

Office XP: The Office Clipboard (Collect and Paste)

Introduction

Your computer contains two clipboards: Windows and Office. When you use the *Windows* Clipboard, you can “collect” only the last item that you cut or copied, but when you use the *Office* Clipboard, you can collect up to 24 items.

After you activate the Office Clipboard, you can cut/copy an item to it from *any* application, but you can paste Office Clipboard items *only* into an Office application (Word, Outlook, Excel, or PowerPoint). Once activated, the Office Clipboard stays active until you close all your Office applications.

⚠CAUTION: Use caution when collecting from and pasting to different documents so that you don’t accidentally bring in extraneous styles, schemes, and formatting codes that could corrupt your document. We recommend that you use **Paste Special** when copying from and pasting to different documents.


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Using the Clipboard Task Pane

To activate the Office Clipboard, open/display the *Clipboard* task pane in any Office application. The collected items remain in the Office Clipboard until you (a) delete them, (b) collect more than 24 items, or (c) close all Office applications.

To open the Clipboard task pane:

- From within any Office XP application, press **CTRL+C** twice.

The *Clipboard* task pane appears, displaying the first words of the copied text (or a thumbnail of a graphic image), and the Clipboard icon  appears in the Notification Area of the Taskbar.

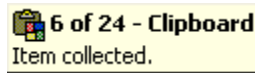
📌NOTE: The Clipboard displays a ‘source application icon’ next to the text or thumbnail to remind you what application the item came from. Unfortunately, the icon may not always be accurate, e.g., the IE icon may appear next to text copied from Word or the Acrobat icon may appear next to an image.

To collect an item to the Office Clipboard:

1. Activate the Office Clipboard by opening the *Clipboard* task pane in any Office application.
2. In any Windows application, select the text or object you want to collect.

3. Copy (**CTRL+C**) or cut (**CTRL+X**) the item.

The selected item appears at the top of the Office Clipboard (in any Office application), and a Status message appears above the Notification Area.



⚠ CAUTION: If you collect a 25th item, Word deletes the oldest item without warning.

To paste an item from the Office Clipboard:

1. Move the cursor to the point in the document where you want the item inserted.
2. In the *Clipboard* task pane, click the item you want to paste.

The item is copied to the Windows Clipboard, pasted into the document, and, if text, the **Paste Options** button appears next to it.

3. If the pasted text came from another document, click the **Paste Options** button and select **Keep Text Only**.

⚠ CAUTION: If the **Keep Text Only** option is not available, switch to the *Styles and Formatting* task pane and click **Clear Formatting** (see “Styles and Formatting Task Pane.”)

The formatting and extraneous codes are stripped from the selection.

To paste all items from the Office Clipboard:

1. With the *Clipboard* task pane open, click in the document at the point you want the items to appear.

2. Click the **Paste All** button. 

All items in the Office Clipboard are pasted in the order in which they were copied to it.

⚠ CAUTION: Since the **Paste Options** button does not appear when using this command, we recommend you use this only when copying and pasting within the same document.

To delete an Office Clipboard item:

1. In the *Clipboard* task pane, right-click the item you want to delete.

A shortcut menu appears.

2. Click **Delete**.

⚠ CAUTION: If you delete the top item, the Windows Clipboard is cleared.

To delete all Office Clipboard items:

- In the *Clipboard* task pane, click the **Clear All** button. 

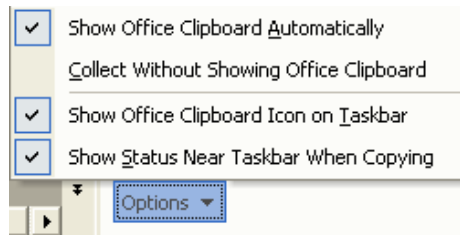
⚠ CAUTION: There is no **Undo** option for this. (This also clears the Windows Clipboard.)

Clipboard Options

There are two options you can set to change how the Office Clipboard works and two options to change notification settings. We recommend that you keep the notification settings checked, because these indicate when the Clipboard is active.

1. To change the Clipboard options, at the bottom of the *Clipboard* task pane, click the **Options** button.

A shortcut menu appears.



2. Click an item to check or uncheck it, noting the following:

- **Show Office Clipboard Automatically**


- ◆ Checked: The *Clipboard* task pane appears when you copy two items in a row.
- ◆ Unchecked: The *Clipboard* task pane appears *only* if you manually open it.

📌 NOTE: If the *Clipboard* task pane appears automatically and you close the pane without using it, Office unchecks this option.

- **Collect Without Showing Office Clipboard**

- ◆ Checked: The Office Clipboard is activated when you open any Office application, but the *Clipboard* task pane does not appear unless you manually open it.
- ◆ Unchecked: The Office Clipboard is activated only when you open the *Clipboard* task pane in any Office application.

- **Show Office Clipboard Icon on Taskbar**

- ◆ Checked: The Clipboard icon  appears in the Notification Area of the Taskbar whenever the Office Clipboard is active. (You can double-click the icon to open the Clipboard task pane.)

- **Show Status Near Taskbar When Copying**
 - ◆ Checked: Each time you collect an item to your Office Clipboard, a message box appears at the bottom right of your display.

