

SELECT MULTIPLE FILES OR FOLDERS IN FILE EXPLORER

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of files and delete them as one action or select multiple folders and move them to another folder in one action. Here's the quickest way to select items in File Explorer:

1. Click the first file or folder that you want to select.
2. Press and hold the Ctrl key on your keyboard.
3. With the Ctrl key still pressed, click each file and folder that you want to select. Hazard: If you move your mouse too quickly after you click, you may end up with unwanted "copies of copies" that are difficult to delete!
4. Release the Ctrl key after you select the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands (via right-click on any one of them) like Cut, Copy, or Delete to all selected items.