

Selecting multiple files

To select multiple files that are not side by side:

- In Mac OS, hold down the **⌘** key and click the files you want.
- In Windows, hold down the **Ctrl** key and click the files you want.
- To select a range of files, hold down the **Shift** key, click the first file in the series, and then click the last file. All files in between will be highlighted.