Notes 8.5 Standard – What’s New?

To select or deselect one or more consecutive documents:

• Click a document
• Press and hold the Shift key and click the final document you want to select

To select or deselect one or more nonconsecutive documents:

• Press and hold the Ctrl key and click each document (or press the down arrow on your keyboard)

To select or deselect all of the documents in a view:

• Click Edit > Select All or Edit > Deselect All (or Ctrl + A)

The selected documents will be shaded: