

Using Corel Clipbook

Corel Clipbook is a utility that works with any Windows application to store multiple clips and manage an unlimited number of clipboards. Clips can be anything from text to sounds and graphics, and can be shared with other users over a network.

In this section, you'll learn about

- [setting up Corel Clipbook](#)
- [managing clipboards](#)
- [managing clips](#)
- [sharing clipboards](#)

Setting up Corel Clipbook

Corel Clipbook lets you specify settings so that you can customize its performance. You can change the display size of the [Clip Selection Window](#) and where it appears when it is activated, and you can choose where the default clipboard is stored.

You can also customize default shortcut keys for cutting and pasting, and you can make those shortcut keys specific to different applications. For example, you can press **CTRL + C** to copy a selection from a WordPerfect document to a clipboard, but press **CTRL + INSERT** to copy a selection from a Microsoft Notepad document.

When you start Corel Clipbook, it remains active in the Windows system tray. You can display the Clipbook any time to view available clipboards. For more information about clipboards, see "[Managing clipboards.](#)"

{button ,AL(` Setting up Corel Clipbook;',0,"Defaultoverview",)} [How to](#)

To start Corel Clipbook

- Click **Start** ▶ **Programs**
- ▶ **WordPerfect Office 11**
- ▶ **Utilities**
- ▶ **Corel Clipbook.**

{button ,AL(` Setting up Corel Clipbook;',0,"Defaultoverview",)} [Related topics](#)

To display Corel Clipbook

- 1 Right-click the **Corel Clipbook** icon in the Windows system tray.
- 2 Click **Clipbook**.

{button ,AL(` Setting up Corel Clipbook;',0,"Defaultoverview",)} [Related topics](#)

To customize Clipbook settings

- 1 Click **File** ► **Settings**.
- 2 Click the **General** tab.
- 3 Enable one of the following options in the **Popup window style** area:
 - **Clipbook**—displays the full Clipbook during a copy operation
 - **Default clipboard**—displays the default clipboard as a [Clip Selection Window](#) during a copy operation
 - **Tips**—displays a small popup window during a copy operation which displays options for copying or pasting a clip
 - **None**—no popup window displays during a copy operation
- 4 Enable one of the following options in the **Popup window location** area:
 - **Center of display**—displays the [Clip Selection Window](#) in the center of the monitor screen
 - **Near system tray**—displays the [Clip Selection Window](#) near the system tray
 - **Last position**—displays the [Clip Selection Window](#) where it was last dragged
- 5 Click the **Browse** button in the **Clipbook location** area.
- 6 Choose a drive and folder in which to store the clipbook.

You can also

Display the **Clip properties** dialog box during each copy operation

Start Corel Clipbook automatically when your computer is turned on

Enable the **Display Clip properties dialog before saving a clip** check box.

Enable the **Launch Corel Clipbook at startup** check box in the **Miscellaneous settings** area.



- You can also open the **Settings** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Settings**.

{button ,AL(`Setting up Corel Clipbook;','0,"Defaultoverview",)} [Related topics](#)

To customize shortcut keys

- 1 Click **File** ► **Settings**.
- 2 Click the **Shortcut keys** tab.
- 3 Enable one of the following options in the **Cut** area:
 - **CTRL + X**—cuts the current selection when **CTRL + X** is pressed
 - **SHIFT + DEL**—cuts the current selection when **SHIFT + DELETE** is pressed
 - **Custom**—cuts the current selection according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.
- 4 Enable one of the following options in the **Copy** area:
 - **CTRL + C**—copies the current selection when **CTRL + C** is pressed
 - **CTRL + INS**—copies the current selection when **CTRL + INSERT** is pressed
 - **Custom**—copies the current selection according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.
- 5 Enable one of the following options in the **Paste** area:
 - **CTRL + V**—pastes a selected clip when **CTRL + V** is pressed
 - **SHIFT + INS**—pastes a selected clip when **SHIFT + INSERT** is pressed
 - **Custom**—pastes a selected clip according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.



Tip

- You can also open the **Settings** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Settings**.

{button ,AL(` Setting up Corel Clipbook;','0,"Defaultoverview",)} [Related topics](#)

To customize shortcut keys specific to an application

- 1 Click **File ▶ Settings**.
- 2 Click the **Shortcut keys** tab.
- 3 Click **Add**.
- 4 In the **Add application** dialog box, click the **Search** button in the **Application location** area.
- 5 In the **Find application** dialog box, click the **Browse** button, choose the drive and folder where the application is located, and double-click the executable (**.exe**) file.

