

File Management with JAWS

Selecting Multiple Files



Often, you'll want to copy, move or delete multiple files in one go. This may involve selecting files that are next to each other in the list (contiguous), or files that are not next to each other (non-contiguous).

Note 1: These instructions are for selecting files. However, they can also be used for selecting folders.

Selecting Contiguous Files

To select contiguous files, in conjunction with JAWS, follow these suggested steps:

1. Using **DOWN ARROW** or **UP ARROW**, select the first file to be selected. Alternatively, you can press the first letter of the file name until it is selected in the list.
2. Now, hold down the **SHIFT** key and press **DOWN ARROW**. Upon doing this, the next file in the list will be selected, as well as the first file. JAWS will say "Selected", followed by the name of the file you have just selected.
3. Keeping the **SHIFT** key held down, press **DOWN ARROW** until you have selected all of the desired files.
4. If you accidentally select too many files, you can deselect them one at a time. To do this, hold down the **SHIFT** key and press **UP ARROW**. Upon doing this, the last file in the list will become deselected. JAWS will say "Unselected", followed by the name of the file which has just been deselected.

You are now ready to copy, move or delete the files!

Note 2: It is imperative that you keep the **SHIFT** key held down during the selection of contiguous files. Releasing the **SHIFT** key will result in previously selected files being deselected upon the next press of an Arrow key.

Selecting Non-Contiguous Files

To select Non-contiguous files, follow these suggested steps:

1. Using **DOWN ARROW** or **UP ARROW**, select the file you wish to be the first in the selection. Alternatively, you can press the first letter of the file name until it is selected in the list.

2. Now, hold down the **CTRL** key and press **DOWN ARROW**. Upon doing this, focus will move to the next file in the list. JAWS will report this to be "Unselected". If you wish this file to be included in your selection, with the CTRL key still held down, press the **SPACEBAR**. Upon doing this, JAWS will say the name of the file which has just been selected. If you do not want this file to be included, then press DOWN ARROW again to move onto the next file.
3. Keeping the **CTRL** key held down, press **DOWN ARROW** until you come to the next file to be added to the selection. Then, press the **SPACEBAR**. Again, JAWS will say the name of the file which has just been selected!
4. If you accidentally select a file, with the **CTRL** key still held down, move to it in the list and press the **SPACEBAR**. Upon doing this, JAWS will announce that the file is no longer selected.

When you have selected all of the files, you are ready to copy, move or delete them!

Note 3: It is imperative that you keep the **CTRL** key held down during the selection of non-contiguous files. Releasing the **CTRL** key will result in previously selected files being deselected upon the next press of an Arrow key.

Other Methods of Selecting Multiple Files

- To select from the currently selected item to the end of the list, press **SHIFT and END**.
- To select from the currently selected item to the beginning of the list, press **SHIFT and HOME**.
- To select all items in a list, press **CTRL and A**.