

## KEY COMMANDS

All the key commands for **CopyPaste** are based on holding down the command key while typing a couple other letters or numbers. The command key must be held down continuously while you type the other keys.

In the following we use # = any number from 0 to 9

- to Show/Hide the Palette:  
type '⌘ C P' (previous location) or '⌘ C Click' (new location)
- to Show/Hide the Clip Recorder Palette:  
type '⌘ C R'
- to get Help:  
type '⌘ C H'
- to Copy:  
type '⌘ C or ⌘ C #'
- to Cut:  
type '⌘ X or ⌘ X #'
- to Paste:  
type '⌘ V or ⌘ V #'
- to add to the Clip Archives:  
type '⌘ C space' or '⌘ C space #'
- to change the active Clip Set: You can activate one of the ten Clip Sets by typing F10 + #. This hotkey only works when the option "Use F2,F3, F4 Keys" is active (in the preferences).
- to use the Original clipboard: type '⌘ C C' returns to old Mac clipboard in cases where it is needed
- to remove the **CopyPaste** submenus temporarily: Hold down the option or or shift or control key while selecting the menu
- to load the datafork of a file: -drag the file to the Palette while pressing the command key.
- to cut with the Palette: Option click on **C** buttons on the Palette
- to append text to existing text in the clipboard: Shift click on **C** buttons on the Palette.
- to paste and clear the clipboard: Option click on **P** buttons on the Palette.
- to delete a clipboard: Option click on that clipboard on the Palette.
- to load a Clip Archive into the current clipboard: Option select the Clip Archive from the drop down menu.
- Utilities can be given a key command in the **CopyPaste** Preferences in the Utilities Setup area.