

## **USE CHECK BOXES TO SAFELY SELECT FOLDERS AND FILES**

You can set File Explorer to display check boxes near the name of each file and folder. You can then use these check boxes to select files and folders. It is considerably more accurate than clicking directly on each file and risking making duplicate files with a slight mouse movement.

To enable check boxes in File Explorer, follow these steps:

1. Open File Explorer (Windows +E).
2. Click the **View** tab on the Ribbon.
3. In the **Show/Hide** section, click **Item Check Boxes**. Check boxes are now shown each time you move your cursor on top of a file or folder. Click the check box to select that item.
4. To disable a specific check box, simply click on it.
5. The Item Check Boxes will be either On or Off, depending upon how you have set it.
6. Close File Explorer.