Transcript of PPT Outline Accessibility

Here’s an example of how a text box was created instead of using layout guides in PowerPoint. You can see that on this slide we have a text box with content in it but it does not show up on the outline. So, first thing we need to do is click the text box and copy the text. Then you will go to your Home tab, click layout and choose a layout guide with content boxes. Once you see the content box show up, you want to paste your text, then you will see it appear into your outline. Then you can delete the old text box that was not created with a PowerPoint layout guide.