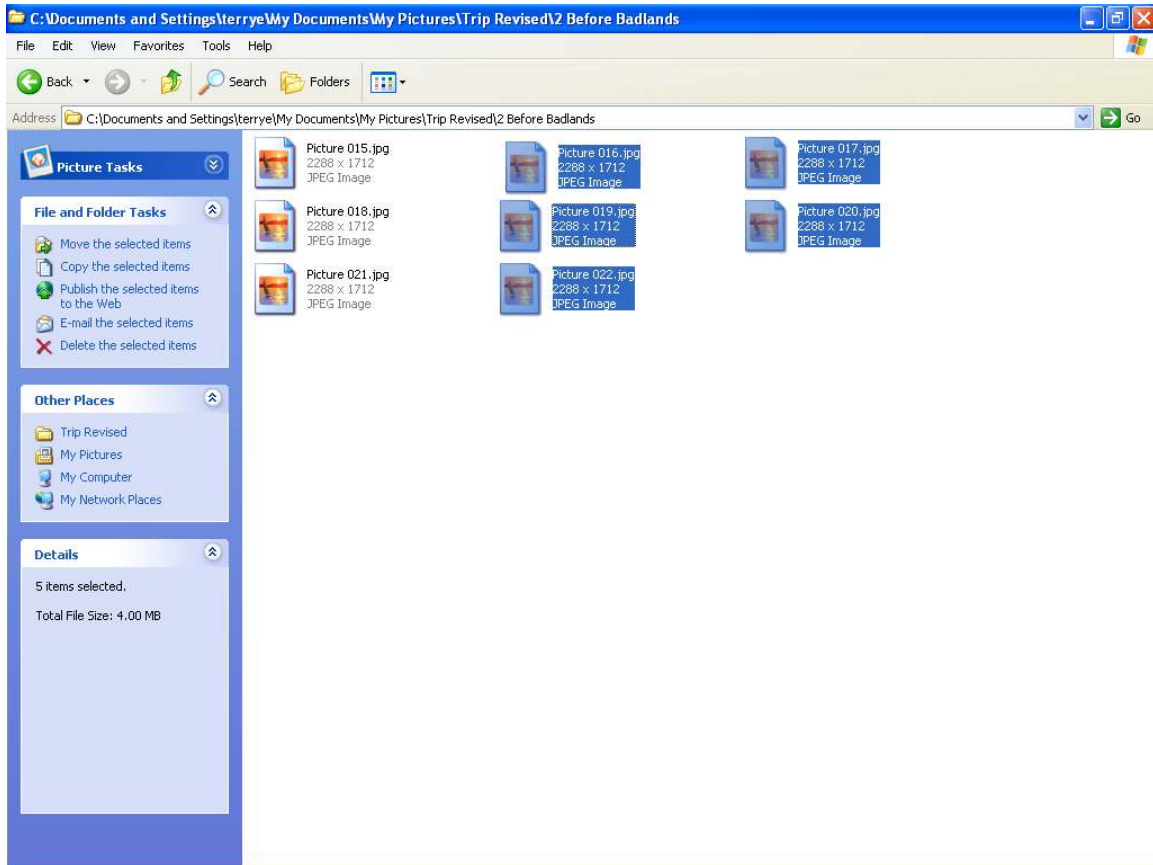
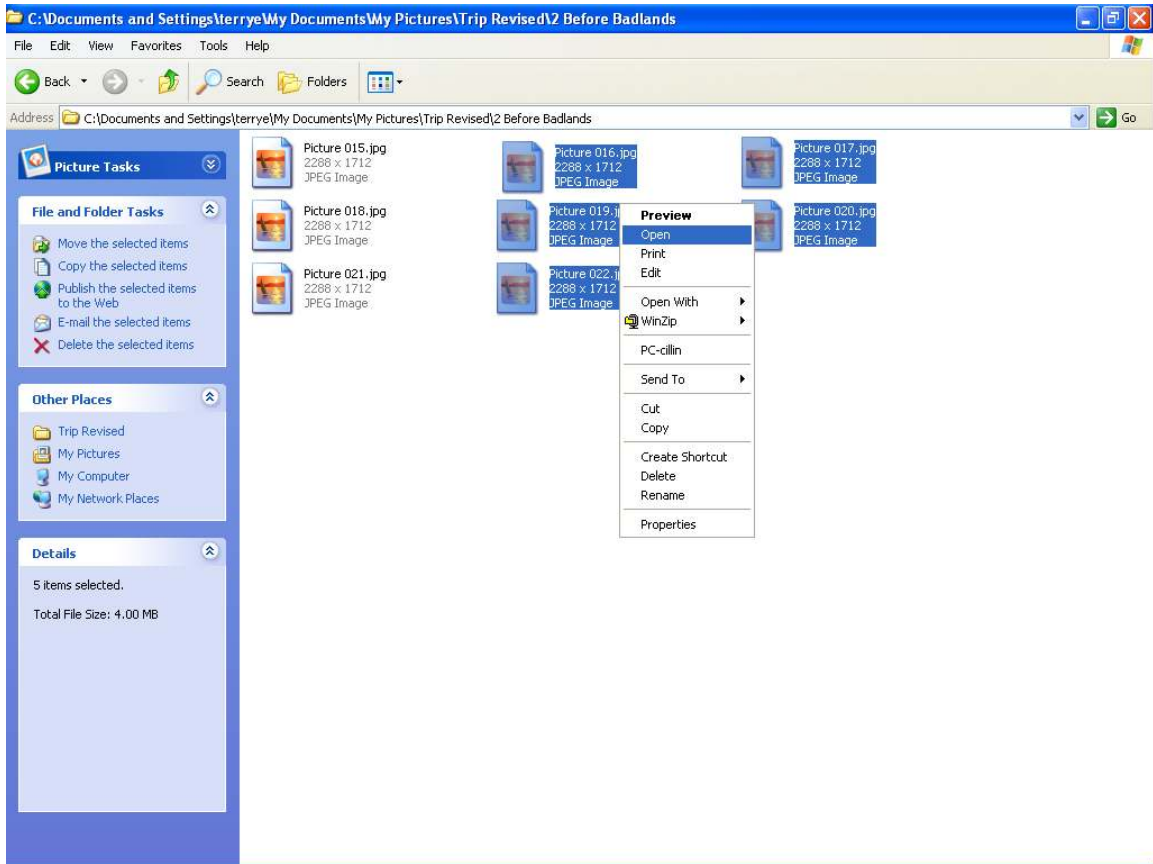


