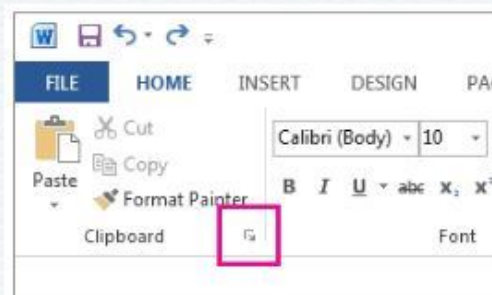LSA
Tech-Tips

Tips and useful information for
Members & Staff of the South Carolina State Legislature

Use the Office Clipboard

The Office Clipboard can store the last 24 items of text and/or graphics that you copy or cut from any program, and it lets you paste the stored items into any other Office file.

1. From any Office program, open the Clipboard by selecting the Home tab, then click the launcher in the lower-right corner of the Clipboard group.

2. Select the text or graphics you want to copy, and press Ctrl+C.

    Each selection appears in the Clipboard, with the latest at the top.

    Repeat until you've copied all the items you want to use.

3. In your document, click where you want to paste the item.

4. Options:

    Click the down arrow next to the item you want to paste, and click Paste.

    To paste everything in the Clipboard to selected area in your document, click Paste All.

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