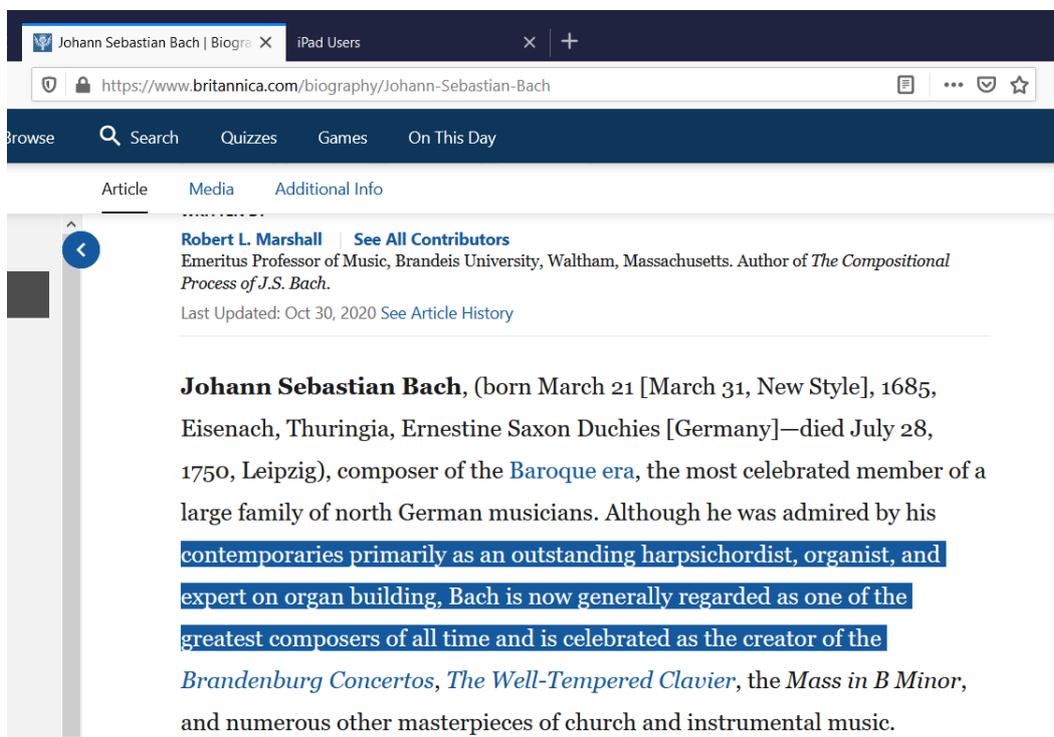


**COPY AND PASTE (quick method)**

Highlight the text you wish to copy (by clicking and dragging the cursor over the text), e.g. this bit of text on a web page.

You can also copy any content, including pictures etc.



To highlight a word, just double-click it.

To highlight a paragraph, triple-click in it.

To make the copy, hold down the Control (Ctrl button on your keyboard) while you press the c.

This action copies the item to the invisible clipboard where it waits for you to paste it.

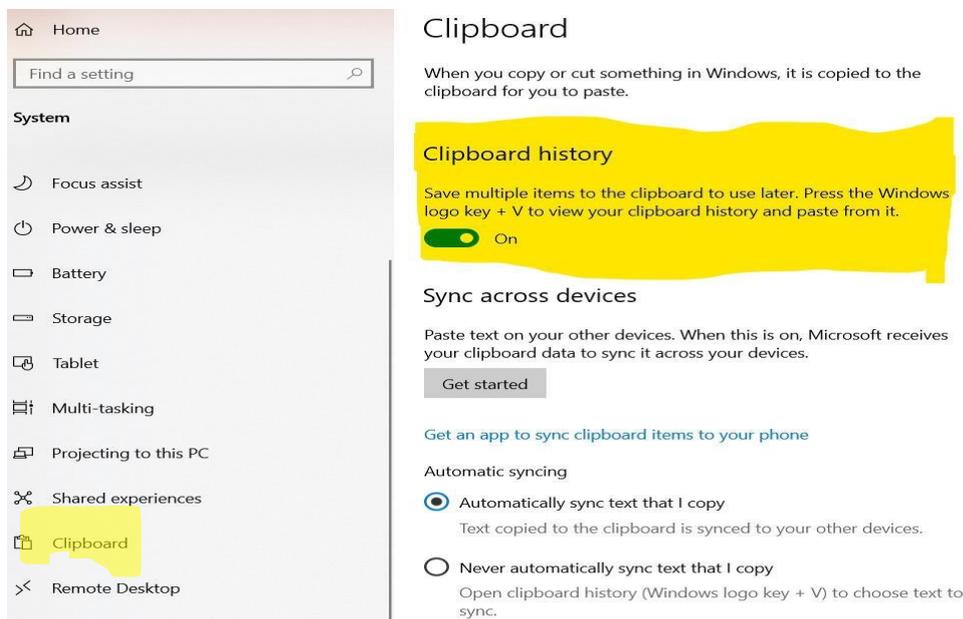
To paste the item, put your cursor where you want it to appear and holding down Ctrl press v.

