

## Using the Arrange Tool to Order Elements

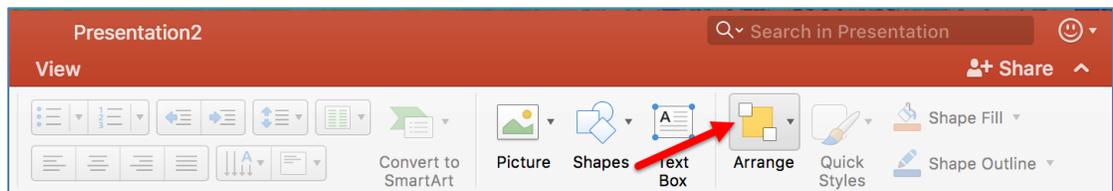
[Microsoft PowerPoint 2016](#)

[Microsoft PowerPoint 2011](#)

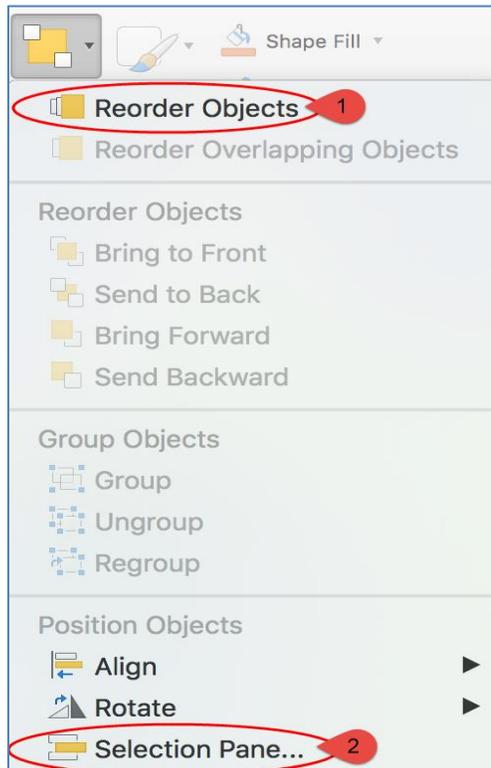
Screen readers cannot simply display all of a slide’s content at once, they must read every slide in a certain order. It is important to verify the order in which each slide is arranged to make sure the information is coherent when read aloud.

### Microsoft PowerPoint 2016

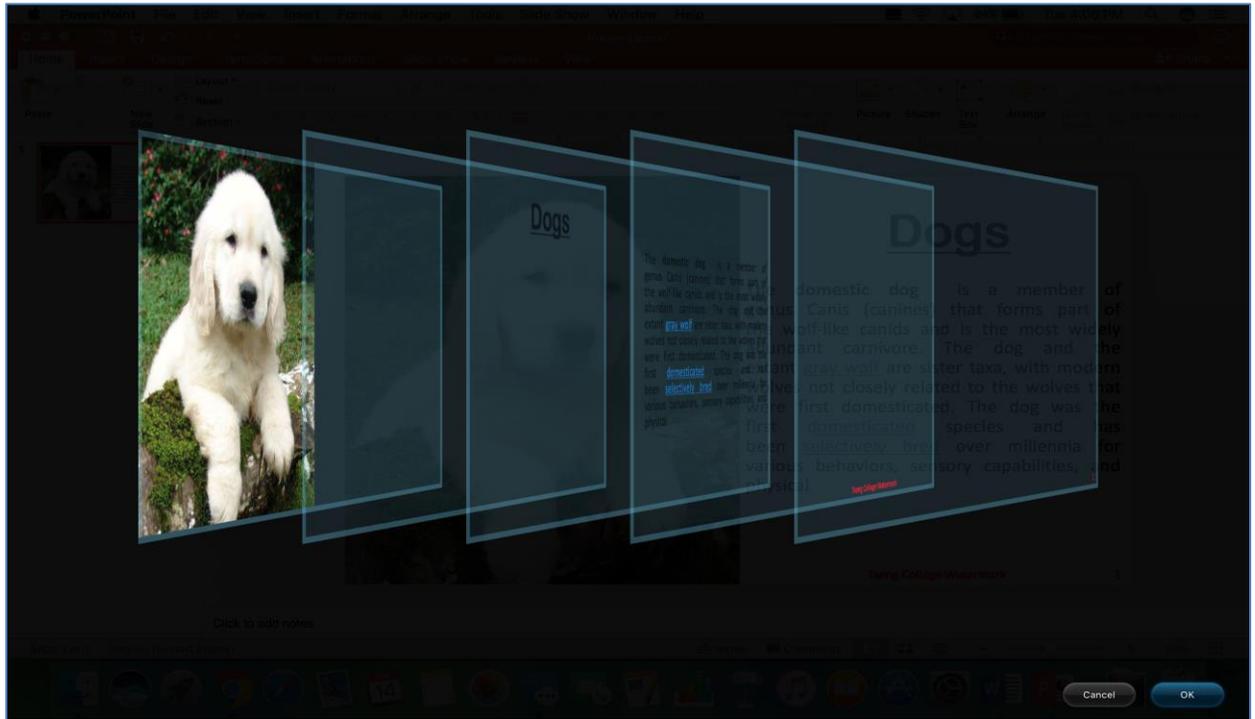
1. Go to the **“Home tab”**. The Selection pane is on the right-hand side.
2. Select **“Arrange”**



