

## **Contents for Clipboard Viewer Help**

Windows Clipboard Viewer is a tool you can use to see the contents of the Clipboard. When you cut or copy information from an application, it is placed onto the Clipboard. You then paste that information from the Clipboard into other documents or applications.

To learn how to use Help, press F1.

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## **File Menu Commands**

### **Open**

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

### **Save As**

Saves the Clipboard contents in a new file.

### **Exit**

Quits Clipboard Viewer.

## **Edit Menu Commands**

### **Delete**

Clears the contents from the Clipboard Viewer window.

## **Display Menu Commands**

### **Auto**

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

### **Format Names**

These items display the Clipboard contents in the format you choose.

## **Transferring Information When Running Windows Applications**

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

### **To copy or move information by using the Clipboard**

- 1 In your document, select the information you want to copy or move.
- 2 To copy the information, choose Copy from the Edit menu.  
Or, to move the information, choose Cut from the Edit menu.
- 3 Place the insertion point at the new place in your document where you want the information to appear.  
Or switch to another document or application, and then place the insertion point where you want the information to appear.
- 4 From the Edit menu, choose Paste.

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

- ▶ Press ALT+PRINT SCREEN.

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

- ▶ Press PRINT SCREEN.

## **Transferring Information When Running Non-Windows Applications**

When running a non-Windows application in a window, you can copy selected information, an image of the window, or an image of the entire screen onto the Clipboard. When running a full-screen application, you can copy only an image of the contents of the entire screen onto the Clipboard. (To run a non-Windows application in a window, you must run Windows in 386 enhanced mode. If Windows is running in standard mode, a non-Windows application can run in a full screen only.)

You can paste only text into a non-Windows application.

### **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.
- 7 From the Edit cascading menu, 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.

This procedure works for non-Windows applications only if they are running in text, not graphics, mode.

### **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+ESC to switch to another Windows application.  
Note: If the next application is also running in a full screen, press ALT+ESC again until you see the icon for the application you want to transfer information to.  
The icon for the destination application appears.
- 5 Click the destination application's icon to select its Control menu.
- 6 From the Control menu, choose Paste.  
Or, if you are running the application in 386 enhanced mode, choose Edit from the Control menu, and then choose Paste from the Edit cascading menu.

### **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.

6 From the Edit cascading menu, choose Paste.

## **Viewing Clipboard Contents in Other Formats**

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

Clipboard stores text in three formats. Owner Display is the character set of fonts you used when creating the text. The Text character set is the one that most Windows applications use. MS-DOS uses the OEM Text format.

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

- ▶ From the Display menu, choose a format name.

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

- ▶ From the Display menu, choose Auto.



