

# Selection Savvy and Copy and Paste

Ever need to make more than one choice in a list box? (A list box is basically an item by item list.

You've probably seen them on Web pages or in computer programs you've used. For example, Outlook Express uses a list box to display the list of messages you get in your inbox).

To select more than one item in a list box:

1. Click the first item on the list you would like to have selected.
2. Next, while holding down the Shift key, click the last item you would like selected

From	Subject
Steve	Computer Tips 10-08-2001 [CPU upgrades & link colors]
Steve	Computer Tips 10-09-2001 [computer music & dragging]
Steve	Computer Tips 10-10-2001 [ default explorer & file not
Steve	Computer Tips 10-11-2001 [ stubborn downloads & ha
Steve	Computer Tips 10-12-2001 [drop box trick & ez wallpap
Steve	Computer Tips 10-15-2001 [smart word saves & printe
Steve	Computer Tips 10-16-2001 [web wallpaper problems &
Steve	Computer Tips 10-17-2001 [GUIs & page separations]
Steve	Computer Tips 10-18-2001 [odd web page errors & fix
Steve	Computer Tips 10-19-2001 [expired pages & column sc
Steve	Computer Tips Special Edition 10-22-2001 [ Win XP que

That's it, the first and last selected items are now highlighted, as well as everything in between.

Okay, so what if you just need specific items selected, not whole sections?

That's easy too. Hold down the Ctrl key while making your selections. As long as the Ctrl key is down, you can select individual items in a list box.

From	Subject
Steve	Computer Tips 10-08-2001 [CPU upgrades & link colors]
Steve	Computer Tips 10-09-2001 [computer music & dragging trick]
Steve	Computer Tips 10-10-2001 [ default explorer & file not found trick]
Steve	Computer Tips 10-11-2001 [ stubborn downloads & hard to read web pag
Steve	Computer Tips 10-12-2001 [drop box trick & ez wallpapering]
Steve	Computer Tips 10-15-2001 [smart word saves & printer trick to save more
Steve	Computer Tips 10-16-2001 [web wallpaper problems & scanning your own
Steve	Computer Tips 10-17-2001 [GUIs & page separations]
Steve	Computer Tips 10-18-2001 [odd web page errors & fixing shut down probl

Note that not all list boxes support multiple selections. You can experiment with this technique using the list of e-mails in your inbox with a program like Outlook Express, or using a folder with a list of images.

Selecting multiple items from a list box then allows you to Copy and Paste.

If you wanted to copy that list of images from one folder to another:

Edit > Copy

This puts the selected images onto the clipboard.

Move your cursor to the destination folder.

Edit > Paste