

How to use CopyAndPaste to manage clipboard on Windows 10

CopyAndPaste supports storing 100 documents in the clipboard, with password options.

Computer clipboard is very simple, only save 1 copy of the latest content so users sometimes have difficulties in managing content. So there are a lot of clipboard management software on the computer, which helps increase the amount of management content in the clipboard like the Windows 10 CopyAndPaste application.

The application allows users to store and manage more than 100 documents from the clipboard. Besides, the application also has the option to edit the clipboard content, password to secure the content if desired. All content in CopyAndPaste is scientifically arranged, there is a search bar to find content faster. The following article will guide you how to use CopyAndPaste on Windows 10.

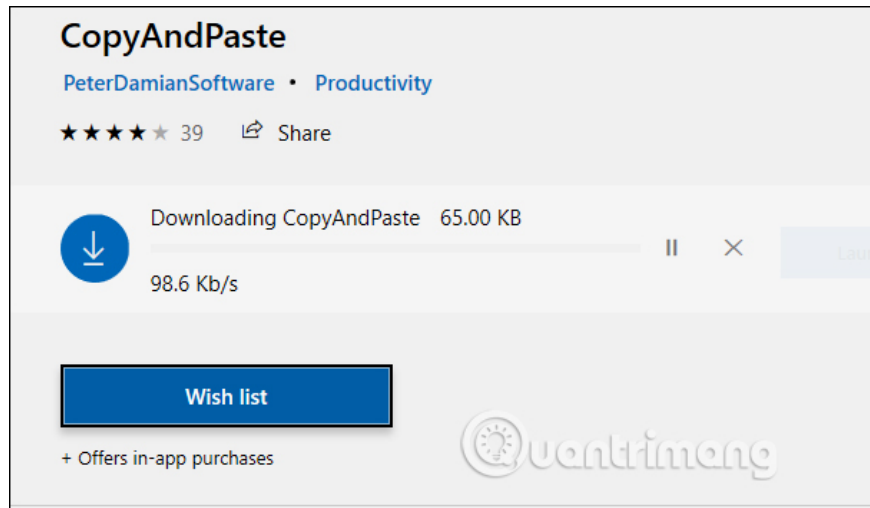
1. How to use Clipboard history in Windows 10
2. How to use Office Clipboard speeds up copying on Word
3. How to delete the clipboard on Windows 10
4. How to use the Clipboard Master to save files and documents to the Clipboard

Guide to clipboard management on CopyAndPaste

Step 1:

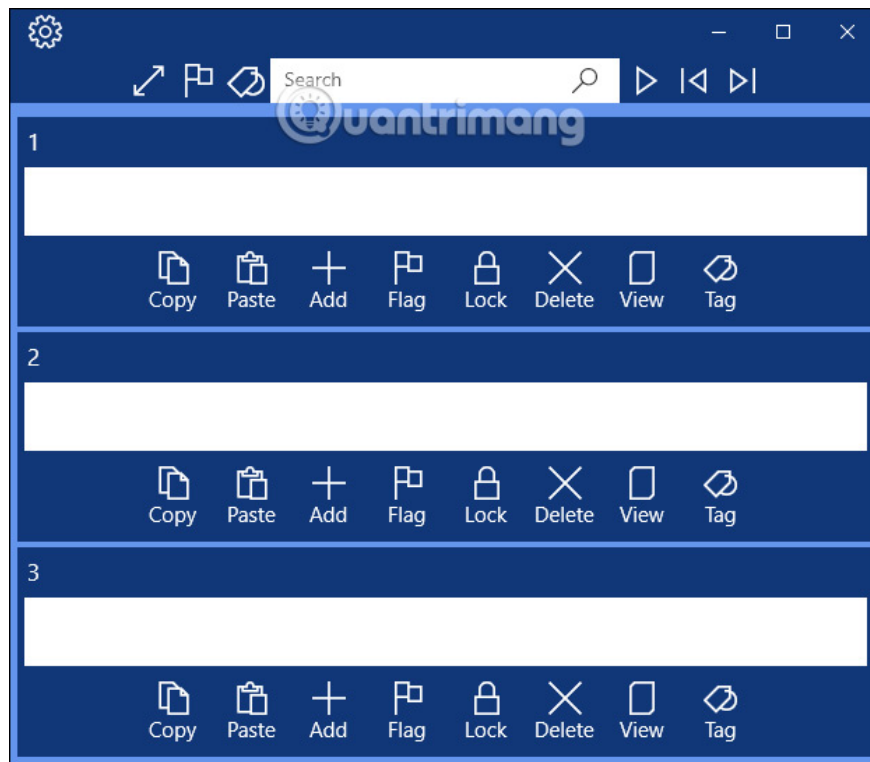
Click on the link below to install CopyAndPaste application.

