

INSTALLING A CLIPBOOK VIEWER

Beginners' Kaffee Klatch
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Each earlier version of Windows has a Clipboard Viewer that can be found in the Accessories folder. In Windows XP, the applet (small application) is called the **ClipBook Viewer**, but it isn't located in the Accessories folder and it isn't easy to find. Like the earlier Clipboard Viewers, the Windows XP **ClipBook Viewer** shows you the information you have copied to the Clipboard. However, unlike the earlier Clipboard Viewers, you can store information **permanently** in your **Local ClipBook**, which is a part of the ClipBook Viewer. The Local ClipBook opens when you start ClipBook Viewer.

ClipBook Viewer Overview

When you cut or copy information from a file, it is moved to the Clipboard and remains there until you clear the Clipboard, or until you cut or copy another piece of information, or until you shut down your computer. The Clipboard window in **ClipBook Viewer** shows the contents of the Clipboard. You can paste the information from the Clipboard into any file as often as you like. However, the information is only stored on the Clipboard temporarily. On the other hand, using XP's **ClipBook Viewer**, you can cut or copy information from one source and store it in a mini-file that you can name, **save**, and use again. In other words, you can paste the text or graphic that you copied into the Clipboard into a permanently saved ClipBook file.

How to Make the ClipBook Viewer Available on Your Computer

Since the ClipBook Viewer isn't listed in the Accessories folder on the Start menu in Windows XP, you need to create a shortcut to it on your desktop:

Right-click your desktop, point to New, and then click **Shortcut**.

Click **Browse**.

Click **+ sign** to the left of **My Computer** to expand the folder's contents.

Click **+ sign** to the left of **Local Disk (C)** to expand the folder's contents.

Click **+ sign** to the left of **Windows** to expand the folder's contents.

Click **+ sign** to the left of **i386** to expand the folder's contents.

Click the **Clipbrd** icon. (see Special Note below)

Click **OK**.

Click **Next**. Name the shortcut : ClipBoard Viewer

Click **Finish**.

Your new ClipBoard Viewer shortcut will now appear on your desktop. From the desktop, you can move the shortcut to a target area of your choice, e.g., the Accessories folder, your Start Menu or your Quick Launch. (Each choice will be demonstrated during the BKK presentation.)

Note: On some Windows XP systems, the Clipbrd.exe file is located at Drive C|Windows|System 32. If you follow steps above and cannot locate the **Clipbrd** file, expand Drive C, then expand Windows, and finally expand the System 32 folder, where you will find the **Clipbrd** file.

To save the contents of the Clipboard to the local ClipBook:

In ClipBook Viewer, click the **File** menu, and then click **Save As**.

In the Save As dialogue box, select the target location for your ClipBook entry. Give your ClipBook entry a name. (Its automatic extension is .clp.)

To Install and Run Clipboard Viewer in Windows 98 or Windows Me

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. In **Control Panel**, double-click **Add/Remove Programs**.
3. Click the **Windows Setup** tab.
4. Click **System Tools**, and then click **Details**.
5. Click the **Clipboard Viewer** check box to select it, and then click **OK**.
6. Click **OK**

To run Clipboard Viewer after you install it, click Start, point to Programs, point to Accessories, point to System Tools, and then click Clipboard Viewer. You can then use Clipboard Viewer to view the contents of the Clipboard.