

## **Contents for ClipBook Viewer Help**

By using ClipBook Viewer, you can view the contents of the Clipboard and Local ClipBook. When you cut or copy information from an application, it is placed onto the Clipboard. You can then paste that information from the Clipboard into other documents and applications, or you can save it onto the Local ClipBook.

To learn how to use Help, press F1.

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## What Is ClipBook Viewer?

The ClipBook Viewer window contains two smaller windows: the Local ClipBook and the Clipboard. The Local ClipBook window opens when you first start ClipBook Viewer. The Clipboard window appears as an icon.

The Clipboard temporarily stores information you are transferring between documents, and the Local ClipBook permanently stores information you want to save and share with other people.

The Clipboard window shows the current contents of the Clipboard. When you cut or copy information from an application, it is placed onto the Clipboard and remains there until you clear the Clipboard or until you cut or copy another piece of information. You can paste the information into any document(s) as often as you like.

You can permanently save the current contents of the Clipboard by copying it onto your Local ClipBook. You can save several pieces of information (called pages) on it, and then copy the information back onto the Clipboard when you want to paste it into a document.

After information is saved as a page, you can share it. Each computer has its own Local ClipBook. You can connect to a ClipBook on another computer, and others can connect to the Local ClipBook on your computer to use the information in shared pages.

To return to Contents for ClipBook Viewer Help, choose the Contents button.

## **Transferring Information**

The Clipboard temporarily stores information that is being copied or moved from one document to another. After the information is on the Clipboard, you can save it, view it in other formats, or remove it from the Clipboard.

You can use the Clipboard to transfer information between applications. The method you use varies, depending on the type of application you are copying from and pasting to.

For information about completing these tasks, choose one of the following topics:

- [Transferring Information When Using MS-DOS-Based Applications](#)
- [Transferring Information When Using Windows-Based Applications](#)

## **Using the Local ClipBook to Share Information**

The Local ClipBook permanently stores information (called pages) that you can share with others. Each computer has a ClipBook. You can use information others have shared by connecting to the ClipBook on another computer.

Before you can paste information from a Local ClipBook page into a document, you must first copy the information back onto the Clipboard.

For information about using the Local ClipBook to save and share information, choose one of the following topics:

- [Copying a ClipBook Page onto the Clipboard](#)
- [Sharing and Stop Sharing ClipBook Pages](#)

## **Embedding and Linking Objects by Using ClipBook Viewer**

When you are embedding and linking objects, these objects are temporarily stored on the Clipboard while they are being transferred from the source document to the destination document.

The source and destination documents can both be on your computer, or you can embed or link an object from a source document on another computer. To do the latter, you connect to the ClipBook on the other computer. The object must be saved as a page on the ClipBook and be marked as shared.

Note: To embed or link an object, the application used to create the object must support this feature. Different applications may use different menu commands for these tasks. For more information, see the documentation supplied with the application.

For information about embedding and linking objects, choose one of the following topics:

- [Embedding an Object](#)
- [Embedding an Object from Another Computer](#)
- [Linking an Object](#)
- [Linking an Object from Another Computer](#)

## **Clearing the Contents of the Clipboard**

Because the Clipboard stores information in multiple formats, clearing it may free some memory to run an application.

### **To clear the contents of the Clipboard**

- 1 Select the Clipboard icon or window.
- 2 On the toolbar, click the Delete button. Or choose Delete from the Edit menu.

## **Saving the Contents of the Clipboard**

You can either save the contents of the Clipboard onto a page on the Local ClipBook or to a Clipboard file. The former is the preferred method because it is easier to view, retrieve, and share. Clipboard files cannot be shared.

### **To save the contents of the Clipboard on the Local ClipBook**

- 1 Select the Local ClipBook window.
- 2 On the toolbar, click the Paste button. Or choose Paste from the Edit menu.
- 3 In the Page Name box, type a name for the page you are saving the information on.
- 4 Select the Share Item Now check box to make this page available to other people.
- 5 Choose the OK button. If you selected the Share Item Now check box, the Share ClipBook Page dialog box opens. Make your selections, and then choose the OK button.

For help with the Share ClipBook Page dialog box, choose the Help button or press F1 while using the dialog box.

### **To save the contents of the Clipboard to a file**

- 1 Select the Clipboard icon or window.
- 2 From the File menu, choose Save As.
- 3 In the Save As dialog box, type a filename. The default extension for a Clipboard file is .CLP.
- 4 Choose the OK button.

### **To open a Clipboard file**

- 1 Select the Clipboard icon or window.
- 2 From the File menu, choose Open.
- 3 In the File Name box, select the .CLP file you want to retrieve.
- 4 Choose the OK button.

## **Transferring Information When Using Windows-Based Applications**

By using the Cut, Copy, and Paste commands found in most Windows-based applications, you can copy or move information within a document, between documents, or between applications.

