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.