Select Group of Files

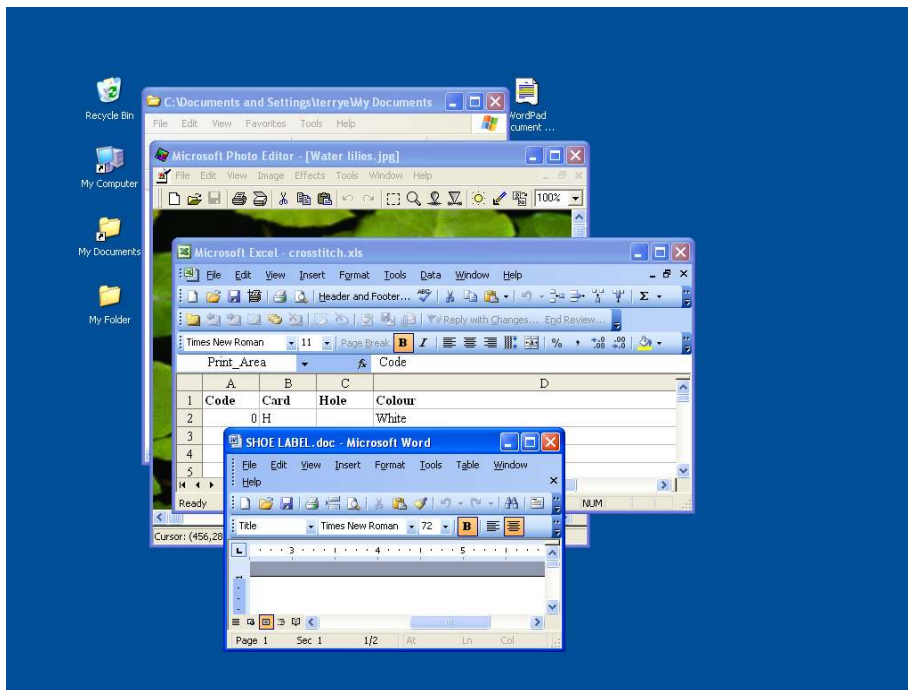
Before you can work with a file or folder you must click on the item to highlight it. By highlighting the file or folder you have told the computer you are going to do something with that selected file. Sometimes you need to work with more than one file at the same time. Click and hold the left mouse button and draw the box to the bottom right corner, until the icons are highlight that you wish to work with.



