Using the Arrange Tool to Order Elements

[Microsoft PowerPoint 2016](#)

[Microsoft PowerPoint 2010](#)

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. In the "**Home**" tab click on "**Arrange**"
2. In the list click "**Selection Page**", which should be located near the bottom of the list.
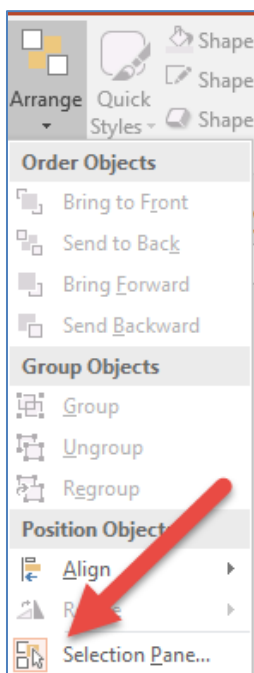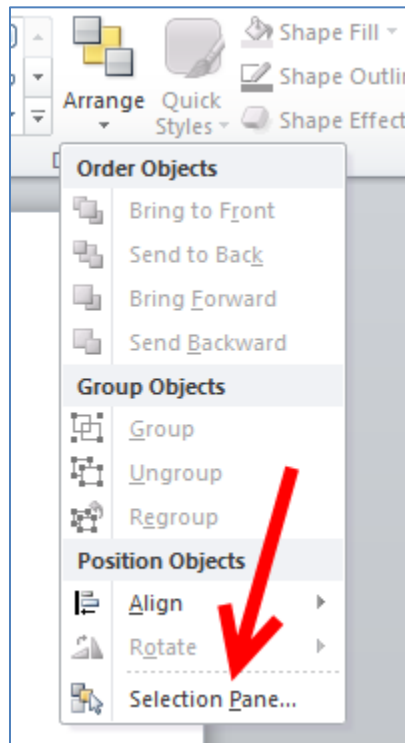

3. In the Selection Pane, the order of the reading order is from bottom to top. So, in the example below a screen reader would first read "Title 1" then "Content Placeholder 2" and then "TextBox 3" last.
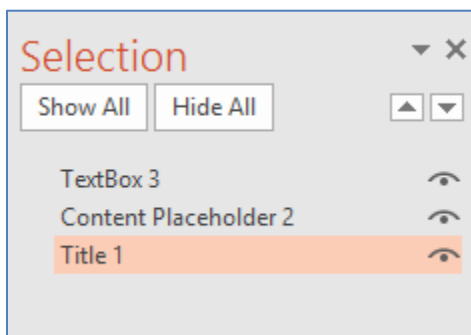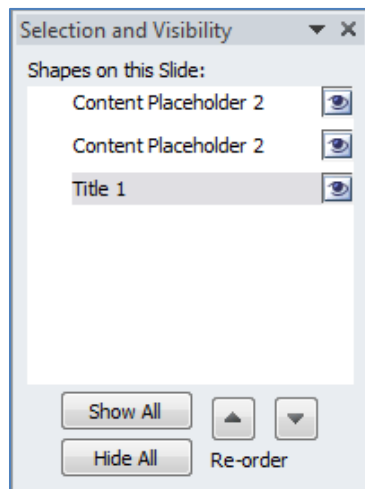
4. Verify that the reading order is set up correctly; if it is not ordered correctly continue to the next step.
5. Select the item you wish to change the order of, then either drag and drop it to the correct location OR click the **arrows** located in the "**Selection**" window to change the reading order.

Microsoft PowerPoint 2010

1. In the "**Home**" tab click on "**Arrange**"
2. In the list click "**Selection Page**", which should be located near the bottom of the list.

3. In the Selection Pane, the order of the reading order is from bottom to top. So in the example below a screen reader would first read "Title 1" then "Content Placeholder 2" and then "Content Placeholder 2" last.

4. Verify that the reading order is set up correctly, if it is not ordered correctly continue to the next step.

5. Select the item you wish to change the order of, then either drag and drop it to the correct location OR select the item you wish to move and click the **arrows** located in the "**Selection**" window to change the reading order.