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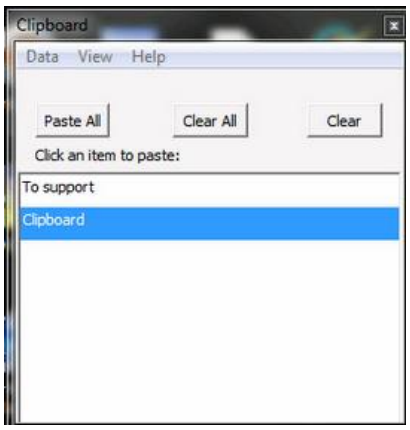
1. Clipboard manual

1.1. Introduction

Clipboard application is designed to support the function **Copy/Paste** for all applications under Windows operating system, including Delphi. It allows you to place several entries in the copy buffer, select among them, and then **Paste**.

It's possible to download the application by going to *Clipboard, application* on MUSIT's download page. The best way to organize your application is as follows: Create a folder on the desktop with the name *Clipboard*. Save the application in the folder and, if necessary, start it from this location. For more detailed explanation, see Backup.

Once the application is open, it runs as a background program. Here you'll see a Clipboard window on the screen showing all copied entries.

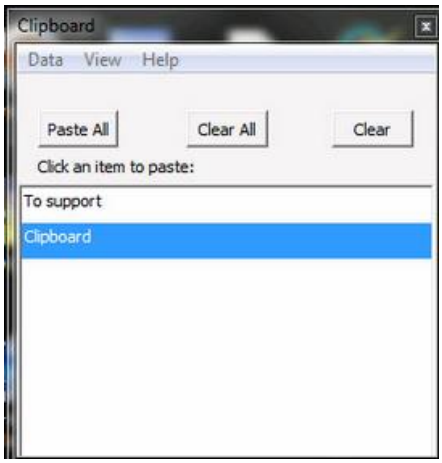


1.2. How it works

Clipboard window shows the application buffer. To copy text to the buffer, select the text, press **Ctrl+C,** and then **Ctrl+Shift+C**. The text should now appear in the buffer. You can place in the buffer as many entries as you wish. In the list of copied entries, the most recent entry appears topmost, and so on down.

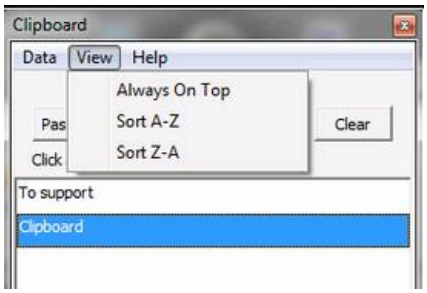
Select the entry you want and press **Ctrl+V** to paste it in the context.

You can paste all the entries at the same time. In this case, simply click **Paste All**. To delete an entry, mark the entry and click **Clear**. To clear several entries at the same time, select the entries you want to clear and click **Clear**. You can also clear all entries with **Clear All**.

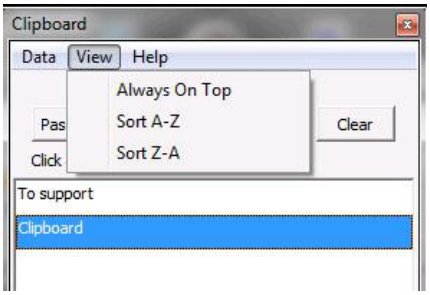


If you repeat the copying of an entry the old copy will be deleted. At the same time the new copy will be placed on the top of the list. Be careful here: Even adding an extra space between two words or at the end of a sentence will result in an unwanted second copy of your file.

The entries can be sorted; you can specify their order by **View/Sort A-Z** or **View/Sort Z-A**.



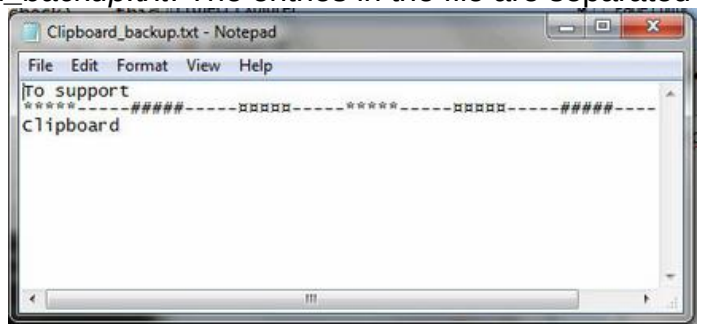
To keep the Clipboard application on top of the screen simply select **View/Always On Top**.



You can switch off the function in the same way.