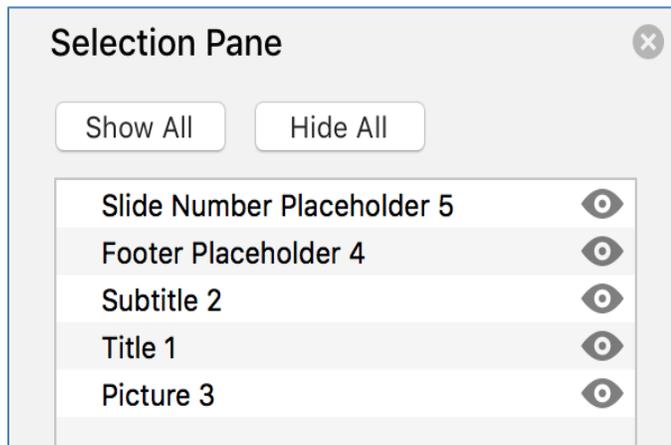
3. Choose **“Reorder Objects”** or **“Selection Pane”**



- When **Reorder Objects** is selected,



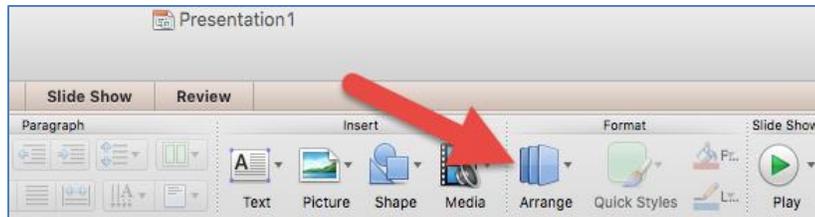
- Drag and Drop each element in the order you want screen reader to read the contents of the slide.  
**Note- Item #1** in the Rearrange panel is read **last**.
- Click **OK** when done.
- When **Selection Pane** is selected



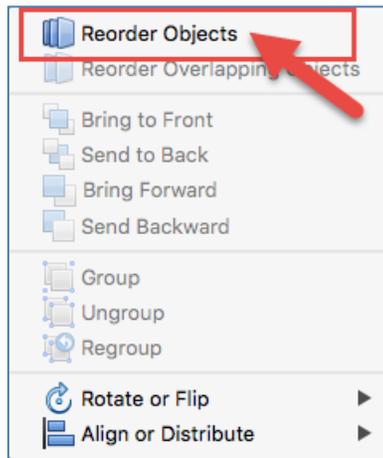
- Drag and Drop each element in the order you want screen reader to read the contents of the slide.  
**Note-** The **bottom most** item is in the Selection panel read **first**.
- Click the **X** icon to close the Selection pane and finish. All changes are saved automatically.

## Microsoft Word 2011

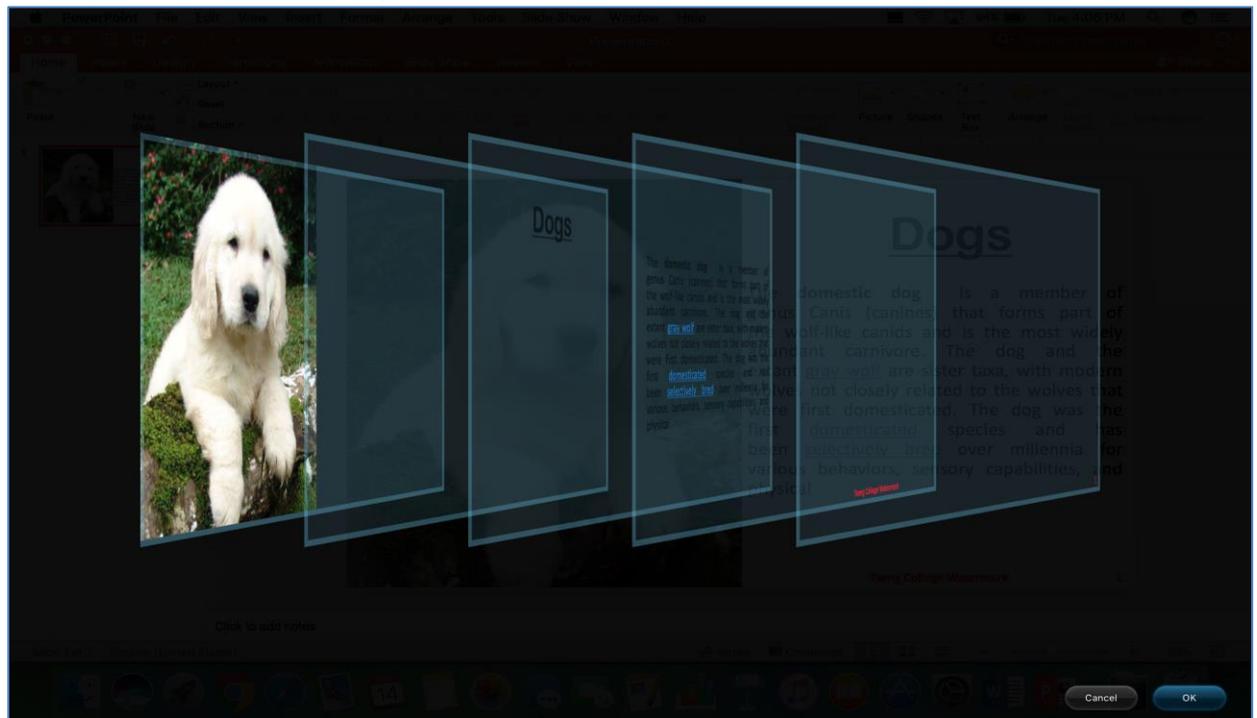
1. Go to the **“Home tab”**. The Selection pane is on the right-hand side.
2. Select **“Arrange”**



3. Choose **“Reorder Objects”**



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.