Using the Arrange Tool to Order Elements

**Microsoft PowerPoint 2016**

Screen readers cannot simply display all of a slide’s content at once, they must read every slide in a certain order. It is important to verify the order in which each slide is arranged to make sure the information is coherent when read aloud.

**Microsoft PowerPoint 2016**

1. Go to the “Home tab”. The Selection pane is on the right-hand side.
2. Select “Arrange”

3. Choose “Reorder Objects” or “Selection Pane”
4. When **Reorder Objects** is selected,

5. Drag and Drop each element in the order you want screen reader to read the contents of the slide.
   
   **Note**: Item #1 in the Rearrange panel is read **last**.

6. Click **OK** when done.

7. When **Selection Pane** is selected

   ![Selection Pane](image)

8. Drag and Drop each element in the order you want screen reader to read the contents of the slide.
   
   **Note**: The **bottom most** item is in the Selection panel read **first**.

9. Click the **X** icon to close the Selection pane and finish. All changes are saved automatically.
Microsoft Word 2011

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4. When you select Reorder Objects,
5. Drag and Drop each element in the order, you want screen reader to read the contents of the slide.  
   **Note:** Item #1 in the Rearrange panel is read **last**.
6. Click **OK** when done.