1.3. Backup

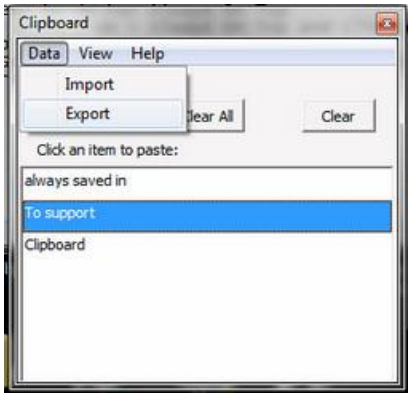
All the entries in the clipboard buffer are saved in a text backup file. The backup file name is *Clipboard_backup.txt*. The entries in the file are separated by a line



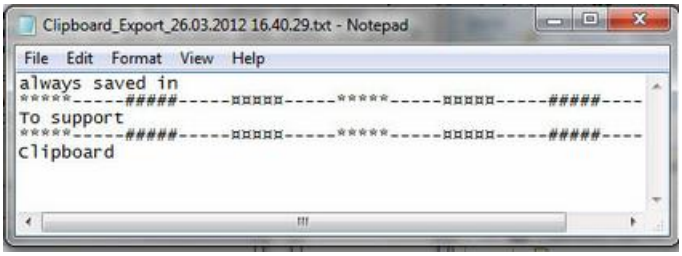
The backup file is saved in the same folder as the application. That is why it is convenient to create a separate folder for Clipboard application under download.

1.4. Export and Import

You can create an export file at any time. This is convenient when you are working with some special copied objects and would like to save them for a future work session. In this case, click **Data/Export**.

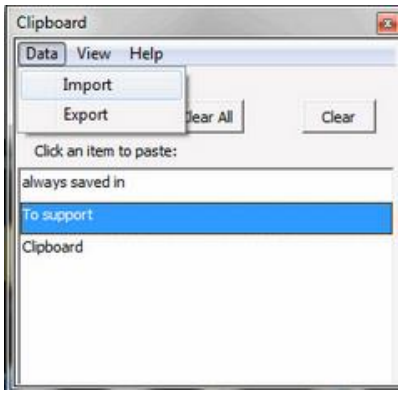


The file will be saved as *Clipboard_Export_Date_Time.txt*.



You can give a custom name to the file.

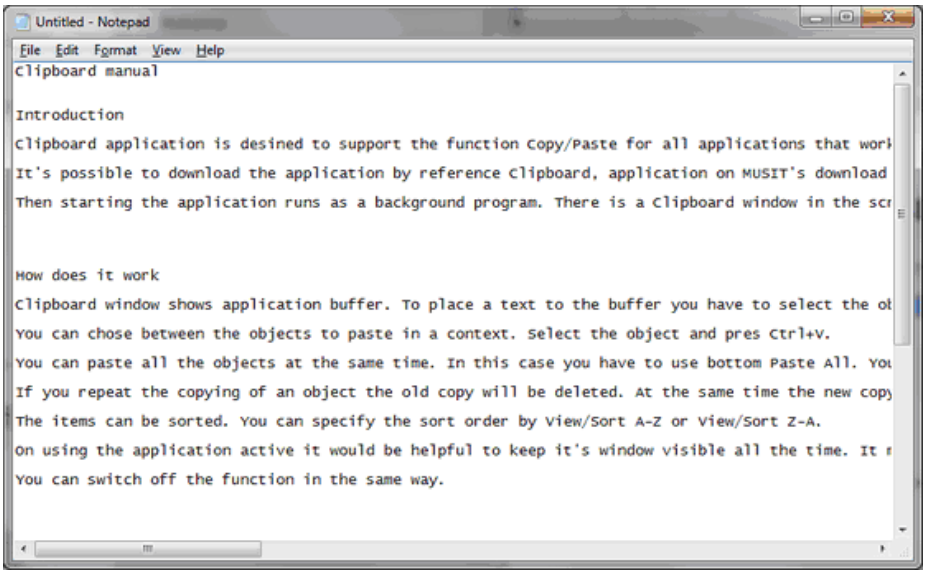
If you want to use an export file choose the function **Data/Impor**t and specify the file name.



1.5. Advanced Import

You can also prepare your own files for import to the Clipboard. To do this, proceed as follows:

