Clipboard Commands

To get help with a particular command, choose the appropriate menu.

File Menu Commands

Open
Save As
Exit

Edit Menu Commands

Delete

Display Menu Commands

Auto
(Format Names)

File Menu Commands

Open

Opens a Clipboard file and shows the contents in the Clipboard window.

Related Topics
Saving and Opening Clipboard Files

Save As

Saves the Clipboard contents in a file.

Related Topics
Saving and Opening Clipboard Files

Exit

Closes the Clipboard window and exits Clipboard.

Edit Menu Commands

Delete

Clears the contents from the Clipboard window.

Related Topics
Freeing Memory

Display Menu Commands

Auto

Displays the Clipboard contents in the format it had when placed onto Clipboard.

Related Topics

Viewing Clipboard Contents in Other Formats

(Format Names)

Displays the Clipboard contents in a specified format.

Related Topics

Viewing Clipboard Contents in Other Formats

active

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

full-screen application

A non-Windows application that uses the entire screen--rather than a window--to run in the Windows environment.

non-Windows application

Applications that were not designed to run in Windows. Non-Windows applications do not necessarily conform to Windows user-interface standards.

Task List

A window that shows all the applications you have running and lets you switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing Ctrl+Esc.

Clipboard Procedures

The Procedure topics give you step-by-step instructions for using Clipboard. To learn how to use Help, press F1 or choose Using Help from the Help menu.

Procedures

Transferring Information When Running Windows Applications
Transferring Information When Running Non-Windows Applications
Freeing Memory
Viewing Clipboard Contents in Other Formats
Saving and Opening Clipboard Files

Transferring Information When Running Windows Applications

The Cut, Copy, and Paste commands found in most Windows applications let you copy or move information within a document, between documents, or between applications.

To copy or move information:

1 Select the information.

2 Choose Copy from the Edit menu to copy the information.

   Or choose Cut from the Edit menu to move the information.

3 Place the insertion point where you want the information to appear.

   Or move to another document or application. Then place the insertion point.

4 Choose Paste from the Edit menu.

Related Topics

<u>Transferring Information When Running Non-Windows Applications</u>

Transferring Information When Running Non-Windows Applications

When running a <u>non-Windows application</u> in a window, you can copy selected information, the window, or the entire screen onto Clipboard. When running a <u>full-screen application</u>, you can copy only the entire screen onto Clipboard. (To run a non-Windows application in a window, you must run Windows in 386 enhanced mode. If Windows is running in standard mode or real mode, a non-Windows application can run full-screen only.)

You can only paste text into a non-Windows application.

To copy selected information:
1 Select the information.
2 Select Edit from the Control menu.
3 Choose Copy.

To copy the window onto Clipboard:
* Press Alt+PrtSc.

To copy the screen onto Clipboard:
* Press PrtSc.
   This procedure works only for non-Windows applications that are not running in graphics mode.

To paste into a full-screen application:
1 Copy the information onto Clipboard.
2 Start the application.
3 Place the insertion point where you want the information to appear.
4 Press Alt+Esc to switch to another Windows application or icon.
5 Select the Control menu for the destination application's icon.
6 Choose Paste from the Control menu.
   Or select Edit from the Control menu if you are running the application in 386 enhanced mode. Then choose Paste.

To paste into a windowed application:
1 Copy the information onto Clipboard.
2 Start or select the application.
3 Place the insertion point where you want the information to appear.
4 Select Edit from the Control menu.
5 Choose Paste.

Related Topics
<u>Transferring Information When Running Windows Applications</u>

Freeing Memory

Since Clipboard stores information in multiple formats, you might free memory by clearing the Clipboard contents.

To clear the Clipboard contents:

1 Start or open Clipboard.

2 Choose Delete from the Edit menu.

Related Topics
<u>Viewing Clipboard Contents in Other Formats</u>

Viewing Clipboard Contents in Other Formats

Clipboard stores information in multiple formats so that you can transfer information between applications that use different formats.

To view the Clipboard contents in another format:

*   Choose a format name from the Display menu.

To return to the first format that was displayed:

*   Choose Auto from the Display menu.

Related Topics
<u>Freeing Memory</u>

Saving and Opening Clipboard Files

To save a file:

1 Choose Save As from the File menu.

2 Enter a filename.

3 Choose OK.

To open a file:

1 Choose Open from the File menu.

2 Enter a filename.

3 Choose OK.

Clipboard Help Index

The Index lists the Help topics available for Clipboard. Use the scroll bar to see topics not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Keyboard
Clipboard Keys

Commands
Display Menu Commands
Edit Menu Commands
File Menu Commands

Procedures
Freeing Memory
Saving and Opening Clipboard Files
Transferring Information When Running Non-Windows Applications
Transferring Information When Running Windows Applications
Viewing Clipboard Contents in Other Formats

Clipboard Keys

Use the following keys in performing tasks involving Clipboard:

Key(s)	Function
Shift+Del	Cuts the selection from a Windows application and places it onto Clipboard.
Ctrl+Ins	Copies the selection from a Windows application and places it onto Clipboard.
Shift+Ins	Pastes the Clipboard contents into a Windows document.
Del	Clears the Clipboard contents.
PrtSc	Copies the entire screen onto Clipboard.
Alt+PrtSc	Copies the <u>active</u> window onto Clipboard.
Alt+Esc	Switches to the next application window or icon.
Ctrl+Esc	Opens the <u>Task List</u> dialog box.