

Using the Clipboard in Windows to transfer pictures or text between applications

Use the clipboard to to;

- copy **text** from a webpage or document to the clipboard

Highlight the text

Menu Bar: Edit -> Copy

Keyboard: Ctrl + C

- cut **text** from a document

Highlight the text

Menu Bar Edit -> cut or

Keyboard: Ctrl + X

- copy a **picture** from a document or the Internet

Right Click on the picture

Paste text from the clipboard into another document, or even into the same document.

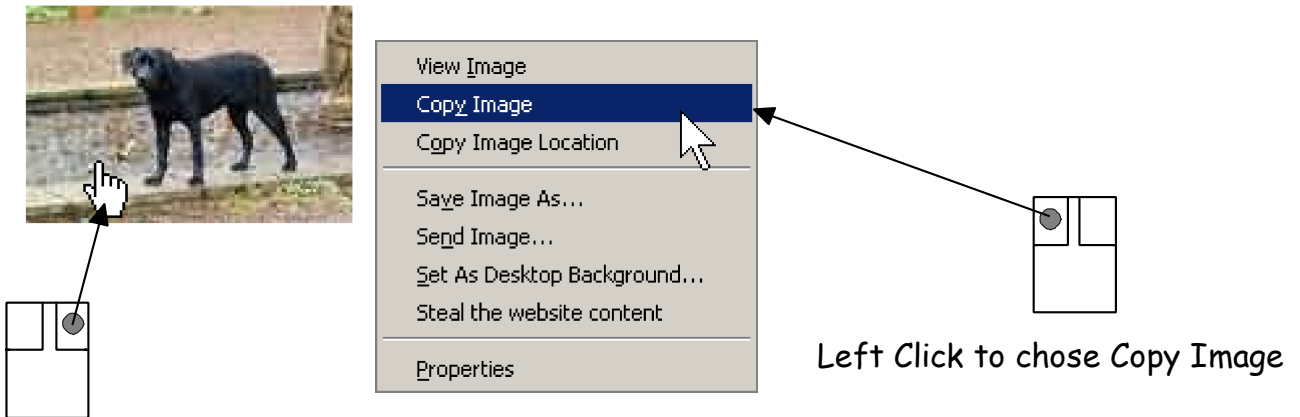
Use

Menu Bar: Edit ->

Paste

Keyboard: Ctrl + V

Paste a picture from the clipboard in the same way



Things to remember about the clipboard in Windows

- It remembers only the last thing that was placed on it
When a new item is copied to it the old one is lost.

- It is not very easy to see the contents of the clipboard.

- The clipboard is there all the time, independent of all applications.
It retains its contents after an application is closed down. Its contents will not survive resetting the computer.