TechTip: Expanded Clipboard

THE SITUATION: Did you know that in Office 2000, you can store up to twelve items on the clipboard to paste into a document whenever you want, in any order you want, as many times as you want?

For example, let's say you have a list of items in Word that you would like to rearrange. Using the old system, you would have to CUT and PASTE one item at a time until you were finished. With Office 2000, you can cut twelve items at a time, then paste them back into your document in the order you prefer.

In another example, let's say you are typing up a schedule. The phrases "10:00 - noon" and "1:00 - 2:00 p.m." occur repeatedly. With the old system, you could only copy one of these phrases at a time. As soon as you copied the second time frame, the first would no longer be available. Using Office 2000, a copy of each phrase is retained for you to paste into your document whenever they are needed. Here's how...

WHAT TO DO:

You can continue to use CUT, COPY, and PASTE as you always have for single items. The old methods still work. But when you want to store multiple items to paste into your document later, just follow the steps below:

1. Clipboard is displayed in the upper left hand corner of the Home ribbon. Click the expand icon in the bottom right corner of the clipboard section to view the full clipboard.

2. Select the information you want to move or copy and choose CUT or COPY as you usually do. Each time you choose the CUT or COPY commands, an icon will appear on the Office Clipboard. (If you forget which icon is which, place your cursor on top of one to see a brief description.)

3. To PASTE this information into your document, simply click on the correct icon in the Office Clipboard. A single item can be pasted into a document many times, in more than one document, and using more than one Office program.* You can also
click the **PASTE ALL** button to paste a single copy of every item displayed in the Office Clipboard window.

4. To clear the contents of the clipboard, click on the **CLEAR ALL** button*, or to turn off the Office Clipboard, repeat Step One above.

*Related Information:

- The Office Clipboard is available for pasting in most, but not all, Microsoft Office 2000 programs. For example, PhotoDraw does not support this feature.

- The Office Clipboard will hold up to twelve items at a time. Item number thirteen will overwrite item one on the clipboard.

- Using CLEAR ALL is the only way to delete items from the Office Clipboard. Items cannot be deleted individually.

Enjoy!