If the application you are looking for is already open, you can use the **Finder** tool to select the application. Drag the **Finder** tool over the application window, and release the mouse button.

- 6 Click **OK**.
- 7 Enable one of the following options in the **Cut** area:
 - **CTRL + X**—cuts the current selection when **CTRL + X** is pressed
 - **SHIFT + DELETE**—cuts the current selection when **SHIFT + DELETE** is pressed
 - **Custom**—cuts the current selection according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.
- 8 Enable one of the following options in the **Copy** area:
 - **CTRL + C**—copies the current selection when **CTRL + C** is pressed
 - **CTRL + INS**—copies the current selection when **CTRL + INSERT** is pressed
 - **Custom**—copies the current selection according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.
- 9 Enable one of the following options in the **Paste** area:
 - **CTRL + V**—pastes a selected clip when **CTRL + V** is pressed
 - **SHIFT + INS**—pastes a selected clip when **SHIFT + INSERT** is pressed
 - **Custom**—pastes a selected clip according to the shortcut keys typed in the **Custom** box. If this option is enabled, type a keystroke combination in the box.



Tip

- You can also open the **Settings** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Settings**.

{button ,AL(^ Setting up Corel Clipbook;',0,"Defaultoverview",)} [Related topics](#)

Managing clipboards

Corel Clipbook lets you create and view all of your clipboards from one location. If you have more than one clipboard in your Clipbook, you must set one of them as the default clipboard, in which all clips that you copy during a session will be placed. By default, the first clipboard added to the Clipbook is set as the default. You can edit a clipboard or delete it entirely.

{button ,AL(`Managing clipboards;',0,"Defaultoverview",)} How to

To create a clipboard

- 1 Click **Clipboard ▶ Create**.
- 2 Type a name for the clipboard in the **Name** box.
- 3 Type a description of the clipboard in the **Description** box.

{button ,AL(` Managing clipboards;`,0,"Defaultoverview",)} Related topics

To view a clipboard

- 1 Click **Clipboard** ► **Manage**.
- 2 Enable the check box next to the clipboard you want to view.

Tip

- You can also view a clipboard by clicking **Clipboard** and clicking a clipboard. A check mark next to the clipboard indicates that it is open.

{button ,AL(`Managing clipboards;`,0,"Defaultoverview",)} [Related topics](#)

To set the default clipboard

- 1 Click **Clipboard ► Manage**.
- 2 Choose a clipboard.
- 3 Click **Edit ► Set as default**.

A green arrow overlapping the clipboard icon indicates that it is set as the default.



Tip

- You can also access the **Manage clipboards** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Manage**.

`{button ,AL(` Managing clipboards;' ,0,"Defaultoverview",)}` [Related topics](#)

To edit a clipboard

- 1 Click **Clipboard ▸ Manage**.
- 2 Choose a clipboard.
- 3 Click **Edit ▸ Properties**.
- 4 Make any changes to the **Clipboard properties** dialog box.



Tip

- You can also access the **Manage clipboards** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Manage**.

{button ,AL(` Managing clipboards;',0,"Defaultoverview",)} Related topics

To delete a clipboard

- 1 Click **Clipboard ▸ Delete**.
- 2 Choose a clipboard from the **Clipboards** list.
- 3 Click **Edit ▸ Delete**.



Tip

- You can also delete a clipboard by clicking **Clipboard ▸ Manage**, choosing a clipboard, and clicking the **Delete** button.

`{button ,AL(`Managing clipboards;`,0,"Defaultoverview",)}` [Related topics](#)

Managing clips

Corel Clipbook lets you add clips from an active file to a clipboard and paste clips from a clipboard into an active file. When you copy a clip, it is placed in the default clipboard. You can view a clip and modify the view of all clips in a clipboard; for example, you can display clips as thumbnails, or you can display clips in a detailed list. You can edit clips in your clipboards, and can even copy or move clips to other clipboards. If you no longer require a clip, you can delete it from a clipboard.

{button ,AL(` Managing clips;',0,"Defaultoverview",)} How to

To add a clip to the default clipboard

1 Select a clip.

A clip can be text, a graphic, or a sound.

2 Press **CTRL + C**.

If you want to cut the clip from the active file, press **CTRL + X**.

