



Selecting Files and Folders

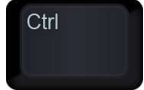
How do I select a file/folder?

1. Locate the file or folder.
2. Left click once to select it. (Selected files/folders will be highlighted in blue).

Name	Date modified	Type
Archived	18/12/18 11:31	File f
Office 2019	15/08/19 09:37	File f
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDE

To select more than one item **listed non-consecutively**:

1. Click once on the first file/folder.
2. Press and hold <Ctrl>.
3. Click once on each additional required file/folder.
4. Release the <Ctrl> key when all files/folders have been selected.

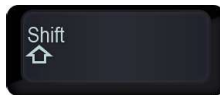


How do I select multiple files/folders?

You may wish to select more than one file or folder in order to move, delete, copy etc multiple files at once.

To select more than one item **listed consecutively**:

1. Click once on the first file/folder.
2. Press and hold <Shift>.
3. Click once on the last file/folder in the list.



The first file, last file and all files in between will be selected.

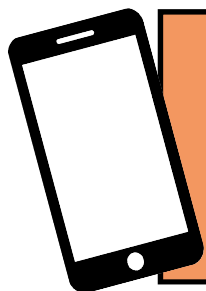
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Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDE
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adol
New Staff Guidance 2019.indd	28/12/18 12:47	INDE
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To select **ALL** files/folders:

1. Click once within the folder to activate it.
2. Press <Ctrl> and <A>.



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For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk