**What is Ordering?**

Ordering is used for changing the layer position of objects on a page. When an object is inserted on a page, it is, by default, on top of everything else on the page. Normally not an issue, but perhaps you’ve typed all the necessary text onto your page first, then went back to add color and images to page. To place the objects behind the text, you will need to adjust the order.

### How to Change the Order of an Object

1. Select the object that needs to change position
2. Click on the object drop-down arrow
3. Go to Order
4. Click on the desired order option

### Order Options

- **Bring to Front** – sends the active object to the front most position on the page. Object will float on top of all other objects on the page. ABC → BCA
- **Send to Back** – sends the active object to the back most position on the page. Object will float behind all other objects on the page. ABC → CAB
- **Bring Forward** – moves the object towards the front of the page one layer (or object) at a time. ABC → ACB
- **Send Backward** – moves the object towards the back of the page one layer (or object) at a time. ABC → BAC

<table>
<thead>
<tr>
<th>Original</th>
<th>Send Backward</th>
<th>Send to Back</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Original" /></td>
<td><img src="image2.png" alt="Send Backward" /></td>
<td><img src="image3.png" alt="Send to Back" /></td>
</tr>
</tbody>
</table>