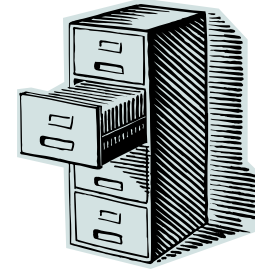


When working with files, documents and folders it is often useful to be able to select multiple objects to save time and effort.



To select multiple files/folders;

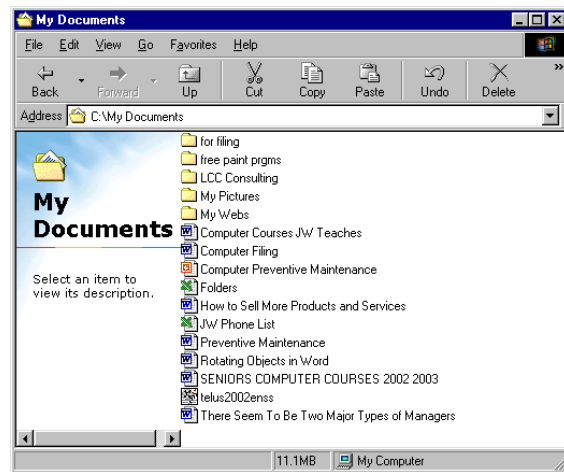
You can hold down the control key (CTRL) and click a discontinuous set

Or

You can click the first member of a set and then hold down the SHIFT key and click the last member to select a range.

**Note:**

You may want to set a List View first:



**Another trick** is to drag around the information you want and create a marquee selection object. What is in the marquee can then be cut, copied or deleted!

