

# 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"

Shape Fill		
Reorder Objects		
Reorder Overlapping Objects		
Reorder Objects		
Bring to Front		
Send to Back		
Bring Forward		
Send Backward		
Group Objects		
Group		
Ungroup		
<sup>™_−</sup> , Regroup		
Position Objects		
📮 Align 🕨		
Z Rotate		
Selection Pane 2		

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 Pa	ne	$\bigotimes$
Show All	Hide All	
Slide Numb	er Placeholder 5	Ο
Footer Placeholder 4		Ο
Subtitle 2		Ο
Title 1		Ο
Picture 3		Ο

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

- 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.