### **To transfer information by using the Clipboard**

- 1 Select the information you want to copy or move.
- 2 To copy the information, choose Copy from the Edit menu.  
To move the information, choose Cut from the Edit menu.
- 3 Position the insertion point where you want the information to appear.  
Or switch to another document or application, and then position the insertion point where you want the information.
- 4 From the Edit menu, choose Paste.

### **To copy an image of the active window onto the Clipboard**

- ▶ Press ALT+PRINT SCREEN.

### **To copy an image of the contents of the entire screen onto the Clipboard**

- ▶ Press PRINT SCREEN.

## **Transferring Information When Using MS-DOS-Based Applications**

When transferring information between MS-DOS-Based applications, you first cut or copy the information onto the Clipboard and then paste it into a document.

For information about transferring information between MS-DOS-Based applications, choose one of the following topics:

- [Copying Information from an MS-DOS-Based Application](#)
- [Pasting Information into an MS-DOS-Based Application](#)

## **Copying Information from an MS-DOS-Based Application**

When using an MS-DOS-Based application in a window, you can copy selected information, an image of the window, or an image of the screen onto the Clipboard. When using a full-screen application, you can only copy an image of the contents of the entire screen onto the Clipboard.

### **To copy selected information onto the Clipboard**

- 1 Click the application's Control-menu box.  
Or press ALT+SPACEBAR to open the Control menu.
- 2 From the Control menu, choose Edit.
- 3 From the Edit cascading menu, choose Mark.
- 4 In your document, select the information you want to copy.
- 5 Click the application's Control-menu box.  
Or press ALT+SPACEBAR to open the Control menu.
- 6 From the Control menu, choose Edit and then choose Copy.

### **To copy an image of the active window onto the Clipboard**

- ▶ Press ALT+PRINT SCREEN.

### **To copy an image of the contents of the entire screen onto the Clipboard**

- ▶ Press PRINT SCREEN.

Note: This procedure works for MS-DOS-Based applications only if they are running in text mode, not graphics mode.

## **Pasting Information into an MS-DOS-Based Application**

MS-DOS-Based applications can run in a window or in a full screen.

You can paste only text into an MS-DOS-Based application.

### **To paste into a full-screen application**

- 1 Copy the information onto the Clipboard.
- 2 Switch to the application into which you want to paste the information.
- 3 Place the insertion point where you want the information to appear.
- 4 Press ALT+SPACEBAR to open the application's Control menu.

Note: If your application uses ALT+SPACEBAR for another function, you cannot open the Control menu by pressing ALT+SPACEBAR. Press CTRL+ESC to switch to Task List without quitting the application. The application will then appear as an icon near the bottom of the Windows desktop. Click the icon to open the application's Control menu.

- 5 From the Control menu, choose Edit and then choose Paste.

### **To paste into an application running in a window**

- 1 Copy the information onto the Clipboard.
- 2 Switch to the application into which you want to paste the information.
- 3 Place the insertion point where you want the information to appear.
- 4 Click the Control-menu box.  
Or press ALT+SPACEBAR to open the Control menu.
- 5 From the Control menu, choose Edit and then choose Paste.

## **Viewing the Contents of the Clipboard in Different Formats**

You can view the information on the Clipboard in different formats.

The Clipboard stores information in multiple formats so that you can transfer information between applications that use different formats.

The View menu lists all the formats for the information currently on the Clipboard. Not all formats can be displayed on the screen. Those formats that cannot be displayed are listed on the menu but appear dimmed and cannot be chosen. The current format has a check mark to the left of the format name.

Common formats include:

- Text: the character set used by most Windows-based applications.
- OEM Text: the format used by MS-DOS-Based applications.
- Bitmap: a graphic bitmap image.
- DIB: device-independent bitmap.

### **To view the contents of the Clipboard**

- Choose the Clipboard icon from the ClipBook Viewer window.

### **To view the contents of the Clipboard in another format**

- From the View menu, choose a format name.

### **To return to the initial format**

- From the View menu, choose Default Format.

## **Viewing the Contents of a ClipBook Page in Different Formats**

When you save information as a ClipBook page, that information is saved in many formats.

Note: The type of display driver you are using determines whether you can view the page contents from another computer's ClipBook in bitmap format.

Before you can view or change the format of the information on a ClipBook page, you must have the page selected and be in Full Page view.

### **To select Full Page view**

- 1 Select the ClipBook window.
- 2 Select the page you want to view.
- 3 On the toolbar, click the Full Page button. Or choose Full Page from the View menu.

### **To view the contents of the ClipBook page in another format**

- 1 Select the page.
- 2 From the View menu, choose a format name.

### **To return to the initial format**

- From the View menu, choose Default Format.

## **Connecting to and Disconnecting from a ClipBook on Another Computer**

You must connect to a ClipBook on another computer before you can use the information in the shared pages on that ClipBook.

### **To connect to a ClipBook on another computer**

- 1 On the toolbar, click the Connect button. Or choose Connect from the File menu.
- 2 In the Select Computer dialog box, type the name of the computer that has the ClipBook you want to connect to.
- 3 Choose the OK button. A window opens, displaying the contents of the ClipBook you connected to.

For help with the Select Computer dialog box, choose the Help button or press F1 while using the dialog box.

You can disconnect from the ClipBook when you have finished using it.

### **To disconnect from a ClipBook on another computer**

- 1 Select the ClipBook window.
- 2 On the toolbar, click the Disconnect button. Or choose Disconnect from the File menu.

## Displaying ClipBook Pages in Different Views

There are three ways you can view ClipBook pages.

<b>To display</b>	<b>Choose</b>
Titles alphabetically	Table of Contents from the toolbar or the View menu.
A miniature snapshot of each page	Thumbnails from the toolbar or the View menu.
Page contents	Full Page from the toolbar or the View menu after selecting the page.

## **Sharing and Stop Sharing ClipBook Pages**

After you save information as a page on the Local ClipBook, you can share it with others. When you share a ClipBook page, others can connect to your Local ClipBook and then view or change the information you have shared, depending on the type of password protection you have assigned.

You can identify which pages are shared by the shared icon that appears next to the page.

### **To share a page on the Local ClipBook**

- 1 Select the Local ClipBook window.
- 2 Select the page you want to share.
- 3 On the toolbar, click the Share button. Or choose Share from the File menu.
- 4 Select the type of password protection, and, if appropriate, type a password.
- 5 Choose the OK button.

For help with the Share ClipBook Page dialog box, choose the Help button or press F1 while using the dialog box.

### **To stop sharing a page on the Local ClipBook**

- 1 Select the page you want.
- 2 On the toolbar, click the Stop Sharing button. Or choose Stop Sharing from the File menu.

## **Copying a ClipBook Page onto the Clipboard**

You must copy the ClipBook page back onto the Clipboard before you can insert it into another document, with one exception. If you have not copied any new information onto the Clipboard (that is, the contents of the Clipboard is the same as the ClipBook page), the information you want is already on the Clipboard and there is no need to copy it.

### **To copy a ClipBook page onto the Clipboard**

- 1 In the Local ClipBook window, select the page you want to transfer.
- 2 On the toolbar, click the Copy button. Or choose Copy from the Edit menu.

## **Embedding an Object**

When you embed an object, you place a copy of an object created in one document into another document. The two documents could have been created using the same application or different applications. For example, you can embed a Paintbrush picture in a Write document.

When you edit an embedded object, you start the application used to create it from within the document you are working in.

### **To embed an object**

- 1 Open the source document.
- 2 Select the object, and then choose Copy from the Edit menu.  
A copy of the object is placed onto the Clipboard.
- 3 Switch to the destination document.
- 4 From the Edit menu, choose Paste.

## **Embedding an Object from Another Computer**

You can embed an object from a document on another computer. To do this, the object must already be pasted as a page on the other computer's ClipBook, and it must be designated as shared.

You can edit an embedded object only when the application used to create the object is installed on your computer.

### **To embed an object from another computer**

- 1 On the toolbar, click the Connect button. Or choose Connect from the File menu.
- 2 In the Select Computer dialog box, type the name of the computer you want to connect to.
- 3 Choose the OK button.

The ClipBook window shows the shared pages available on the other computer's ClipBook.

- 4 Select the page you want to embed in your document.
- 5 From the Edit menu, choose Copy.  
A copy of the object is placed onto the Clipboard.
- 6 Open the document in which you want to embed the object.
- 7 From the Edit menu, choose Paste.

For help with the Select Computer dialog box, choose the Help button or press F1 while using the dialog box.

## **Linking an Object**

When you create a linked object, you insert a placeholder or representation of the object in a destination document. The object still exists in the source document and, when it is changed, the linked object is updated to reflect these changes.

### **To link an object**

- 1 Open the source document.
- 2 Select the object, and then choose Copy from the Edit menu.  
A copy of the object is placed onto the Clipboard.
- 3 Switch to the destination document.
- 4 From the Edit menu, choose Paste Special.
- 5 Select the format you want to use, and then choose the Paste Link button.

## Linking an Object from Another Computer

You can create a link in a document on your computer to an object on another computer. To do this, the object must already be pasted as a page on the other computer's ClipBook, and it must be designated as shared.

You cannot edit a linked object if its source document is on another computer. You can receive changes made to the source document, but you cannot make any changes to the source document.

### To create a link to an object from another computer

- 1 On the toolbar, click the Connect button. Or choose Connect from the File menu.
- 2 In the Select Computer dialog box, type the name of the computer you want to connect to.
- 3 Choose the OK button.

