

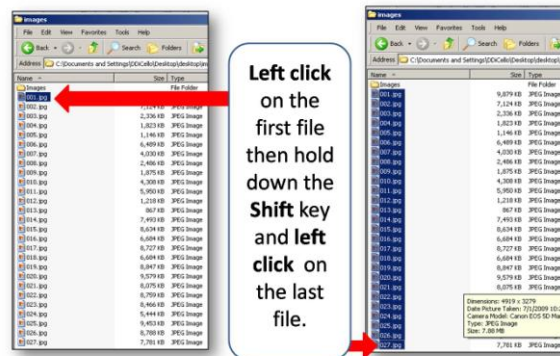
# Selecting Multiple Files

Managing multiple files can be a rather tedious task. Sometimes, it is easier if you could select multiple files at the same time instead of each one individually. This tip will show you a quick way to select sequential and non-sequential files using **Shift+Left Click** and **Ctrl+Left Click**. It is not software specific, so it can be applied to most of the district supported software programs and applications. Whether you are organizing files into folders, selecting data in an excel spreadsheet, uploading multiple files to a website, or organizing your iTunes library, this tip will save you time and frustration.

## Selecting a sequential list of files (Shift+Left Click)

**Note:** For this example, I am showing how to select multiple image files and move them into a folder. This method applies for selecting sequential lists of files in many other applications.

1. Using your mouse, **left click** on your first file.
2. Scroll to your last file. Hold down the **Shift Key** and **left click** again. This will highlight all of the files between your two selections (including your two selections).
3. You can now **left click** on the group and drag them into a folder.



## Selecting a non-sequential list of files (Ctrl+Left Click)

**Note:** For this example, I am showing how to select multiple emails and move them into a **GroupWise folder**. This method applies for selecting non-sequential lists of files in many other applications.

1. Using your mouse, **left click** on your first file.
2. Hold down the **CTRL key** and left click on each file you want to select.
3. You can now **left click** on the group and move the files to a new location.

