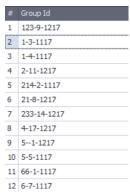# Selecting Multiple Items at Once

Last Modified on 08/05/2019 12:36 pm MST

Just like many other software applications, KLĒR THC allows you to select multiple options from a given list at the same time. This article will walk you through the steps for multiple-select.

To select multiple options from a list at once, follow the steps below:

- Step 1 - Click the row containing the first option you want to select

#	Group Id
1	123-9-1217
2	1-3-1117
3	1-4-1117
4	2-11-1217
5	214-2-1117
6	21-8-1217
7	233-14-1217
8	4-17-1217
9	5--1-1217
10	5-5-1117
11	66-1-1117
12	6-7-1117

- Step 2 - While holding down the**ctrl** key (⌘ key on Mac), click each of the options you want to select, one-by-one.

#	Group Id	
1	123-9-1217	
2	1-3-1117	
3	1-4-1117	
4	2-11-1217	
5	214-2-1117	
6	21-8-1217	Ctrl
7	233-14-1217	Click
8	4-17-1217	
9	5--1-1217	
10	5-5-1117	
11	66-1-1117	
12	6-7-1117	

OR - While holding down the**shift** key, click the last option in a list of consecutive options to choose all of the options in-between.

#	Group Id
1	123-9-1217
2	1-3-1117
3	1-4-1117
4	2-11-1217
5	214-2-1117
6	21-8-1217 Shift
7	233-14-1217 Click
8	4-17-1217
9	5--1-1217
10	5-5-1117
11	66-1-1117
12	6-7-1117

Next

Your browser does not support HTML5 video.