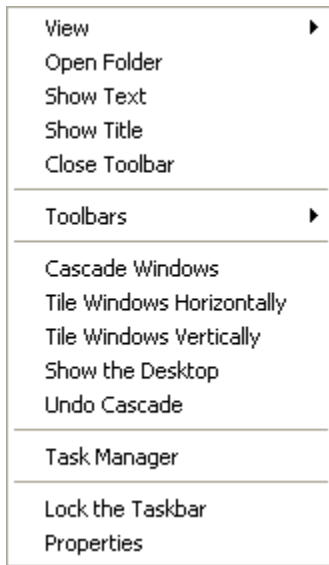
Left click on one of the highlighted icons.
Click "Open".



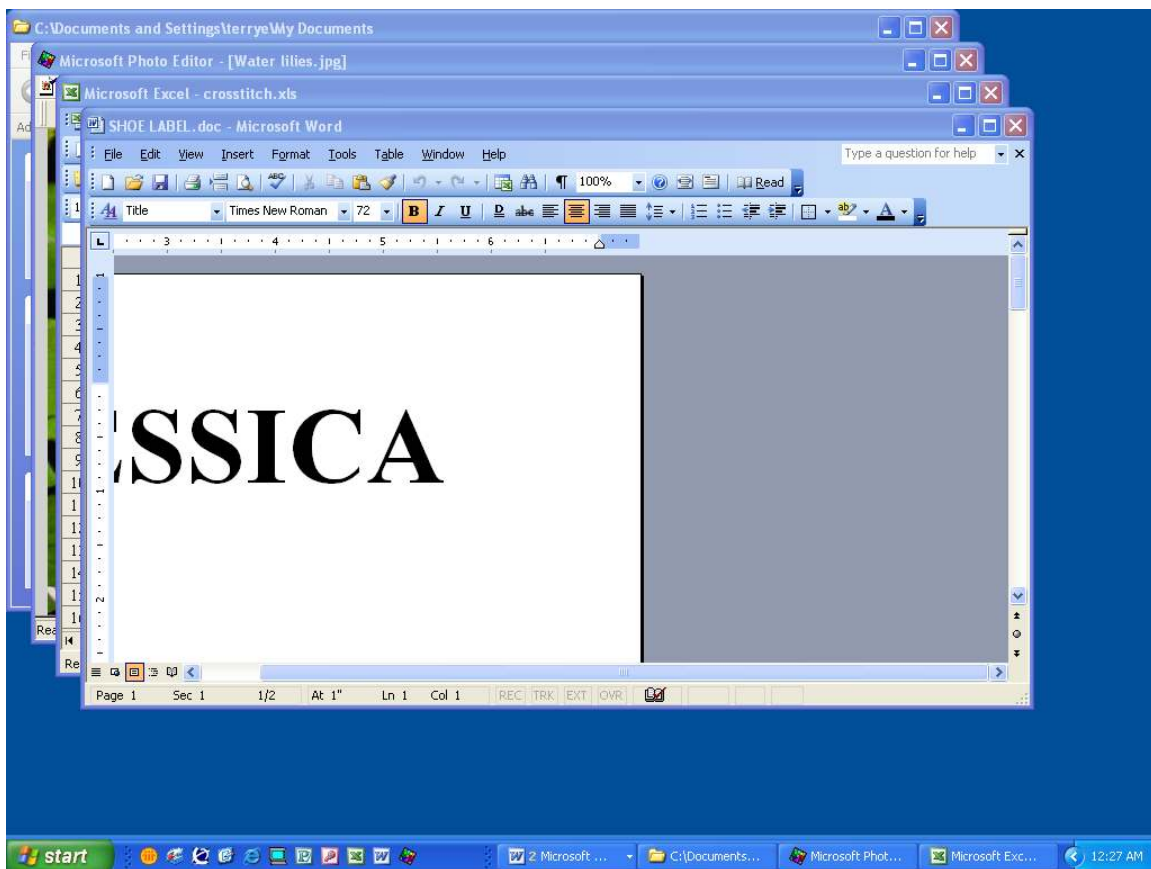
All the files will open but you may only see one file because the other files are behind the viewing file or they may appear in individual windows.



