To store information on a ClipBook page

1 In the document (or folder) containing the <u>information</u> you want to use, copy or cut the information.

2 In ClipBook Viewer, double-click the <u>Local ClipBook</u> icon or click the Local ClipBook window.

3 On the Edit menu, click Paste.

4 Type a name that will help you identify the information later.

Tip
▪   You can use the information later by copying the ClipBook <u>page</u> into a document.

{button ,AL("A_USE_CLIPBOOK_PAGE")} <u>Related Topics</u>

A long-term storage location for information from the Clipboard. You can save the contents of the Clipboard as a ClipBook page and share these pages with other people.

A piece of information saved on your Local ClipBook. You can share ClipBook pages with other people, or use pages they have shared.

A temporary storage location for information you cut or copy. The Clipboard is always present in Windows and is used whenever you cut, copy, or paste information. Information placed on the Clipboard remains there until you cut or copy another piece of information onto it, or until you quit Windows.

Anything that can be cut or copied, such as text or graphics selected within a document, or one or more files or folders.

To use information from a ClipBook page

1 Double-click the <u>Local ClipBook</u> icon or click the Local ClipBook window.

2 Click the <u>page</u> you want.

3 On the Edit menu, click Copy.

4 In the document where you want to place the <u>information,</u> click where you want it to appear.

5 On the Edit menu, click Paste.

{button ,AL("A_CLIP_ANOTHER_COMPUTER")} <u>Related Topics</u>

To save the contents of the Clipboard to a file

1 Double-click the <u>Clipboard</u> icon or click the Clipboard window.

2 On the File menu, click Save As.

3 Type a filename. The file is saved with a .clp extension.

Tips
- You can open a saved Clipboard file by clicking Open on the File menu in ClipBook Viewer.
- Others can use Clipboard Viewer to open a Clipboard file you have shared, if they do not have ClipBook Viewer.

To use a ClipBook page from another computer

1 Double-click the Local ClipBook icon or click the Local ClipBook window.

2 On the File menu, click Connect.

3 Type the name of the computer whose Local ClipBook has the information you want.

4 Click the page you want.

5 On the Edit menu, click Copy.

6 In the document where you want to place the information, click where you want it to appear.

7 On the Edit menu, click Paste.

{button ,AL("A_CLIPBOOK_SHARE")} Related Topics

To share a ClipBook page

1 In the Local ClipBook window, click the page you want to share.

2 On the File menu, click Share.

3 Click a type of security, and, if appropriate, type a password.

Tip
- To stop sharing a page, click the page, click the File menu, and then click Stop Sharing.

{button ,AL("A_CLIP_ANOTHER_COMPUTER")} Related Topics

Click Help Topics to return to the list of topics.

Provides a space for you to type the name of the ClipBook page you are saving.

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item you want information about.

Specifies whether to share the page so other people can use it.

Provides a space for you to type the name of the computer that has the ClipBook you want to connect to.

Specifies the name of the page.

You can use this name for easy reference and, if you share the page, other people must specify this name to use the information.

Specifies whether the program used to create the page will be automatically opened when another computer connects to this shared ClipBook page. When this option is on, the box contains a check mark.

Specifies what kind of access you want to grant to this shared ClipBook page. With Read-Only access, other people can read or copy the page, but not change it. With Full, they can also change the page.

If you select Depends On Password, you can specify one password to grant read-only access to the page and a different password for full access.

Specifies the password(s) other people must use to connect to this shared ClipBook page. If you don't want to use a password, leave these boxes blank.

If you select Depends On Password, you can specify one password to grant read-only access to the page and a different password for full access.