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 a Clipboard file

1 On the File menu in <u>Clipboard</u> Viewer, click Open.

2 Double-click the file you want.

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

4 On the Edit menu, click Paste.

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

To save the contents of the Clipboard to a file

1 On the File menu in Clipboard Viewer, click Save As.

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

Tip
- You can use Clipboard files to save information to reuse at a later time.

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

To view the Clipboard contents in another format

1 On the Display menu in Clipboard Viewer, click a format name.

2 To return to the original format, click Auto.

Notes

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

▪   The Display menu lists all the formats available for the information currently on the Clipboard.

Click Help Topics to return to the list of topics.