3 Press **ENTER**.



Notes

- By default, a clip is added to the first available space in the default clipboard.
- By default, pressing **CTRL + C** copies the selected item to the clipboard, and pressing **CTRL + X** cuts the selected item out of the active file. However, you can customize shortcut keys for specific applications. For more information, see ["To customize shortcut keys specific to an application."](#)



Tips

- You can also specify where you want to place a clip by pressing the number or letter that corresponds to the vacant space in the clipboard before pressing **ENTER**.
- If you want to change the default clipboard during a copy operation, choose a clipboard from the list box in the [Clip Selection Window](#).

{button ,AL('Managing clips;',0,"Defaultoverview",)} [Related topics](#)

To paste a clip into an active file

- 1 Click in a file.
- 2 Press **CTRL + V**.
- 3 Press the key that corresponds to the clip in the clipboard.
- 4 Press **ENTER**.



Note

- By default, pressing **CTRL + V** copies a clip to a document; however, you can customize shortcut keys for specific applications. For more information, see ["To customize shortcut keys specific to an application."](#)



Tip

- If you want to change the default clipboard during a paste operation, choose a clipboard from the list box in the [Clip Selection Window](#).

{button ,AL(` Managing clips;'0,"Defaultoverview",)} [Related topics](#)

To view a clip

- 1 Choose a clip.
- 2 Click **Edit ▸ Properties**.
Click **View**.
- 3

Tip

- You can also view a clip from within the [Clip Selection Window](#) by right-clicking the clip, clicking **Properties**, and clicking **View**.

`{button ,AL(` Managing clips;',0,"Defaultoverview",)}` [Related topics](#)

To view clips in a clipboard

1 Click a clipboard.

2 Click **View**.

3 Click one of the following menu options:

- **Large icons**—displays all clips with a large icon which represents the source associated with the clip. If a clip space is vacant, a blank page displays; if a clip source is unknown, a generic icon displays.
- **Small icons**— displays all clips with a small icon which represents the source associated with the clip. If a clip space is vacant, a blank page displays; if a clip source is unknown, a generic icon displays.
- **List**— displays all clips in a list
- **Details**— displays all clips in a detailed list
- **Thumbnails**— displays all clips with their contents revealed in miniature form and a small icon which represents the source associated with the clip



Note

- The refresh rate of a clipboard with a **Thumbnails** view depends on the content of the clips.

{button ,AL(` Managing clips;`,0,"Defaultoverview",)} [Related topics](#)

To edit a clip

- 1 Choose a clip.
- 2 Click **Edit ▶ Properties**.
- 3 Make any changes to the **Clip properties** dialog box.

`{button ,AL(` Managing clips;',0,"Defaultoverview",)}` [Related topics](#)

To move a clip to another clipboard

- 1 Choose a clip.
- 2 Click **Edit ▶ Cut**.
- 3 Click a vacant space in another clipboard.
- 4 Click **Edit ▶ Paste**.

You can also

Move multiple clips in a sequence to another clipboard

Hold down **SHIFT**, and click the first clip and last clip in the sequence. Click **Edit ▶ Cut**. Click in another clipboard, and click **Edit ▶ Paste**.

Copy a clip to another clipboard

Choose a clip, and click **Edit ▶ Copy**. Click a vacant space in another clipboard, and click **Edit ▶ Paste**.



Note

- By default, a clip is automatically placed in the first vacant space in a clipboard. If a clipboard is full (spaces 0-9 and A-Z are occupied), a pasted clip will overwrite the clip at the top of the clipboard, and subsequent clips pasted in the clipboard will overwrite existing clips in sequential order.



Tips

- You can also move a clip by dragging it from one clipboard to another clipboard.
- You can also copy a clip to another clipboard by right-clicking the clip, clicking **Copy**, right-clicking in another clipboard, and clicking **Paste**.

{button ,AL(` Managing clips;',0,"Defaultoverview",)} Related topics

To delete a clip

- 1 Choose a clip.
- 2 Click **Edit ▶ Delete**.

`{button ,AL(` Managing clips;',0,"Defaultoverview",)}` [Related topics](#)

Sharing clipboards

Corel Clipbook lets you connect to remote clipboards that are shared on a network. You can share your clipboards with other users on the network, and you can access other shared clipboards. You can modify network settings to control another user's access to your clipboards in order to limit the changes that can be made to your clipboards.