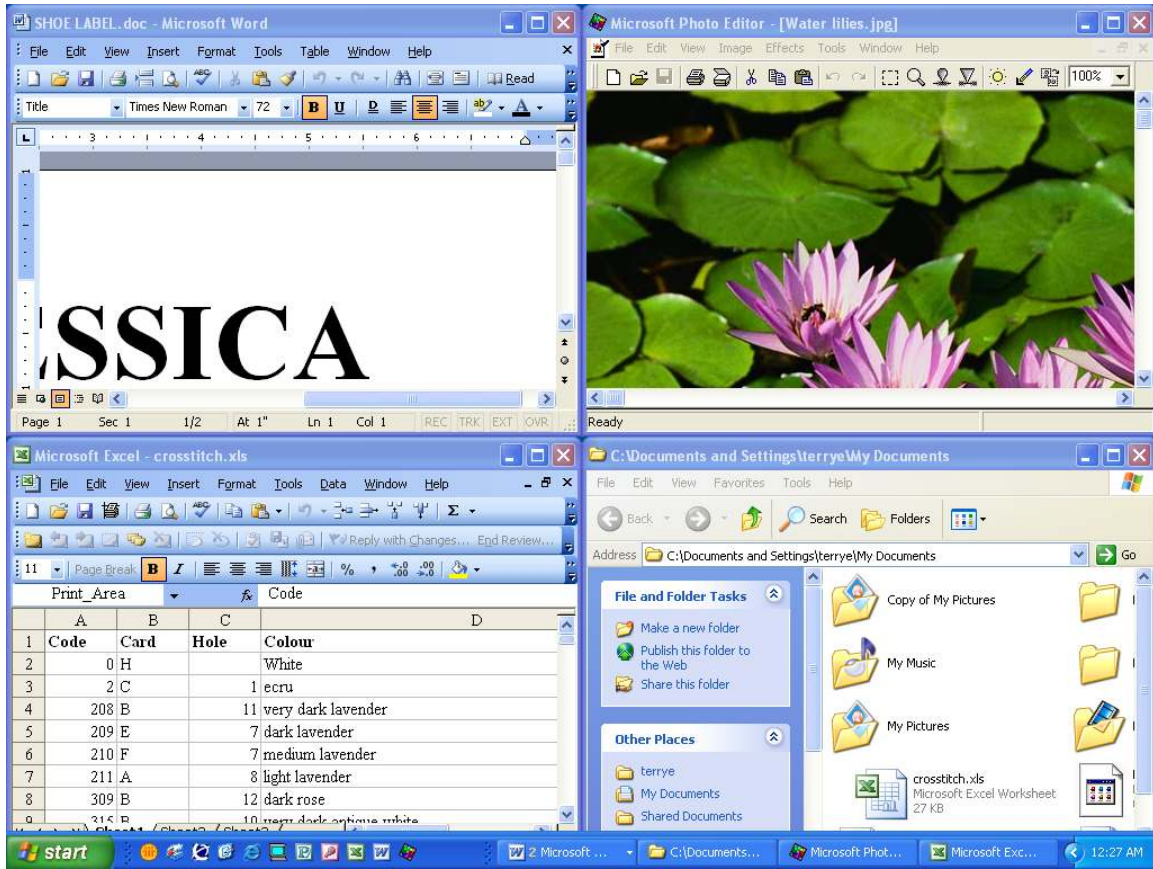
Right Click on a space within the bottom tool bar.



Click on “Cascade Windows”.



Click on “Tile Windows Horizontally” or “Tile Windows Vertically”.



This is when you put your windows vertically or horizontal so you can see and work with all the files at the same time.