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”**

**Microsoft PowerPoint 2011**
4. When **Reorder Objects** is selected,

![Image of slide with 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.

7. When **Selection Pane** is selected

![Image of selection pane]

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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2. Select “Arrange”

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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.