

Multi Selection Tutorial

1. How to select and unselect options :

To select options in the different fields, you just have to click on them. However, you will see that when you click on a new option, the previous one is unselected. To avoid this, you must **hold the Ctrl key** while clicking. By doing this you can select multiple options in the field. Holding the Ctrl key also allows you to unselect any selected options.

Holding the shift key while clicking on two options selects all options between the two clicked options

In summary:

- To select an option: Click on it
- To select multiple options: Ctrl+Click on each of them
- To unselect any option: Ctrl+Click on it
- To select a range of options: Shift+Click on the two border options

These informations are true for all internet form containing option selection.

2. How to use the “Look for taxons” field:

In order to facilitate the selection of interesting taxons, you can use the “Look for taxon field”. By typing any combination of letter, you will filter the option selector. Only taxas containing the letter combination you typed (either in the genus or in the species) will be then selectable. You can enter multiple letter combination separated with a white space. By doing this only taxas containing all the letter combination you entered will be selectable.

For example:

If you typed the letter combination “**sorgh**” only the taxas containing sorgh will be selectable which means all sorghum genus, but also *Cleistachne sorghoide*.

By typing “**sorgh ac**” selectable options will be limited to *Cleistachne sorghoide*, *Sorghum arundinaceum* and *Sorghum macrospermum*

By typing “**sorgh ac d**” selectable options will be limited to *Cleistachne sorghoide* and *Sorghum arundinaceum*