

## COPYING AND PASTING WITH THE CLIPBOARD TASK PANE

In the Clipboard Task Pane, up to **24 items** can be collected. The **Clipboard Task Pane** is used to view a thumbnail of any item that can be cut or copied by an Office 2003 program, such as text, graphics, and photographs. The top of the Office Clipboard Task Pane will show the number of items that have been placed into the Clipboard.

### DISPLAYING THE CLIPBOARD TASK PANE

- ✦ To view the **Clipboard Task Pane** do one of the following:
  - ✦ Click the down arrow at the top of the Task Pane and click **Clipboard**.
  - ✦ Click **Edit** on the **Menu Bar** and then click **Office Clipboard**.

### USING THE CLIPBOARD TASK PANE

- ✦ Cut or copy an item to the Clipboard, by using the **Cut** or **Copy** features listed below.
  - ✦ Select the text or graphic that is to be cut or copied and then click the **Cut** or **Copy** button on the toolbar.
  - ✦ Select the text or graphic that is to be cut or copied, click **Edit** on the **Menu Bar** and then select either **Cut** or **Copy**.
  - ✦ Select the text or graphic that is to be cut or copied, right-click in the selected area, and then click **Cut** or **Copy**.
- ✦ Once the items are in the **Clipboard Task Pane**:
  - ✦ The items can be previewed.
  - ✦ Individual items to be pasted can be selected.
  - ✦ All the items from the clipboard can be pasted at one time.
  - ✦ The items on the **Clipboard** can be deleted one at a time.
  - ✦ All the items can be deleted at one time.
- ✦ To **Paste** the item into the document at the insertion point:
  - ✦ Click the item. The item will be added to the document.
  - ✦ Click the drop-down arrow that appears when the Mouse Pointer hovers over the item.
    - Select **Paste** to add the item into a document.
    - Select **Delete** to remove the item from the clipboard.
- ✦ Click the **Paste All** button at the top of the **Task Pane** to **paste** all the items on the **Clipboard** into the document at the insertion point.
- ✦ Click the **Clear All** button to **remove** all the items from the Office Clipboard.
- ✦ Click the **Options** button at the bottom of the Task Pane to select from the following options:
  - ✦ **Show Office Clipboard Automatically** – When a check mark appears next to this item, it means that the Office Clipboard will display automatically whenever an item is copied.
  - ✦ **Show Office Clipboard When Ctrl + C Pressed Twice** – Click this item to have the Office Clipboard display automatically when CTRL + C is clicked twice.
  - ✦ **Collect Without Showing Office Clipboard** – With this option checked, items can be copied or cut from a document without automatically displaying the Office Clipboard.



- ✦ **Show Office Clipboard Icon on Taskbar** - A check mark beside this item means that the Office Clipboard icon will display in the status area of the system taskbar when the Office Clipboard is active.
- ✦ **Show Status Near Taskbar When Copying** - To display the collected item message when copying items to the Office Clipboard, select this item.