1. Download the Windows 10 CopyAndPaste application

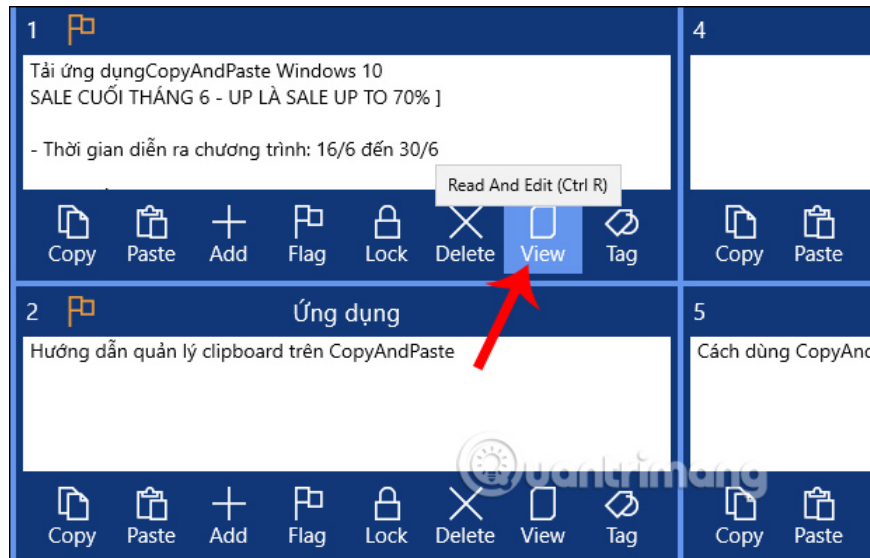


Step 2:

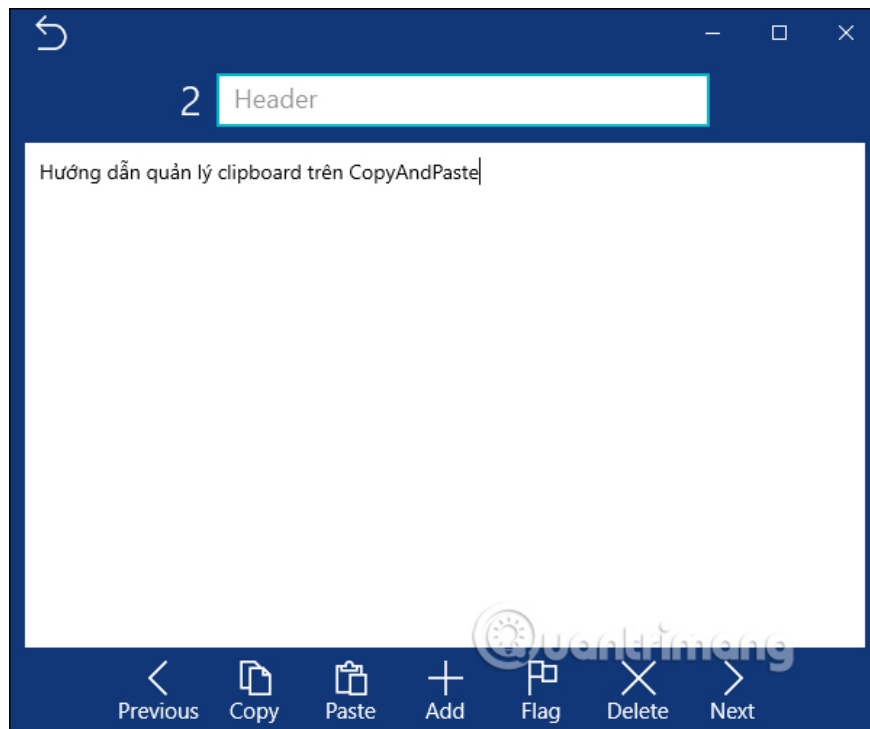
After the installation is completed, users will see the interface of the application with frames containing text, enclosed with text editing icons.



