

# How to Use the Windows Clipboard to Save Commonly Used Phrases for Pasting Into Text Fields/Documents

With the copy/paste functionality, you can use the Ctrl + C keystroke to copy phrases to the Windows clipboard and then use the Ctrl + V keystroke to paste the last phrase that was copied. You can also use Windows Key  + V to open the clipboard history, allowing you to access and paste phrases you have copied previously, and you can pin frequently used phrases to keep them in the clipboard history even when you restart your computer or clear the clipboard history.

**Below is a more detailed explanation:**

## How to use Clipboard History

### 1. Enable Clipboard History:

If you haven't already, you'll need to enable the clipboard history feature. Press the Windows Key  + V. If it's not turned on, you'll be prompted to enable it.

### 2. Open Clipboard History:

Once enabled, press Windows Key  + V again to open the clipboard history panel.

### 3. Browse and Select:

The panel will display your recently copied items, with the most recent at the top. You can scroll through the list and click on the item you want to paste.

### 4. Paste:

The selected item will be pasted into the active application where you pressed Windows Key  + V.

## Key Features and Benefits of using Clipboard History

### Access Previous Copies:

You can paste items you copied earlier, not just the last one.

### Clipboard History:

The panel keeps a record of your copied items, allowing you to easily access them later.

### Pinning Items:

You can pin frequently used items to keep them in the clipboard history even when you restart your computer or clear the history.

### Clearing History:

You can clear the clipboard history to remove sensitive information or unused items.

### **Improved Productivity:**

This feature can save time and effort by eliminating the need to repeatedly copy and paste the same information.

### **Limitations of using Clipboard History:**

#### **Limited Capacity:**

Clipboard history can hold up to 25 items.

#### **Size Limit:**

Each item in the history cannot exceed 4MB.

#### **Automatic Removal:**

Older items are removed automatically to make room for new ones, unless they are pinned.