



Select Multiple Items

Many of the screens allow multiple selections of items using Windows features. There are several ways to do this.

Continuous Items – The first way!

1. Click the **first item**.
2. Press and hold the **Shift** key.
3. Click the **last item**. All items, including the first and last item selected, are highlighted.

Continuous Items – A second way!

1. Click the **first item**, and **hold down** the mouse button.
2. **Drag** down to the last item.
3. **Release** the mouse button.

Non-continuous Items

1. Click the **first item**.
2. Press and hold the **Ctrl** key.
3. Click the **other items** to be included in the selection.