

How Do I Select Multiple Items in a List?

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Answer: In many CEBS applications the user may want to select multiple criteria in a list. For example, in the Organ Sites & Neoplasia application, the user may want to search for multiple organs or select multiple test articles when searching for studies. To get started, from the CEBS Homepage (<https://cebs.niehs.nih.gov/cebs/>), navigate to your desired application.

1) Selecting a Single Item

When viewing a list in CEBS that allows selection of items, you may select a single item in that list by clicking with your mouse. The item in the list will be highlighted with a different-colored background

2) Selecting Multiple Items

To select multiple items in a list, hold down the Ctrl (PC) or Command (Mac) key. Then click on your desired items to select. All of the items you have selected should be highlighted with a different-colored background.

Note: *Be sure to hold the Ctrl (PC) or Command (Mac) key down while selecting multiple items. If the user clicks on an item in the list while not holding the key down, that item will be selected and all of the other selections made will be removed.*

3) Removing Multiple Selections

To remove one or more selections, hold down the Ctrl (PC) or Command (Mac) key and click on the item you want to remove from your selection. The item should no longer be highlighted. Repeat this process until only the desired selections are highlighted.

Note: *A “Clear” or “Clear Selections” link (available in some applications) will remove all selections made by user.*

4) Applications with the ability to make multiple selections in CEBS

Applications with the ability to multi select items are search options in “Organ Sites with Neoplasia”, and some Data collections (see [DTT Data Collections Guided Search](#)).