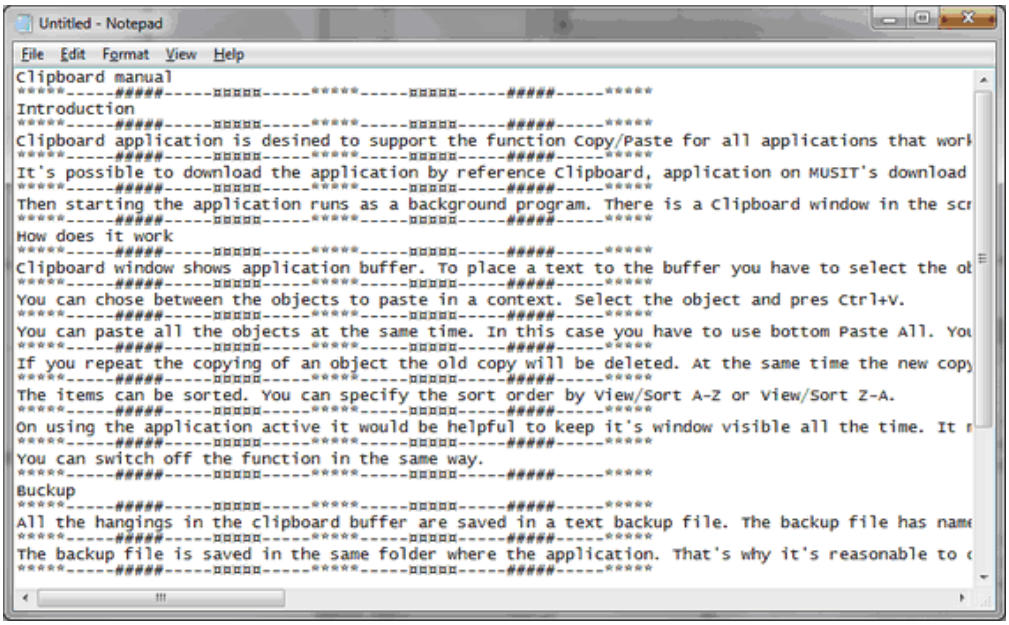
1) Copy your document to the Notepad application.



2) To “cut” portions of your document, copy the selected portion and insert from the *Clipboard_backup.txt* separating line.

*****-----#####-----¤¤¤¤¤-----*****-----¤¤¤¤¤-----#####-----*****

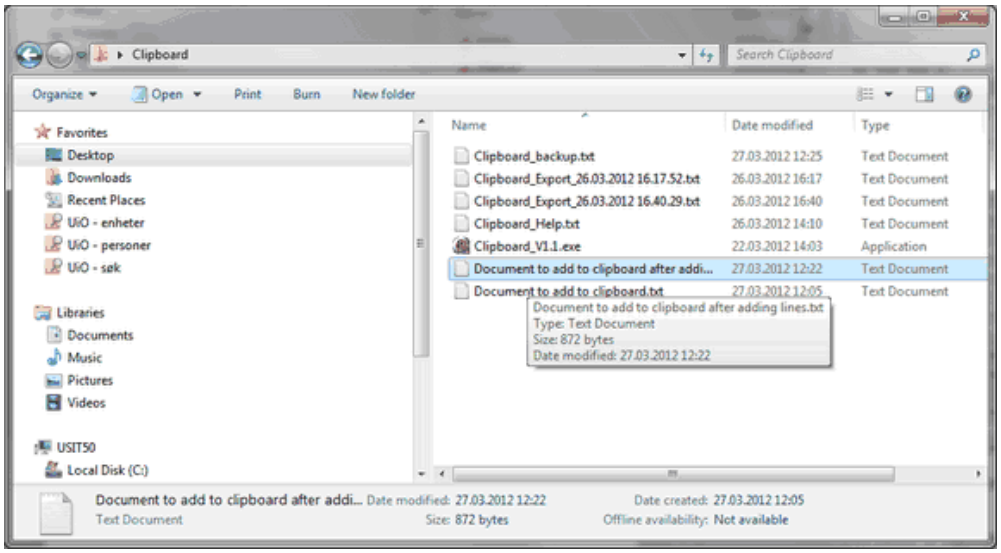
It looks like



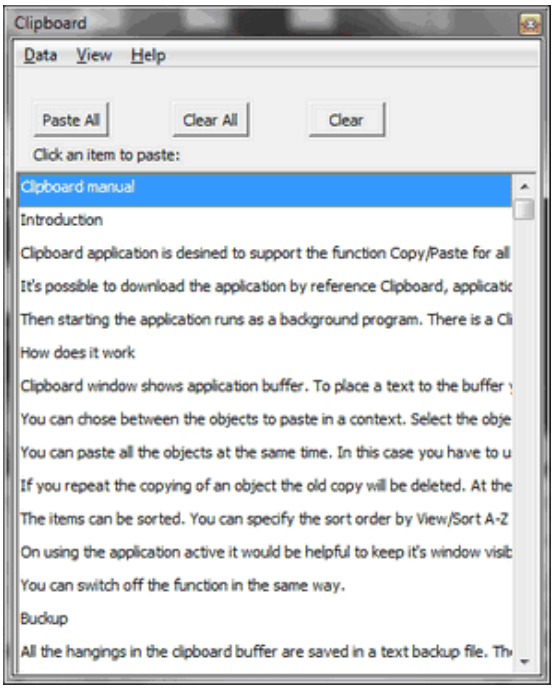
3) Save the document in the Clipboard folder under an appropriate file name.

4) Open the Clipboard window and clear the Clipboard window by selecting **Clear All**.

5) Choose **Data/Import**. Browse the file in the clipboard folder.



And double-click on the file name.


Clipboard
Data View Help
Paste All
Clear All
Clear
Click an item to paste:
Clipboard manual
Introduction
Clipboard application is desined to support the function Copy/Paste for all
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