

Clipboard Commands

To get help with a particular command, choose the appropriate menu.

File Menu Commands

- Open
- Save As
- Import
- Export
- Exit

Edit Menu Commands

- Delete

Options Menu Command

- Public Clipboard

Display Menu Commands

- Auto
(Format Names)

File Menu Commands

Open

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

Related Topics

[Saving and Opening Clipboard Files](#)

Save As

Saves the Clipboard contents in a file.

Related Topics

[Saving and Opening Clipboard Files](#)

Import

Copies, to the private Clipboard used only by this session, information copied or pasted by other sessions to the public Clipboard.

Related Topics

[Transferring Information When Running Windows** Applications](#)

Export

Copies contents of the private Clipboard used by this session to the public Clipboard, for use by other sessions.

Related Topics

[Transferring Information When Running Windows** Applications](#)

Exit

Stops Public Clipboard sharing between sessions. Closes the Clipboard window and exits Clipboard.

Edit Menu Commands

Delete

Clears the contents from the Clipboard window.

Related Topics

[Freeing Memory](#)

Options Menu Command

Public Clipboard

Enables you to automatically transfer information between any two sessions on your system using the Copy, Cut, and Paste commands of your application.

Display Menu Commands

Auto

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

Related Topics

[Viewing Clipboard Contents in Other Formats](#)

(Format Names)

Displays the Clipboard contents in a specified format.

Related Topics

[Viewing Clipboard Contents in Other Formats](#)

active

Describes the selected window or icon that you are currently working with. WIN-OS/2 always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

public clipboard

The clipboard that any session can use to send data to or receive data from other sessions.

Task List

A window that shows all the applications you have running and lets you switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing Ctrl+Esc.

Clipboard Procedures

The Procedure topics give you step-by-step instructions for using Clipboard. To learn how to use Help, press F1 or choose Using Help from the Help menu.

Procedures

Transferring Information When Running Windows** Applications

Freeing Memory

Viewing Clipboard Contents in Other Formats

Saving and Opening Clipboard Files

Transferring Information When Running Windows Applications**

The Cut, Copy, and Paste commands found in most Windows** applications let you copy or move information within a document, between documents, or between applications.

Transferring Information Between Sessions:

If you want all sessions to Copy to, Cut to, and Paste from the clipboard, the WIN-OS/2 clipboard must be public. If you want to keep automatic Cutting, Copying, and Pasting of information within one WIN-OS/2 session, make the WIN-OS/2 clipboard private. Use the WIN-OS/2 Setup object in the OS/2 2.0 System Setup folder to make the WIN-OS/2 clipboard private.

To copy or move information:

Use this procedure if transferring information in the same session, or if the clipboard is public. You also can use this procedure when the clipboard is private and multiple applications are running in the same WIN-OS/2 session.

- 1 Select the information.
- 2 Choose Copy from the Edit menu to copy the information.
Or choose Cut from the Edit menu to move the information.
- 3 Place the insertion point where you want the information to appear.
Or move to another document or application. Then place the insertion point.
- 4 Choose Paste from the Edit menu.

Freeing Memory

Since Clipboard stores information in multiple formats, you might free memory by clearing the Clipboard contents.

To clear the Clipboard contents:

- 1 Start or open Clipboard.
- 2 Choose Delete from the Edit menu.

Related Topics

[Viewing Clipboard Contents in Other Formats](#)

Viewing Clipboard Contents in Other Formats

Clipboard stores information in multiple formats so that you can transfer information between applications that use different formats. Not all data formats are exported to the Public clipboard.

To view the Clipboard contents in another format:

- * Choose a format name from the Display menu.

To return to the first format that was displayed:

- * Choose Auto from the Display menu.

Related Topics

[Freeing Memory](#)

Saving and Opening Clipboard Files

To save a file:

- 1 Choose Save As from the File menu.
- 2 Enter a filename.
- 3 Choose OK.

To open a file:

- 1 Choose Open from the File menu.
- 2 Enter a filename.
- 3 Choose OK.

Clipboard Help Index

The Index lists the Help topics available for Clipboard. Use the scroll bar to see topics not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Keyboard

[Clipboard Keys](#)

Commands

[Display Menu Commands](#)

[Edit Menu Commands](#)

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Procedures

[Freeing Memory](#)

[Saving and Opening Clipboard Files](#)

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[Viewing Clipboard Contents in Other Formats](#)

Clipboard Keys

Use the following keys in performing tasks involving Clipboard:

Key(s)	Function
Shift+Del	Cuts the selection from a Windows** application and places it onto Clipboard.
Ctrl+Ins	Copies the selection from a Windows application and places it onto Clipboard.
Shift+Ins	Pastes the Clipboard contents into a document.
Del	Clears the Clipboard contents.
PrtSc	Copies the entire screen onto Clipboard.
Alt+PrtSc	Copies the <u>a</u> ctive window onto Clipboard.
Alt+Esc	Switches to the next application window or icon.
Ctrl+Esc	Opens the <u>T</u> ask <u>L</u> ist dialog box.

