USE CHECK BOXES TO IDENTIFY THE FILES AND FOLDERS THAT YOU HAVE SELECTED.

You can set File Explorer to display check boxes near the upper left corner of each target file or folder. You can then use these check boxes to easily and safely select files or folders to take desired action (such as copy, cut, or drag).

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 the check boxes, follow the preceding steps.
5. The Item Check Boxes will be either On or Off, depending upon how you have set it. This action needs to be done only once.
6. Close File Explorer.