The Windows Clipboard only keeps one copied item at a time. But this can be changed to keep a record of copied items that you might want to paste again.

First open "Settings" by holding down the Windows key  while clicking i (small i)

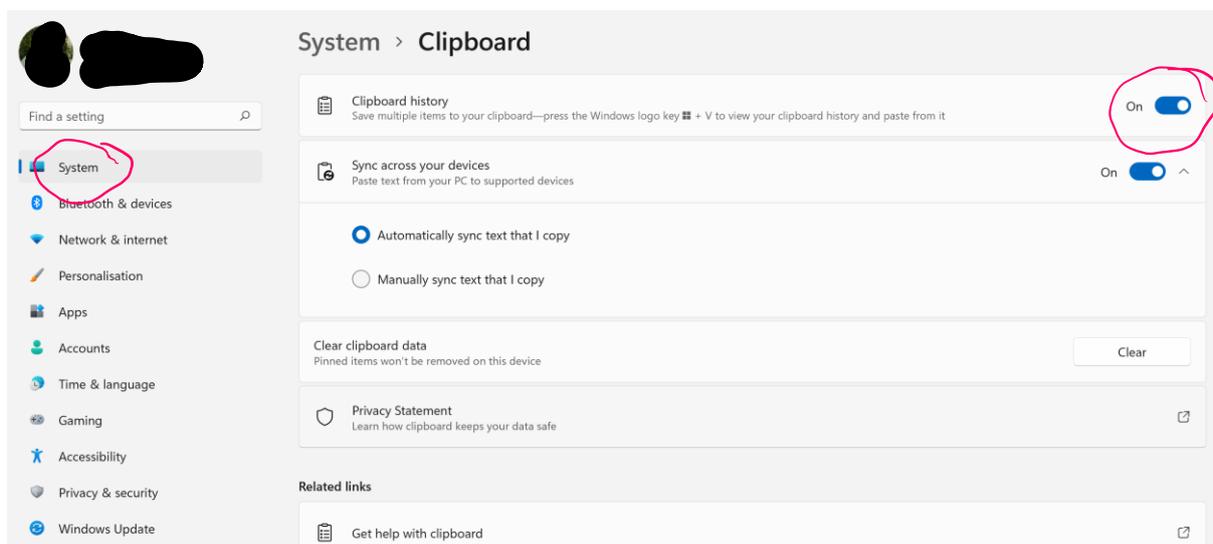
Click on "System" and then on "Clipboard". Then turn on "Clipboard History".

## Windows 10



The screenshot shows the Windows 10 Settings application. On the left, the 'System' category is selected, and the 'Clipboard' option is highlighted. The main pane shows the 'Clipboard' settings. The 'Clipboard history' section is highlighted in yellow, showing a toggle switch that is turned 'On'. Below it, the 'Sync across devices' section is visible, with the 'Automatically sync text that I copy' option selected.

## Windows 11



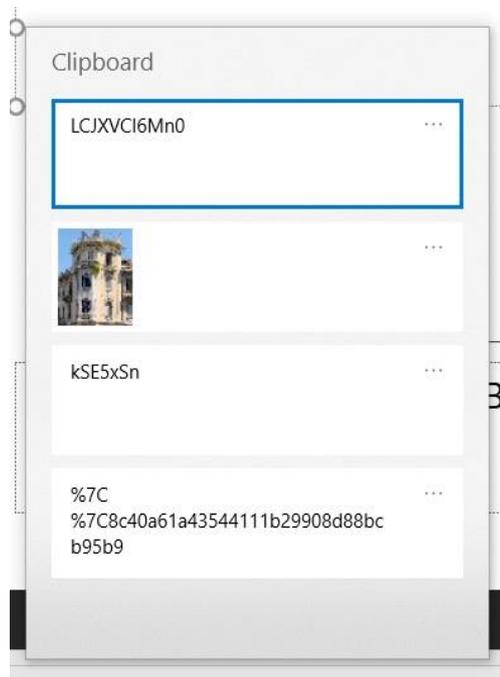
The screenshot shows the Windows 11 Settings application. The 'System' category is selected, and the 'Clipboard' option is highlighted. The main pane shows the 'Clipboard' settings. The 'Clipboard history' toggle is circled in red and is turned 'On'. Below it, the 'Sync across your devices' section is visible, with the 'Automatically sync text that I copy' option selected.

Close "Settings" by clicking on x in the top right corner, as usual.

After this adjustment in "Settings" you can copy items as described above. Copy =Ctrl + c **but when pasting, hold the Windows key and click v**



This puts up a menu choice of items to copy, like this:



Click on the item that you wish to paste.

Each day's clipboard items are kept until they are cleared when you switch off your computer.

If you want to keep a copy of something you regularly want to type, you can pin an item in the clipboard history by clicking on the three little dots to the right of the item and pinning it in the history menu.

**This procedure does look a bit complicated, but once done, you are set up with a history of copied items each day.**