Now we just need to **click Paste** content into the app's interface to save the content to remember. To open the editing interface, click **View** .

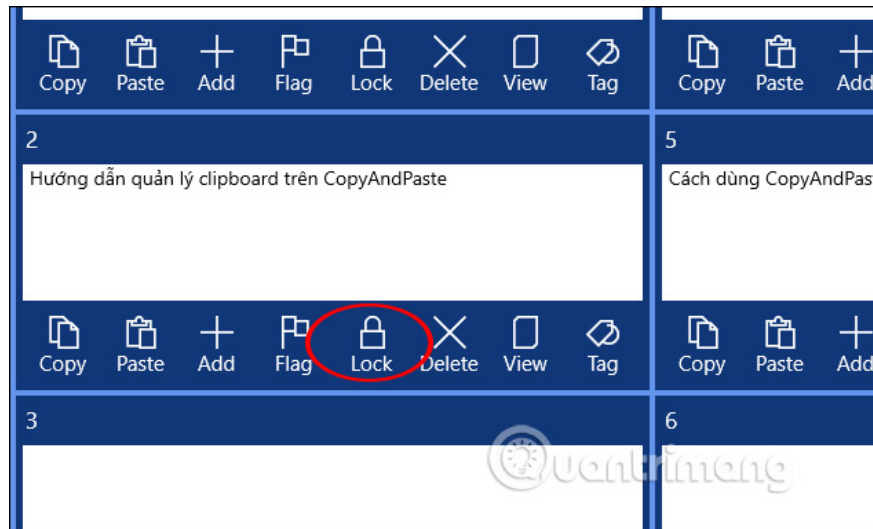


With this frame you can easily edit the content for more text. Above there is the Header section to set the title for the content if you want to manage it more easily. Click the arrow icon to return to the original interface.

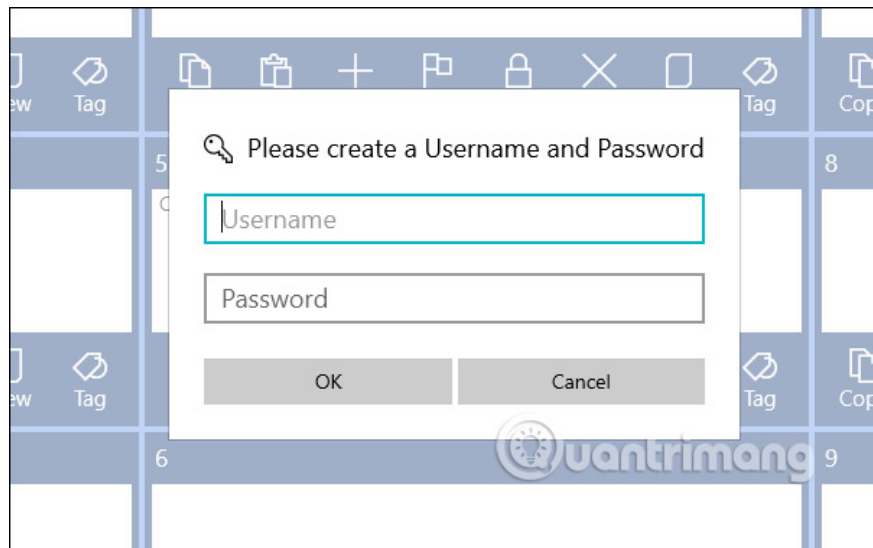


Step 3:

