

Selecting multiple objects

Use one of the following methods to select multiple objects:

- Drag a marquee around all the objects you want to select, and then release the mouse button.
- While holding down the Shift key, click each object. Handles appear on each selected object.
- If all the objects are copies of the same file, click the file name in the **Content** tab in **job properties**.
- If the objects are copies of different files, while holding down the Shift key, click each file name in the **Content** tab in **job properties**.