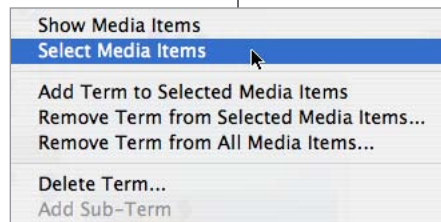
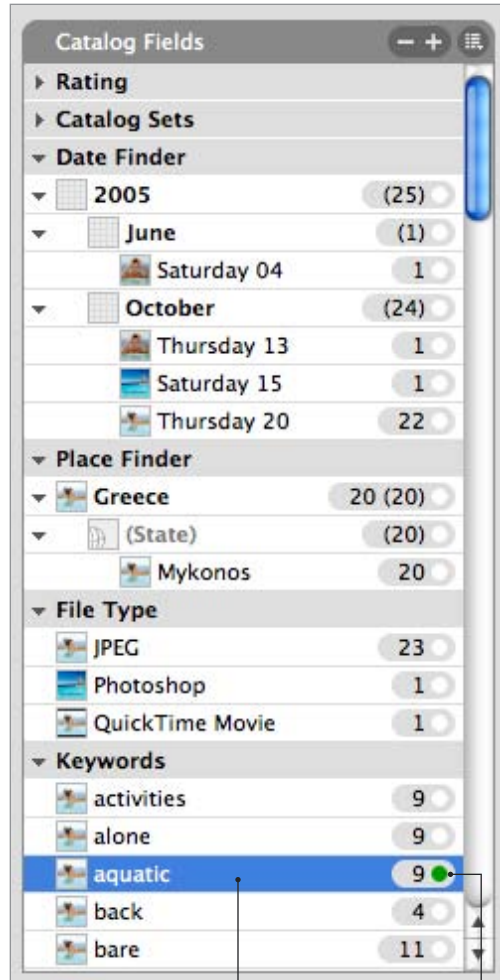


Making selections

To batch items, you must begin by making a selection of more than one item. There are several ways to select a group of items:

- 1. Selection commands:** Choose *Edit > Select All*, *Deselect All* or *Invert Selection*.
- 2. A continuous block of items:** Select the first item and, holding down the *Shift* key, select the last item for your selection.
- 3. A selection of non-adjacent items:** Hold down the *Ctrl* key (Mac: *Cmd* key) while selecting individual items.
- 4. A selection of non-adjacent blocks:** For example, to select items 1-10 and 20-30: click 1, *Shift-click* 10, *Ctrl-click* 20 (Mac: *Cmd-click*), *Shift-click* 30.
- 5. Expanding a selection:** Select an item or block of items and expand the selection by pressing the *Shift* key and one of the arrow keys. The left and right arrows increase the selection by one item; the up and down arrows increase the selection by a row of items.
- 6. Selection scripts** (*Scripts > Select*): *Landscape* will select all items in the catalog that are horizontal. *Portrait* will select all items that are vertical. *Square* will select all items that are perfectly square items.
- 7. Selecting based on criteria:** To select items that match a particular attribute (*Capture Date, File Type, Label*) or annotation (*Event, Location, Categories, Keyword, etc.*), click on dot next to a field term in the Organize Panel's Catalog Fields index and the corresponding items appear in the active view. This will hide all images that do not match that annotation or attribute. Once the appropriate images are showing in the active view, choose *Edit > Select All*. Now you are ready to perform a batch process. An alternative option is to choose *Select Media Items* from the individual field drop-down menu (see figure). This will select all items associated with that attribute in the active view.



Individual field term menus offer the option to select images associated with that field in the active view.

Click the dot next to any field term and the corresponding items will appear in the active view.