Windows 10's New, Improved Clipboard

The Windows 10 October 2018 update gave Windows Clipboard new and improved functionality. To begin using this functionality you'll need to activate Clipboard History, and here's how:

Start ( ) > Settings ( ) > System > Clipboard > "Turn on Clipboard History".

Now when you cut or copy items such as text, images, hyperlinks, etc. they will be stored in the Clipboard History. Press Win Key + V to open a list of items in the Clipboard History.

Managing Clipboard Items

Items that you delete or copy are added to your clipboard and remain there until you either:

- Choose to delete then one by one

- Choose to delete all entries on your clipboard

- Turn off or restart your computer

When you open your clipboard history all items currently on your clipboard are listed from the most recently copied or deleted to the oldest item present. To use any item in the history you first give it an insertion point by placing a blinking text cursor where you want the item inserted. Then you double left click on the item being inserted from the clipboard history. This will copy the clipboard item into the location you previously chose. The item being copied remains on the clipboard for further use.

Deleting Clipboard Items

To delete an item from the Clipboard History click on the three dots in the right upper corner of the clipboard entry and click "Delete". To delete all unpinned clipboard entries you can either click on the three dots in the right upper corner of the clipboard entry and click "Clear All" or go to:

Start ( ) > Settings ( ) > System > Clipboard > "Clear Clipboard Data"

You can also delete all unpinned clipboard entries by powering down or restarting your computer.

Pinning a Clipboard Item

Items can also be pinned to the clipboard. This is a good way to make sure clipboard items which you want to keep don't get deleted inadvertently. A pinned item **will no**t be deleted when you click on "Clear All" or "Clear Clipboard Data" as outlined above or when you power down or restart your computer. A pinned item **will** be deleted if you click "Delete" as described above.

Syncing Clipboard History

You can sync your clipboard history across all your Windows 10 devices. To do this each Windows 10 unit you want to sync must be updated enough to have the Clipboard History option and each unit to be synced must have Automatic Syncing turned on.