How To Make A Non Contiguous Selection In Microsoft Word and File Explorer

# Introduction

Hey guys it’s your girl Thee Quinn here and I’m back with another awesome video. Now today’s video is one that was frequently suggested. How can I make a non contiguous selection in Microsoft Word, and in File Explorer? Well, this video is finally here. But before we get into it, please be sure to like the video if you love the content, subscribe if you are new and turn on my notification bell to be alerted whenever I post the next video. Also note that the instrumentals have been provided by Inner Sanctum Entertainment Ltd. But without further ado, let’s get right into it.

# Start of tutorial

Alright so firstly, let’s get into the non contiguous selection in Microsoft Word. Now if you might not know the meaning of the term non contiguous, this means making a selection of items that are not connected. So I know that in Microsoft Word you are used to just holding down your shift key and using your arrow keys to make a continuous selection. But you have never been able to select one sentence from one paragraph and then add that to a selection from a sentence from another paragraph. It is possible for sighted persons, but there was not a way for us NVDA users to be able to do it. That was before this addon came into being. Now this add-on has been around for a while now, and it is called Clip Contents Designer. Now what this add on allows you to do is make non contiguous selections. So the link to download Clip Contents Designer can be found at the end of this document, and I am going to demonstrate to you guys how it is used.

Alright so once you go to that link that I have provided below and you install the add on, and I must note, while installing the add on when it asked me to emulate my copy and my cut I told it no. once you install the add on you should be good to go. Now I am on a sample document, and right here I have a list of names. When selecting, we would normally for example hold down our shift key and press our down arrow, and that would be a continuous selection. Now if you were a sighted person, in order to select things that are not beside each other, you would have to use your mouse to select the first thing you want, hold down your control key then use your mouse and select the next thing you want again and continue on with that. But with us screen reader users, you can see where that cannot work. But with this Clip Contents Designer add on, this all has changed.

Now what if I want to only take out the names in this list that start with the letter S and put it in another list. First let me go to the end of the document and make a brand new heading for the new list. Now let me go back to the top of the document and let’s down arrow to the first S name. now with this add on, these are the keystrokes:

NVDA key + Windows + C: to add a selection to the clipboard

NVDA key + Windows + X: to clear the clipboard

So, I currently want to select this first name so let me go to the start of the line and select it. Then I am going to press my NVDA key (which in my case is my insert) + Windows + C. There you go and you realize that it says added. Now let’s go down to the next name. then select it and press my NVDA key + Windows + C. then I would go down to the last S name and do the same. Now let’s go down under our new heading and create a blank line under it. Now let’s go ahead and press my regular Ctrl + V to paste. Now let’s up arrow and see what’s there. Awesome, so all the things that I copied and added to the clipboard are there. Now you can change some settings to do with the Clip Contents Designer add on by going into the NVDA menu (NVDA key + N). down arrow to preferences and press enter and then press enter on settings. Then you can down arrow all the way to Clip Contents Designer or you can use your quick letter navigation C. then you can tab through the settings and change them, and press ok when you are finished.

There is also a way to assign some keystrokes and change up the keystrokes relating to this add on. And you know that you would do that by going into the Input Gestures Dialog. Now I will leave a link to my input gestures video at the end of this document, to show you how you can change different input gestures for NVDA. But before that, I am going to show you how you can get to the Clip Contents Designer keystrokes. So you would open your NVDA menu again and press enter on preferences. Then down arrow to input gestures and press enter. Then you can down arrow to Clip Contents Designer or you can press C. then it says collapsed, so you can use your right arrow to expand it. Then you can use your down arrow to go through the items. And you can always go to my input gestures video which will be linked below, to learn how you can change these different keystrokes.

Now I must mention to you that this add on does not only work in Microsoft Word, but on any text at all. So if you have a PDF, a Notepad file, if you are on the browser, this add on will work as well. please note that this add on does not copy the formatting of text with it. now let’s move on to making non contiguous selections in the file explorer.

First let me open a folder with some files. Alright so you should know in File Explorer, when you want to select more than one files you would hold down your Ctrl + your Shift and one of your arrow keys. And if I were to copy and paste them somewhere they would be pasted. But what if you want to make selections that are not beside each other? Here is how it is done. First go to the first file that you want to select, and press your spacebar to select it. Then you would hold down on your Ctrl key and use your arrow keys to find the next file that you want to select. Then you would press your spacebar to select that file as well. And you would continue doing that until all the files you want are selected. But what if you selected one that you realize that you don’t want again and you want to unselect it? You would go back to it (while still holding Ctrl), and press your space bar to unselect it. When finished selecting all of the files, you can then use either your Ctrl + C/X/ your delete to either copy, cut, or delete the files. So let me press my ctrl + C to copy them. Now let me find a random folder. Now let me press Ctrl + V to paste. Awesome so you see that all the files that we selected have now been pasted. And that is it guys, that is it for this video. So that is basically how you make a non contiguous selection in Microsoft Word and in File Explorer. So you can go ahead and experiment with that Clip Contents Designer add on and you can use the method that we just used in File Explorer as well. Please remember to like the video if you love the content, subscribe if you are new, and turn on that notification bell to be alerted whenever I post the next video. Thanks for watching and I will see you next time.

Link to download Clip Contents Designer:

<https://addons.nvda-project.org/addons/clipContentsDesigner.en.html>

link to my input gestures video:

https://www.youtube.com/watch?v=Q2rrKd-y9\_8&t=30s