When you are finished with a shared clipboard, you can disconnect from it.

{button ,AL(` Sharing clipboards;',0,"Defaultoverview",)} How to

To connect to a network

- Click **Clipboard** ▶ **Network**
- ▶ **Connect.**

{button ,AL(` Sharing clipboards;',0,"Defaultoverview",)} [Related topics](#)

To share a clipboard on a network

- 1 Click **Clipboard** ▶ **Network**
- ▶ **Sharing**.
- 2 Choose a clipboard.
- 3 Click **Sharing**.
- 4 Enable the appropriate sharing options.

Note

- Sharing options vary depending on your system's operating platform. For more information, see your Windows documentation.

{button ,AL(` Sharing clipboards;',0,"Defaultoverview",)} Related topics

To access a shared clipboard from a network

- 1 Click **Clipboard** ▶ **Network**
- ▶ **Connect**.
- 2 Double-click a user.
- 3 Choose a clipboard.
- 4 Click **Connect**.



Note

- Access to a shared clipboard is limited to the other user's connection to the network. If another user disconnects from the network, access to any of that user's clipboards is lost.

{button ,AL(` Sharing clipboards;',0,"Defaultoverview",)} [Related topics](#)

To modify network settings

- 1 Click **File ▶ Settings**.
- 2 Click the **Advanced** tab.
- 3 Make any changes to any of the following in the **Network settings** area:
 - **Datagram broadcast port number**—defines which broadcast socket to search in the network startup connection
 - **Broadcast response timeout (secs)**—defines how many seconds will elapse before the network startup connection times out
 - **Refresh network clipboard contents every**—defines how often the network clipboard contents refresh

Tip

- You can also open the **Settings** dialog box by right-clicking the **Corel Clipbook** icon in the Windows system tray, and clicking **Settings**.

{button ,AL(` Sharing clipboards;',0,"Defaultoverview",)} [Related topics](#)

To disconnect from a network

- 1 Click **Clipboard** ▶ **Network**
- ▶ **Disconnect**.
- 2 Choose a clipboard.
- 3 Click **Disconnect**.

{button ,AL(` Sharing clipboards;`,0,"Defaultoverview",)} [Related topics](#)

Using Corel Clipbook



The **Finder** tool automatically finds the path to an executable (**.exe**) file. Drag the **Finder** tool over an application window, and release the mouse button.



The **Browse** button lets you search for the drive and the folder where the file is located.



The **Corel Clipbook** icon.



The **Search** button lets you find the path to an executable (**.exe**) file.

The Clip Selection Window is a pop-up which represents the entire Clipbook, a miniature version of the default clipboard, or as a tip box which suggests options to press when copying or pasting. You can disable the Clip Selection Window.

You can customize the Clip Selection Window to display in the center of the monitor screen, near the Windows system tray, or in the last position to which it was dragged.

Welcome to Corel Clipbook

Corel Clipbook is a utility that works with any Windows application to store multiple items, called clips, in an unlimited number of clipboards. Clips can be text, sounds, and graphics. Clipboards can be shared with other users over a network.

You can also benefit from the comprehensive online Help system, which offers assistance with any aspect of Corel Clipbook. This Help system includes printing a Help topic, and performing commands with the mouse, keyboard, and common buttons.

In this section, you'll learn about

- [Corel Corporation](#)
- [using Corel Clipbook documentation](#)

About Corel Corporation

Founded in 1985, Corel Corporation (www.corel.com) is a leading technology company that offers software for home and small business users, creative professionals and enterprise customers. With its headquarters in Ottawa, Canada, Corel's common stock trades on the Nasdaq Stock Market under the symbol CORL and on the Toronto Stock Exchange under the symbol COR.

Using Corel Clipbook documentation

Corel Clipbook includes online documentation to help you learn and use the application efficiently.

Documentation conventions

Before you start using Corel Clipbook, it is important to understand the conventions used in the documentation. By reviewing the conventions, you will be able to use the mouse and the keyboard to manage your Clipbook more effectively.

Online Help

Corel Clipbook provides many ways to find information in the online Help. You can view information as you work in Corel Clipbook, or you can print online Help topics.

{button ,AL(`AUsing Corel Clipbook documentation;',0,"Defaultoverview",)} How to

To use the mouse

When instructed to

Click **File ▶ New**

Click **Format ▶ Paragraph ▶ Drop cap**

Enable the [Y] check box

Disable the [Y] check box

Select text

Click a paragraph

Click a page

Right-click, and click **Paste**

Select a graphic

Do the following

Click the **File** menu with the mouse, and click **New** in the menu.

