

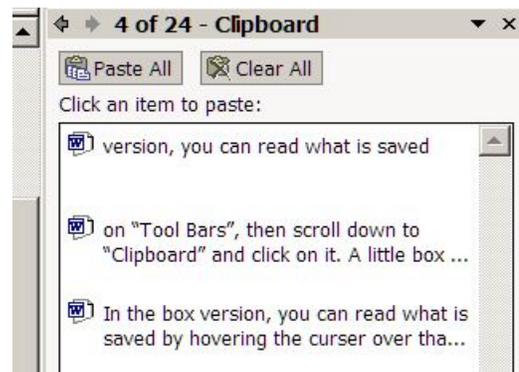
## MICROSOFT WORD CLIPBOARD

Have you ever wished that the Windows Clipboard were more useful? To refresh your memory, when you "Copy" something, it goes into the Computer Hard Drive in a memory location. When you click on "Paste", what you have copied appears where your mouse cursor is located. But when you "Copy" something else, the first thing you copied goes away. How nice it would be if you could have several things copied into memory at once, and any retrievable at will.

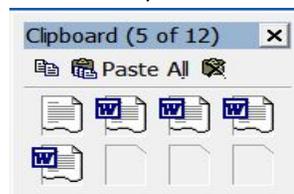
Microsoft Word '97-'03, Word 7, and Word 10 all allow you to do just that.

There are two versions of Word '97-'03 in common use, and the procedures to get to the Word Clipboard are different.

In one version, go to the "Edit Menu" on the top of the page, scroll down and click on "Office Clipboard". An empty pane will appear on the right side of your window, called "Clipboard". It goes the full length of the window, but I only snipped the top portion.



If you do not find Office Clipboard under "Edit", go to the "View Menu" (next to the "Edit Menu"), click on "Tool Bars", then scroll down to "Clipboard" and click on it. A little box appears with the word



"Clipboard" across the top. You can move it around.

These computers have the pane version, but you may have the box version in your computer at home.

In the box version, you can copy up to 12 words or phrases and in the pane version 24.

Try it by selecting each of the 12 first words in the first paragraph, copying each word separately, using the shortcut "Ctrl + c". To select a word, double click on it.

In the box version, you can read what is saved by hovering the cursor over that portion of the clipboard.

You can paste any one of them where the cursor is located by clicking on it. Try one. Click on Paste All and see what happens.

You can clear the box version by clicking on the smaller X in the second line, and the pane version by clicking on "Clear All".

The pane version has an added feature. Move the cursor to the left end of the saved item, on the little bar with the arrow, and click on it. You have a choice of pasting that item, or deleting it without deleting any of the others.



In Word 7 and Word 10, you will find the Clipboard in the 'Home Menu', directly under the word "Home" at the bottom left of the Ribbon. Click on the small X to open the pane, which is similar to the pane version discussed above.

If you copy a thirteenth phrase (or 25<sup>th</sup>), the phrase will go into the last box, or top of the pane, and they will all move up one, and the first or bottom will disappear.

You can save and paste items from other programs, such as Excel. In fact, Excel also has a Clipboard.