## Clipboard

A temporary storage location you use when you want to exchange information between documents. The Clipboard is available to all applications you are running with Windows.

application Control-menu

## title bar

Contains the title of the application running in the window, in this case the Clipboard. Drag the title bar to move the window.

## Minimize button

Click the Minimize button to shrink the Clipboard window to an icon.

## Maximize button

Click the Maximize button to enlarge the Clipboard window to its maximum size.

### File menu

### Edit menu

# Display menu

Help menu

### menu bar

Contains the names of all the Clipboard menus. Click a menu name to display commands.

#### scroll arrow

An arrow on either end of a scroll bar used to move the contents of the window or list box into view. Click a scroll arrow to move the contents into view.

#### scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.

Click a scroll bar to move the contents one screen.

### scroll box

A box used to move quickly to a particular location in a file or list. Drag the scroll box to move to another location.

# **Clipboard contents**

Shows the text or graphics you copied onto the Clipboard. Once on the Clipboard, the contents are ready to be pasted into another application.

# application window

The main window for an application, in this case the Clipboard window. The Clipboard application window can contain text or graphics copied from another application.

### window border

The outside edge of a window.

Drag the window border to change the size of the window.