

## SELECTING CONTROLS

When selecting controls, it is possible to select one control at a time or to select all the controls at once. To do this:

- ❖ To select a control one at a time, click on the control.
- ❖ You may need to click the **Selection** button before selecting a control (see illustration at right).
  - The button is selected when it appears in an orange color.
  - If the button is blue, it is not selected.
- ❖ To select multiple controls do one of the following:
  - Hold down the shift key and click on each of the controls or labels to be selected.
  - Click the **Selection** button on the **Toolbox**. Click and drag diagonally in the Design grid to include all the controls.
    - While dragging, a rectangle will surround the controls to indicate what has been selected.
    - When the mouse button is released, Access selects all the controls within or touching the rectangle.
- ❖ The illustration at the right shows what a control with its label will look like when it is selected.

*A control must be selected before something can be done with it.*