The ClipBook window shows the shared pages available on the other computer's ClipBook.

- 4 Select the page you want to link to your document.
- 5 From the Edit menu, choose Copy.  
A copy of the object is placed onto the Clipboard.
- 6 Open the destination document to which you want to link the object.
- 7 From the Edit menu, choose Paste Special.
- 8 Select the format you want to use, and then choose the Paste Link button.

Note: Depending on the type of display driver you are using, you may not be able to view the page contents from another computer's ClipBook in bitmap format.

For help with the Select Computer dialog box, choose the Help button or press F1 while using the dialog box.

**Open**

Opens a Clipboard file and displays the contents in the Clipboard window.

**Save As**

Saves the Clipboard contents in a new file.

## **Stop Sharing**

Makes the information in the page no longer available to others.

**Connect**

Opens the ClipBook on another computer.

**Disconnect**

Closes the ClipBook from another computer.

**Exit**

Quits ClipBook Viewer.

**Copy**

Copies the contents of the selected ClipBook page onto the Clipboard.

**Delete**

Clears the contents from the ClipBook Viewer window or from a ClipBook page.

**Toolbar**

Displays or hides the ClipBook Viewer toolbar.

## **Status Bar**

Displays or hides the status bar.

## **Table of Contents**

Displays the contents of the selected ClipBook by title.

## **Thumbnails**

Displays each page of the selected ClipBook as a black-and-white miniature snapshot.

**Full Page**

Displays the contents of each page of the selected ClipBook one at a time.

**Default Format**

Displays the Clipboard contents in the format it was in when it was placed onto the Clipboard.

## **Format Names**

Displays the Clipboard contents in the format you choose.

## **Cascade**

Arranges open windows so that the title bar of each window is visible.

## **Tile Horizontally**

Arranges all open windows one on top of the other so that each window is visible and none overlap.

## **Tile Vertically**

Arranges all open windows side by side so that each window is visible and none overlap.

## **Arrange Icons**

Arranges icons in a row at the bottom of the ClipBook Viewer window.

## **Refresh**

Updates the active window.

## **Names of Open Windows**

Makes an open window active when you choose its name from the list. All open ClipBook windows and the Clipboard window are listed, including those that have been reduced to icons.

## **Contents**

Starts Help and displays the topics in ClipBook Viewer Help.

## **Search for Help On**

Opens the Search dialog box for ClipBook Viewer Help. You can look up information by using keywords in this dialog box.

## **How to Use Help**

Describes how to use Help.

## **About ClipBook Viewer**

Displays version and copyright information about Windows for Workgroups.

## **Control Menu**

The Control menu contains the following commands:

### **Restore**

Restores the window to its former size after it has been maximized or minimized.

### **Move**

Enables you to use the keyboard to move the window to another position.

### **Size**

Enables you to use the keyboard to change the size of the window.

### **Minimize**

Reduces the window to an icon.

### **Maximize**

Enlarges the window to its maximum size.

### **Close**

Quits ClipBook Viewer, or closes the window or dialog box.

### **Switch To**

Opens Task List, which you can use to switch between running applications and rearrange windows and icons on your desktop.

## **Share**

Shares a Local ClipBook page with other workgroup members and assigns password protection.

For more information about the dialog box, choose one of the following buttons:

- Start Application on Connect
- Access Type
- Passwords

## **Paste**

Saves the information that is currently on the Clipboard onto a Local ClipBook page and assigns a name to the page.

The Paste dialog box has the following options.

### **Page Name**

- In the Page Name box, type the name you want to assign to the Local ClipBook page.

### **Share Item Now**

- Select the Share Item Now check box to make the Local ClipBook page that contains this information available to others.

## **Enter Network Password**

The shared information requires a password, which you must obtain from the person sharing the information.

If you would like to avoid typing the password each time you use this information, select the Save This Password In Your Password List check box.

**Start Application on Connect**

- Select this check box to automatically start the application that was used to create the information in the shared page. If this option is not selected, other people cannot establish a link to the information unless the application used to create the information is already running.

**Access Type**

You can assign the type of access that you want other people to have to your shared page.

- Select Read-Only to prevent other workgroup members from editing or changing the contents of the shared page.
- Select Full to enable others to edit the information in the shared page. The Full option is only available with some applications.
- Select Depends On Password to assign both a full-access and read-only password, giving different levels of access to different workgroup members.

## **Passwords**

- If you selected the Read-Only option under Access Type, you can type a password in the Read-Only Password box. If you do not type a password, anyone can connect to the shared page to view its contents.
- If you selected the Full option under Access Type, you can type a password in the Full Access Password box. If you do not type a password, anyone can connect to the shared page. Full access is available only with some applications.
- If you selected the Depends On Password option under Access Type, you must assign a read-only password, but you do not have to assign a full-access password.

