



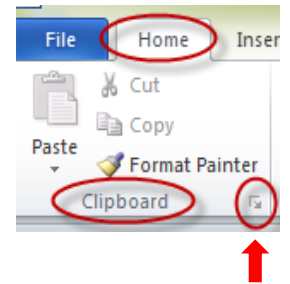
Word/Excel/PowerPoint: Storing & Using Multiple Clipboard items

People often (mistakenly) think that you can only store one piece of information at a time in the Windows CLIPBOARD: and when you cut or copy a new item...you lose the first item. Not true. You can store up to 24 items in the Windows Clipboard. And access any of them throughout your day.

This allows you to paste something you copied an hour ago – or alternate back and forth between pasting a few different items. Cool.

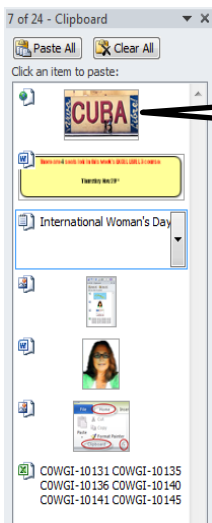
How is it possible that the Clipboard can hold more than one item? Easy peasy – just display the CLIPBOARD PANE!

On the HOME tab, the very first section of the ribbon in Word, Excel and PowerPoint is the CLIPBOARD section.



Click the diagonal drop-down arrow (bottom-right corner of the Clipboard section) – and the CLIPBOARD PANE will appear down the left-side of your screen.

As long as it is displayed, whenever you copy or cut anything (text, graphic – you name it) – that item will be ADDED to the Clipboard Pane.



Just click the item you want.

So...when you want to PASTE one of these items listed in the Pane – just select (by clicking *once*) that item in the Clipboard Pane and voilà (that's French) – it appears in your document.