Click the **Format** menu, click **Paragraph**, and click **Drop cap** in the submenu that displays.

Click the [Y] check box to place a check mark or an "X" inside the box.

Click the [Y] check box to remove the check mark or "X."

Drag to highlight text.

Click to place the cursor in the paragraph.

Click anywhere on the page.

Click the right mouse button, and click the **Paste** command in the submenu that displays.

Click on the graphic

{button ,AL(`AUsing Corel Clipbook documentation;',0,"Defaultoverview",)} [Related topics](#)

To use the keyboard

When instructed to

Press **Enter**

Press **Ctrl + Shift**

Do the following

Press the **Enter** key on your keyboard.

Press the **Control** key and the **Shift** key at the same time.

{button ,AL(`AUsing Corel Clipbook documentation;',0,"Defaultoverview",)} Related topics

To access online Help topics

- 1 Click **Help ▶ Help topics**.
 - 2 Click one of the following tabs:
 - **Contents** ▶ Lets you browse through topics by category
 - **Index** ▶ Provides a list of index entries, and lets you type the first few letters of the subject about which you want information
 - **Find** ▶ Lets you search for a particular word or phrase in the online Help
- ▶ **Tip**
- You can also access online Help for a menu item by pointing to a menu item and pressing **F1**.

{button ,AL(`AUUsing Corel Clipbook documentation;',0,"Defaultoverview",)} Related topics

To print online Help topics

To

Print an entire section

Print a selected topic

Do the following

Click the **Contents** tab in the **Help topics** dialog box, choose the section you want to print, and click **Print**.

In the topic window, click **File** ► **Print topic**.

{button ,AL(`AUsing Corel Clipbook documentation;',0,"Defaultoverview",)} Related topics

Using shortcut keys

Corel Clipbook can save you time accessing many of the dialog boxes and commands by using keystrokes. Included in this section are the default shortcut keys that come with Corel Clipbook.

In this section, you'll learn about

- [using Corel Clipbook shortcut keys](#)

Using Corel Clipbook shortcut keys

You can use default shortcut keys for File, Edit, and Help menu commands.

{button ,AL(`AUsing Corel Clipbook shortcut keys';0,"Defaultoverview",)} How to

To use File menu shortcut keys

Press

Ctrl + S

Alt + F4

To

Open the **Settings** dialog box.

Quit Corel Clipbook (**Close**).

{button ,AL(`AUsing Corel Clipbook shortcut keys;',0,"Defaultoverview",)} **Related topics**

To use Edit menu shortcut keys

<u>Press</u>	<u>To</u>
Ctrl + X	Move the selection to the Clipboard (Cut).
Ctrl + C	Copy the selection to the Clipboard (Copy).
Ctrl + V	Insert the clip contents at the cursor (Paste).
Ctrl + A	Select all of the clips in an active clipboard (Select ▶ All).
Alt + Enter	Open the Properties dialog box.

{button ,AL(`AUsing Corel Clipbook shortcut keys;',0,"Defaultoverview",)} [Related topics](#)

To use Help menu shortcut keys

Press

F1

To

Display a list of Help topics
(**Help topics**)

{button ,AL(` AUsing Corel Clipbook shortcut keys;',0,"Defaultoverview",)} **Related topics**

To use other shortcut keys

<u>Keystroke</u>	<u>Function</u>
Delete	Delete
Tab	Move between controls in a dialog box; move between jumps in a Help window (press ENTER to activate jumps)
Page up	Move up a clipboard.
Page down	Move down a clipboard.
Home	Move to the first clip in the active clipboard.
Shift + Page up	Select the current clip and all clips above in screen.
Shift + Page down	Select the current clip and all clips below in screen.
Ctrl + Page up	Scroll to the top of a clipboard.
Ctrl + Page down	Scroll to the bottom of a clipboard.
End	Move to the last clip in the active clipboard.
Shift + End	Select the current clip and all clips below in screen.
Ctrl + End	Move to the last clip in the active clipboard.
Left	Move left.
Right	Move right.
Up	Move up to the previous clip.
Down	Move down to the next clip.

{button ,AL(` AUsing Corel Clipbook shortcut keys;',0,"Defaultoverview",)} [Related topics](#)
