

USE FILE EXPLORER'S CHECK BOXES TO SAFELY SELECT MULTIPLE FILES AND FOLDERS FOR ACTION

You can set File Explorer to display check boxes in the front of the name of each file and folder. You can then use these check boxes to select files and folders.

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.

Many Windows users have been taught to hold down on the *control* key when selecting multiple files/folders. There is nothing wrong with this method. However, if you move your mouse too quickly as you select from one file to another, you will discover that you have inadvertently make unwanted copies of the file that you just left.