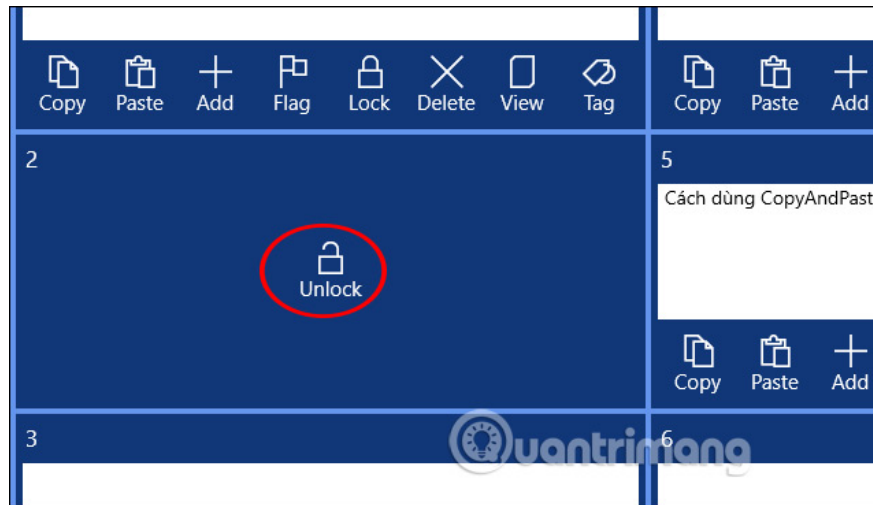
With important content that needs security, users click the Lock icon in the content customization tool.



Next we are asked to **install the admin account**, enter the name and password and click OK to create. Note that both the name and password are displayed in a dot-like character so users need to remember the correct account name to reopen the content saved on CopyAndPaste.

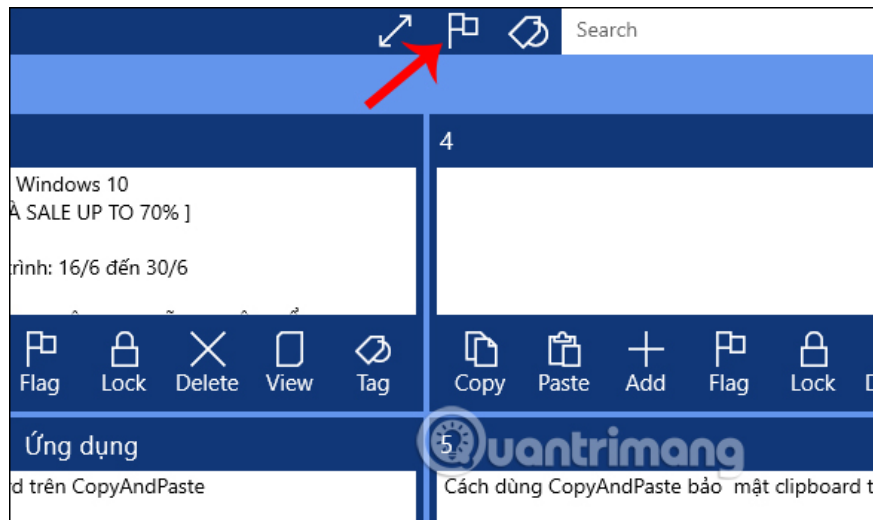


The resulting note interface has been locked and has the Unlock icon as shown below. If you want to unlock it, you must enter the correct name and password you set before.

