

## Copy and Paste Using Office Clipboard

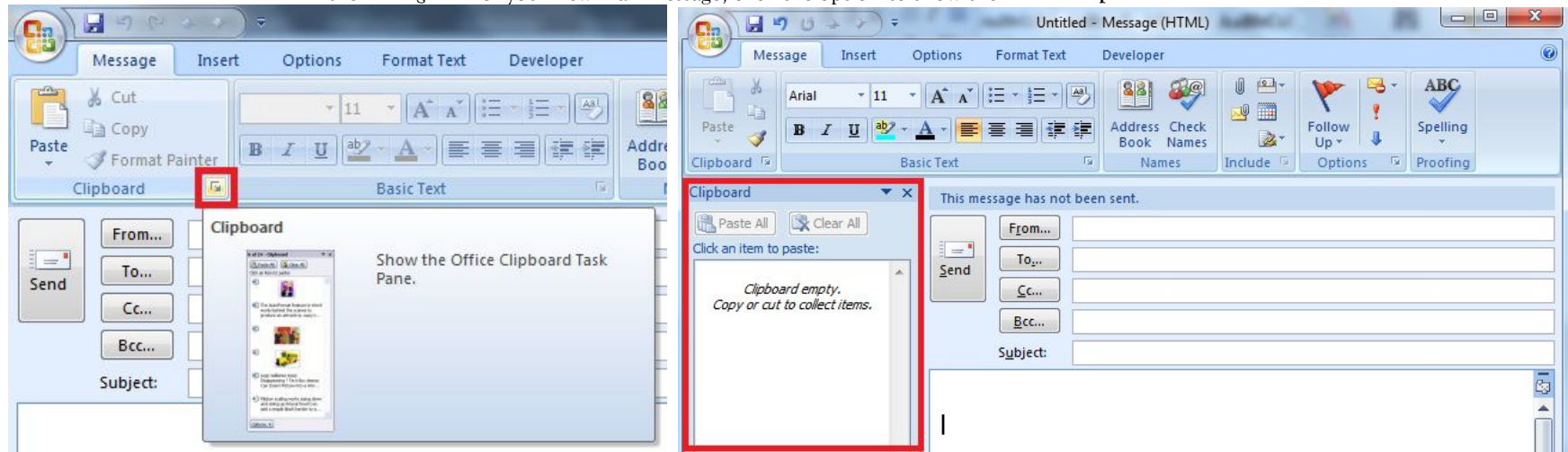
The Office Clipboard allows you to copy up to 24 multiple text and graphical items from Office documents or other programs and paste them into another Office document. For example, you can copy text from an e-mail message, data from a workbook or datasheet, and a graphic from a presentation and then paste them all into a document.

[Click here](#) to learn how to use Office Clipboard for Outlook.

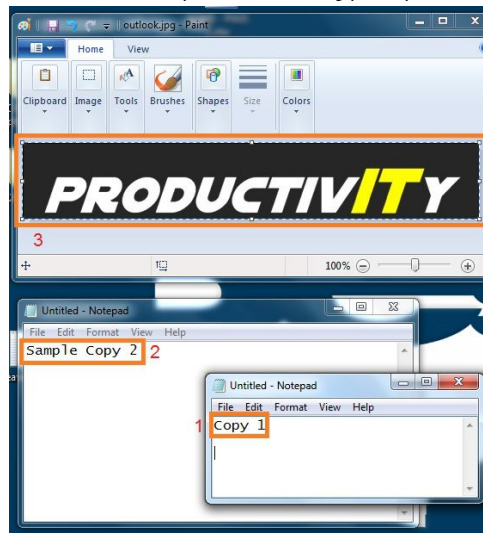


Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

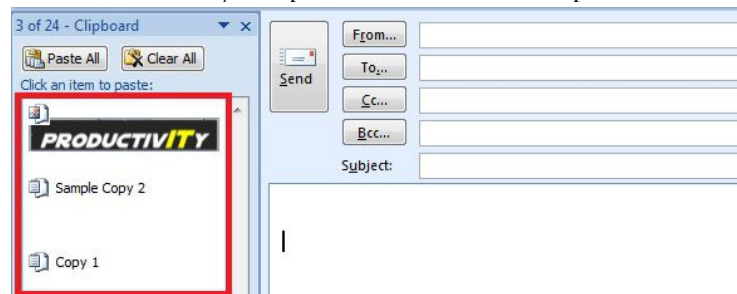
1. In the Message Tab of your new mail message, click the option to show the Office Clipboard Task Pane.



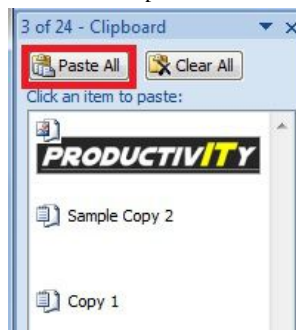
2. Select the items you want to copy for your message.



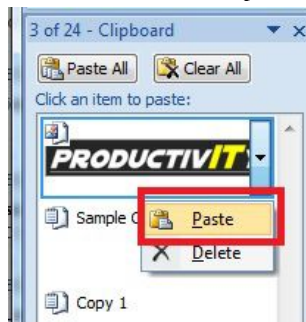
3. Items you copied will be listed in the clipboard.



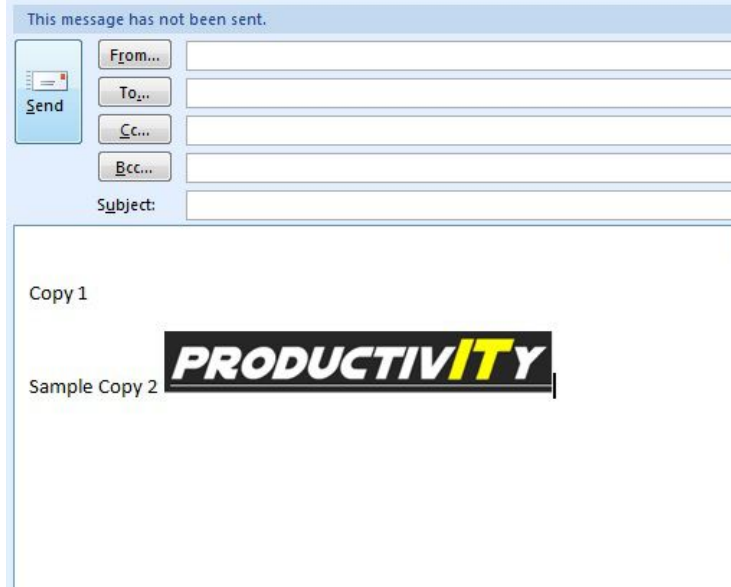
4. To paste the items from the clipboard to your message:  
4.1 Click **Paste All** button to paste all items in your clipboard.



4.2 Place the cursor to your selected item and click **Paste** when the option appears or simply by *double clicking* on that item.



5. After clicking paste/paste all, items will appear in your message.



**Note:** Collected items remain on the Office Clipboard until you exit all Office programs that are running on your computer or click Clear All in the Clipboard task pane. For more information, see Delete items from the Office Clipboard.

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