



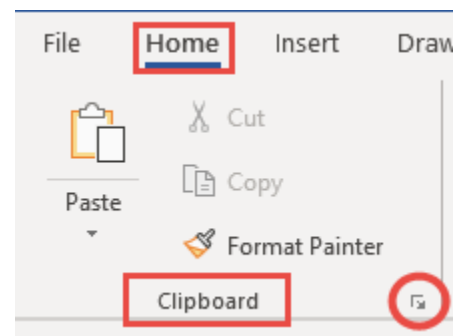
Microsoft Office: Supercharge the Clipboard

Scenario: You are copying and pasting text here and there – but there are a few (different) items that you would like to re-paste. But [CTRL] V only remembers the last item you copied/cut. You need to paste various items repeatedly – without repeating the select/copy/cut steps.

Solution: Actually, the Clipboard will remember that last 24 (yes, you read it right 24) items you have cut/copied. You just need access to them.

NOTE: do this before you need to start multi-pasting.

1. Make sure you're on the HOME tab.
2. The very first section of the ribbon is the CLIPBOARD section.
3. Click the dialog box launcher (little diagonal arrow – circled here) located at the bottom-right corner of the CLIPBOARD section. The CLIPBOARD pane will display down the left-hand side of your window.
4. As long as the CLIPBOARD pane is displayed, every time you cut or copy (text, images, symbols – whatever!) it will appear as an individual entry in the CLIPBOARD pane.
5. To paste an item from the CLIPBOARD pane to your document – just place the cursor where you want the text/image/item – and click on that item in the CLIPBOARD pane. There it is.



By the way – if you close the CLIPBOARD pane (by clicking the X at the top-right corner of it) – then re-open it...you're items will still be there. "Even if I close the document that I was using when I cut/copied the stuff in there in the first place?" Yes – even if.

"Even if I shut down Word? And start it up again?" Yes – even if.

"Even if I shut down my computer and come back the next day?" No – now you're being silly.

