Select multiple items

Select Contiguous Items

1. Click on the first item to select it.
2. Hold down the **Shift** key on your keyboard.
3. Click on the last item in the group while still holding down the **Shift** key.

Select Non-Contiguous Items

1. Click on the first item to select it.
2. Hold down the **Ctrl** key on your keyboard.
3. Click on each additional item to select it while still holding down the **Ctrl** key.

Deselect an Item

If you have selected multiple items, but would like to deselect one, hold down the **Ctrl** key on your keyboard and click on the item you would like to deselect.