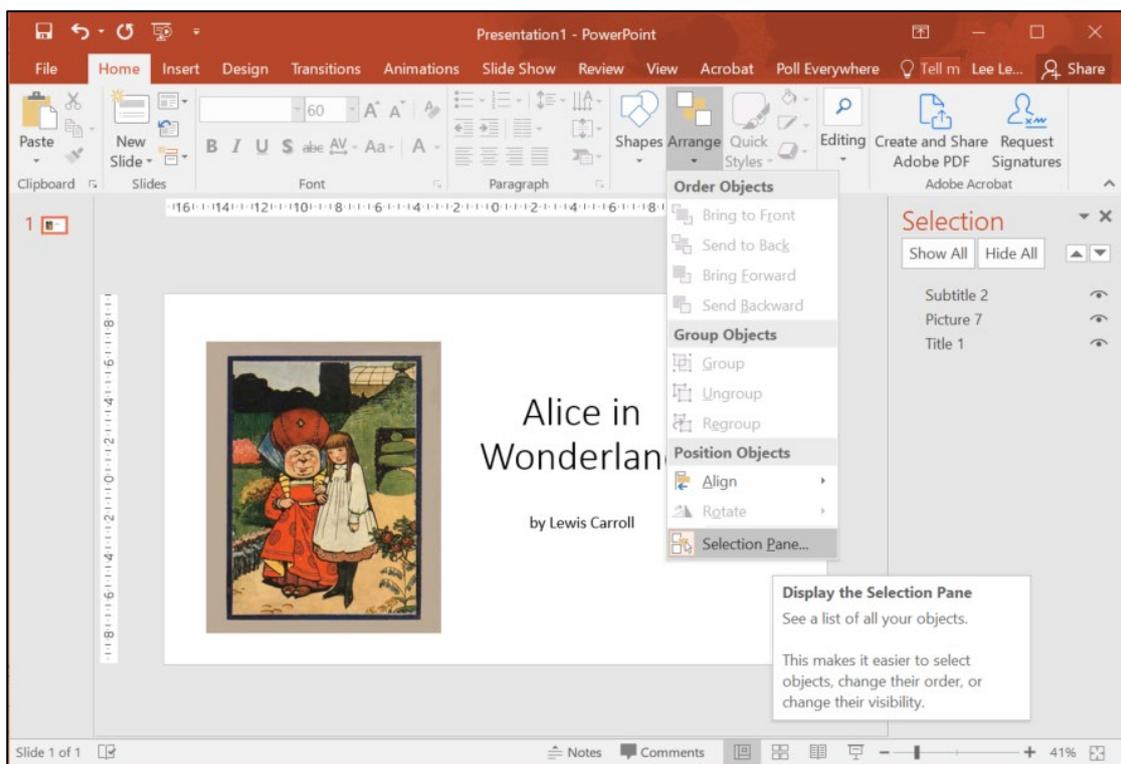


Figure 1 re-organise the content on your slides from the selection panel

3. Double check that the order of the content on the slides is correct for someone using a screen reader.
4. Drag the items in the Selection pane up and down to re-arrange the reading order (Fig2.) then save the file.



Figure 2 Re-arrange the reading order