



PowerPoint: The Quiet Hero – the Selection Pane

The PowerPoint SELECTION PANE makes it so much easier to work on slides that contain numerous graphic and text (box) images. How?

1. It lists all images you have on your slide, so you know exactly what you've got. Each object you add to your slide is stored on a different *layer*. If two objects are in the same place they will overlap and cover one another up;
2. You can hide images (for editing purposes only) – so that you can more easily work on a single image (that may have been layered/out-of-sight) behind other images;
3. Renaming images in the Selection Pane makes it much easier to deal with them in the ANIMATION PANE – because they will have recognizable names there too (African Sunset is much easier to recognize in an animation list than Picture3). *This one point is worth the price of admission!*

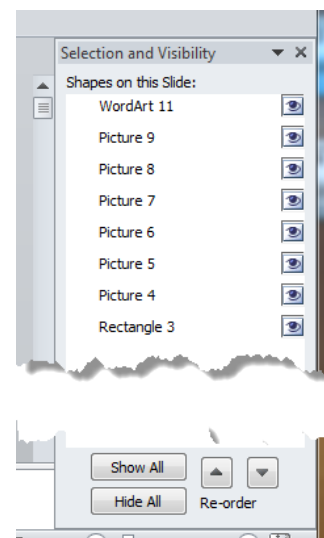
There are two ways to display the Selection Pane:

1. Select any image on the slide – so that you have access to either the contextual DRAWING TOOLS – FORMAT or PICTURE TOOLS – FORMAT tab. On that tab – click the SELECTION PANE button (in the ARRANGE section); or
2. Whether an image is selected or not – on the HOME tab – click the ARRANGE button (DRAWING section). SELECTION PANE is at the bottom of the list.

The Selection Pane (shown here) will appear down the RHS of the window. Each graphic (or text box) image will be listed in the pane. Unfortunately, PPT gives them generic names (ignoring their file names) – so you might want to RENAME each one – by clicking once (to select one) then once more (to switch into rename mode) then pressing [ENTER].

To **HIDE** individual images – click the eyeball to the right of the image.

To hide all images – click the HIDE ALL button (bottom of Selection Pane). You can unhide individual images – by clicking the (now-blank-square) button beside image. The SHOW ALL button will re-display any hidden images in your list.



LAYERING

Most people change image layers (putting one over top of another) by right-clicking and using the BRING TO FRONT or SEND TO BACK options. That's fine. But you can also do it in the Selection Pane – where you'll get a better feel for the numerous layers that exist on your slide – because the Selection Pane displays the objects in their layering order: the items at the top of the Selection Pane are higher/upper layers than the lower items on the list.

Prove it – on your slide...drag an image (that is listed at/near the top of the Selection Pane) on top of another image (that is listed lower on the Selection Pane). When you release your mouse button it will literally be on top of (covering) the destination item. Whereas if you dragged a lower-listed item onto a higher-up-the-list image...when you release the mouse button the dragged image would show up *behind* the destination image.

You can use the RE-ORDER buttons (bottom of Selection Pane) to change the layer order(s) of the images on your slide. Select an image (in the list) – then bump it up or down using the ▲ or ▼ RE-ORDER button(s).