

## Layering Objects

By default, the first object that you insert on a layout is assigned to the bottom layer of the page. Each object that you insert thereafter is assigned one level above, and so on. The final object that you insert will appear on the topmost layer.

There are four layering commands in Content Studio.

- **Bring to Front:** Places the selected object on the very top layer of the layout. All other objects will appear behind the selected object
  - **Send to Back:** Places the selected object on the very bottom layer of the layout. All other objects will appear in front of the selected object.
  - **Bring Forward:** Brings the selected object up one layer.
  - **Send Backward:** Sends the selected object down one layer.
1. Click on the object that you want to layer to get the green dotted box around it.  
  
Click on the Format tab on the Ribbon. See Fig. 1
  2. Click the **Bring Forward** or **Send Backward** button in the Arrange group, or click the **Bring Forward** or **Send Backward** button list arrow and select an option from the list.

The object is layered accordingly.

### Other ways to Layer an Object:

Right-click the object that you want to layer, point to Order in the contextual menu, and select **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward** from the submenu.

✔ **Tip:** If you enter text on a layout then later decide to add a graphic or video, you can send the graphic or video to the back, or behind the text, by changing the order.

### Exercise

- **Exercise:** Add three objects to a layout. Practice changing the order of the objects using both the right click option and the Format tab option. Which works best for you?

Figure 1 – Format Tab

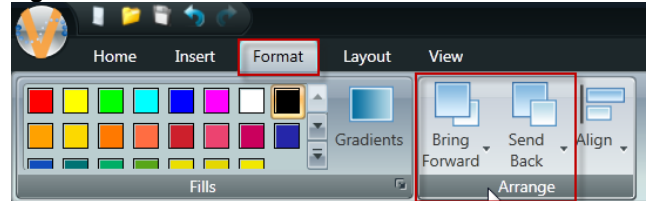


Figure 2 – Layering Objects

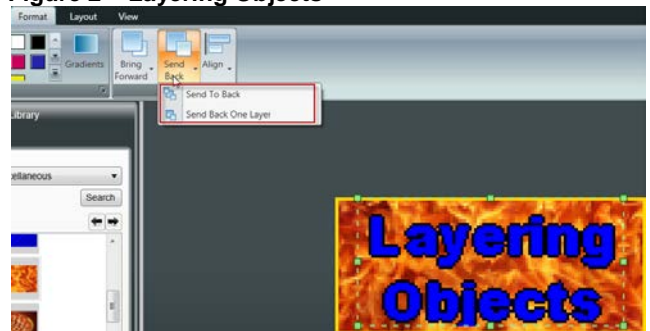


Figure 3 - Layering Objects by Right-click

