



computer  
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Helping YOU Use Computers More Efficiently

## STUPID COMPUTER TRICKS

### Clipboard

The clipboard is a program that is constantly running in the background of your computer. Many of you are familiar with the Ctrl+C for copy, Ctrl+X for cut, Ctrl+V for paste.

The clipboard is capable of holding only one item at a time, so at any time it is holding the last item cut or copied. Anything you Cut or Copy displaces that item in the Clipboard. Then you can Paste that item, be it text or picture, into another document.

The clipboard can be a little mysterious because we rarely if ever actually see the clipboard. Trust that it exists and is always ready to hold anything you cut or copy.