

How to Select and Move Multiple Fields

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In the template design mode, you can select multiple sections at a time and move them around.

1. Open a template copy to edit. (Templates & Forms > Templates)
2. Hold the Ctrl key down on the keyboard.
3. Without releasing the Ctrl key, RIGHT mouse-click the first field to move.
4. Without releasing the Ctrl key, RIGHT mouse-click the second field to move and hold the right mouse button down.
5. Without releasing the right mouse button, move the cursor to move the fields to a new location, and then release the right mouse button.

Note: When clicking the right mouse button, a secondary popup menu may open. After moving the fields, click on an empty space on the form to close it.
