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What Is ClipTray?

ClipTray is a small, simple program that places an icon on the System Tray. When you right-click on the icon, it brings up a menu containing titles of ClipTray Entries that are available in a central text file. Clicking on the ClipTray Entry you wish to use will place it into the Windows clipboard, ready for pasting into any program.

Using ClipTray

When ClipTray is executed, it places a small icon on the Windows System Tray . Right-clicking on this icon will bring up a menu containing titles of ClipTray Entries that you configure (see Adding ClipTray Entries, Deleting ClipTray Entries, Editing ClipTray Entries and Changing ClipTray Entry Order). Clicking on a title will paste the text associated with that title to the clipboard.

From there, simply go back to the program you wish to insert the text into and paste (for example, *Edit Paste*, *CTRL+V* or *SHIFT+INSERT*).

Adding ClipTray Entries

To add a new ClipTray Entry to your list:

- Double-click on the icon or choose *Add...* from the menu.
- Type the title and text of the new entry and click *Add*.

-OR-

- Choose *Edit...* from the Options menu.
- Click the *New...* button, displaying the **Add New ClipTray Entry** dialog.
- Type the title and text of the new entry and click *Add*.

You may add as many as you wish before closing the dialog.

Deleting ClipTray Entries

To delete a ClipTray Entry from your list:

- Choose *Edit...* from the Options menu.
- Select the entry you want to delete from the combo box.
 - Click the *Delete...* button.

A Message Box will appear asking for confirmation.

Editing ClipTray Entries

To edit a ClipTray Entry in your list

- Choose *Edit...* from the Options menu.
 - Select the entry you want to edit from the combo box.
- Click the *Edit Current...* button.
 - Modify the title and/or text of the current ClipTray Entry and click *Save*.

You will return to the **Add New ClipTray Entry** dialog.

Changing the Order of ClipTray Entries

To change the order in which your ClipTray Entries appear in your list:

- Right-click the icon and choose *More...*
- Select the entry you want to move.
- Click the *Move Up* or *Move Down* buttons to position the entry where you want it to show.
- Click *OK*.

ClipTray Files

The following files are copied to your system during ClipTray's Setup:

ClipTray.exe

ClipTray executable (\<ClipTray Folder>)

ClipTray.hlp

This file (\<ClipTray Folder>)

ClipTray.cnt

Helpfile Contents file (\<ClipTray Folder>)

Sample ClipTray Entries.txt

Sample ClipTray text file (\<ClipTray Folder>)

VB40032.DLL

Visual Basic 4.0 Runtime (\Windows\System)

COMDLG32.OCX

Visual Basic Common Dialog Custom Control (\Windows\System)

MSGBLAST.OCX*

Messaging Custom Control (\Windows\System)

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Manually Modifying ClipTray text Files

WARNING! It is highly recommended that you DO NOT manually modify your ClipTray text files. It may result in the loss of your entries. Always make a backup copy of your ClipTray text file before manually modifying it.

If you find your ClipTray Entry titles or text are not what you have entered into the User Interface, there is a possibility that your ClipTray text file has become corrupt or damaged. Following is the format that this file **MUST** follow:

- The first line of *the ClipTray text file* must be **End:** followed by a carriage return (a blank line underneath). This is case sensitive.
- Each ClipTray Entry must begin with the word **Title:** followed immediately by the title of the ClipTray Entry (i.e. Title:My ClipTray Entry). Make sure there is NO SPACE between the word Title: and the actual title. This is case sensitive.
- The next line starts the text itself. This can be however you need your ClipTray Entry to look like.
- Each ClipTray Entry *must* end with the word **End:** *on it's own line* followed by a carriage return.

Example:

End:

Title:This is a sample ClipTray Text File
Your text will go here
 Formatted however you would like

End:

A ClipTray Entry is a block of text that is used many times. Form letters and replies to e-mail are good examples of ClipTray Entries.

Otherwise known as the Windows Notification Area. It is the little window on the Taskbar that displays the clock as well as system icons.

Using Multiple ClipTray Text Files

ClipTray has the ability to use more than one ClipTray text file.

To open a different file:

- From the menu, choose Options, File, Open/Create.
- Select the file you wish to use and click Open.
- The menu will now contain the ClipTray Entries from that file.

To create a new ClipTray Text file:

- From the menu, choose Options, File, Open/Create.
- Type the name of the file you wish to create.
- You will be asked if you wish to create it, click 'Yes'
- The menu will now be empty of ClipTray Entries, ready to add new ClipTray Entries.

Changing the number of ClipTray Entries that appear on the menu

Depending on the resolution you are running Windows at, you may want to increase or decrease the number of ClipTray Entries that appear on the menu. To do so:

- From the menu, choose *More...*
- In the lower left corner of the dialog, there is a scrollbar that you can use to adjust the number of items that will show on the menu.

- Remember...you can always access all of your ClipTray Entries, even if they do not appear on the menu, from the *More...* dialog.

Preview Mode

Preview Mode will pop up a dialog box that displays the currently selected entry. The text is then copied to the clipboard.

To enable Preview Mode:

- From the menu, choose *Options*.
- Click *Preview Mode*. This will place a check mark on the menu item.
- Use ClipTray normally. You will see a preview of the text.

- To disable Preview Mode, remove the check mark.

