



# Tech Info Library

## Newton: Deleting Several Items At Once (7/93)

Article Created: 30 July 1993

TOPIC-----

How do I delete several items on my screen at one time, without deleting the entire page?

DISCUSSION-----

There are two ways to delete more than one item at a time, whether it's a group of words, a group of graphics or a combination of both:

You can:

- Scrub out items that are near one another by using scrub marks that are long enough and tall enough to cover portions of each item you want deleted.
- Select the group of items to be deleted by first moving them together, then drawing a selection box around them. After they are selected, scrub one edge of the box, beginning your stroke outside the selected area. Everything in the selection box will be deleted.

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Keywords: <None>

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19960215 11:05:19.00

Tech Info Library Article Number: 12768