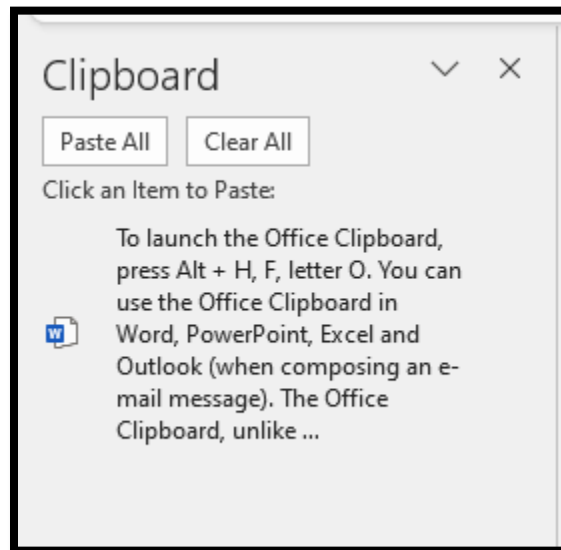




## Office Clipboard Options

To launch the Office Clipboard, press Alt + H, F, letter O. You can use the Office Clipboard in Word, PowerPoint, Excel and Outlook (when composing an e-mail message).

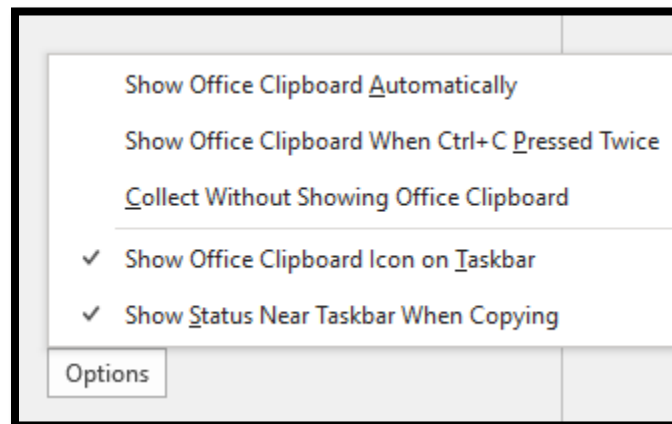
Figure 1 Office Clipboard.



The Office Clipboard, unlike the Windows Clipboard that we're used to using, holds up to 24 items including formatted text, and images with Alt Text tables and columns (although you will need to restructure columns once they are pasted into another document).

At the bottom of the Office Clipboard is an Options button.

Figure 2 Office Clipboard Options.





The options are:

- Show Office Clipboard Automatically (A).
- Show Office Clipboard When Ctrl + C Pressed Twice (P).
- Collect Without Showing Office Clipboard (C).
- Show Office Clipboard Icon on Taskbar (T). This is checked by default.
- Show Status Near Taskbar When Copying (S). This is also checked by default.

I've used Footnotes in these tutorials so that if the document is printed, people can read the long web address. This is a workaround that you can use in documents where you can add Footnotes.

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