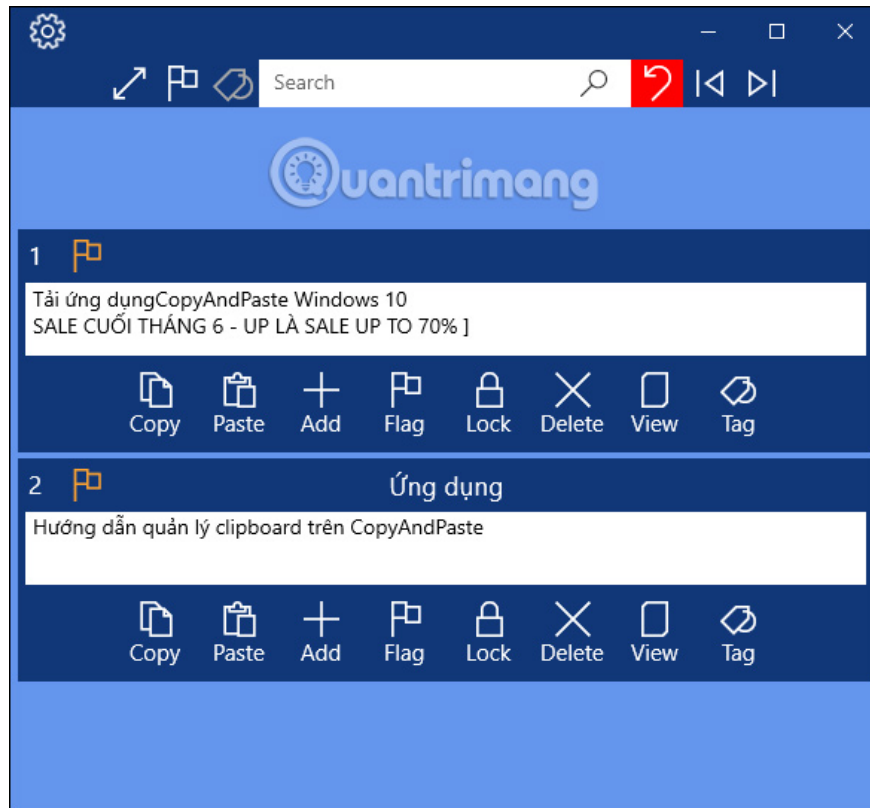


Step 4:

The CopyAndPaste application also **supports flagging content** for easy search. Click the Flag icon to flag. When you want to quickly find flagged content, click **the flag icon** on the interface above.

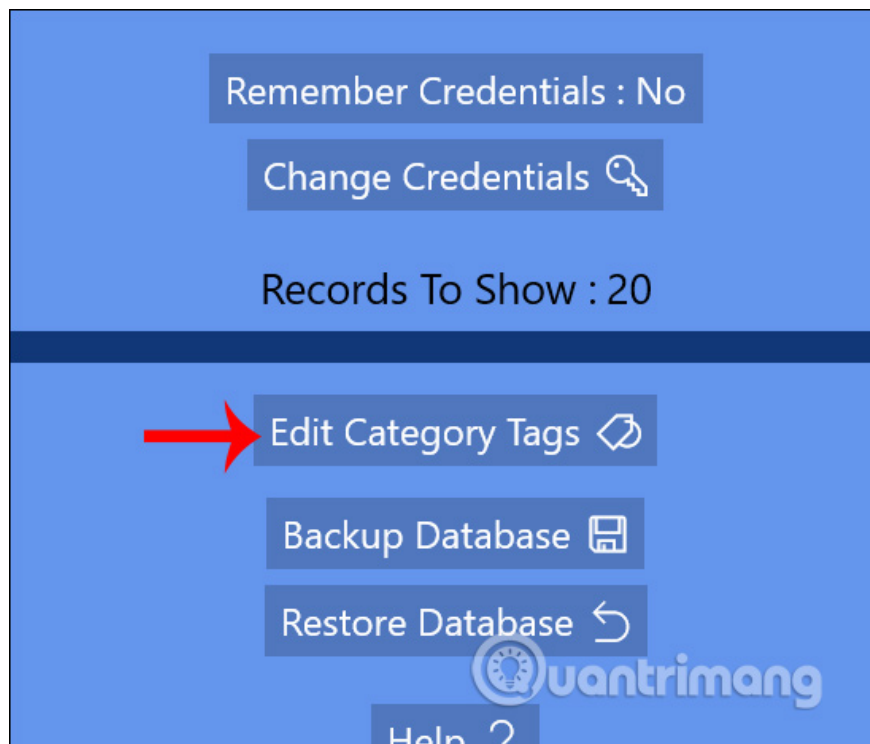


Then the interface only displays flagged content.

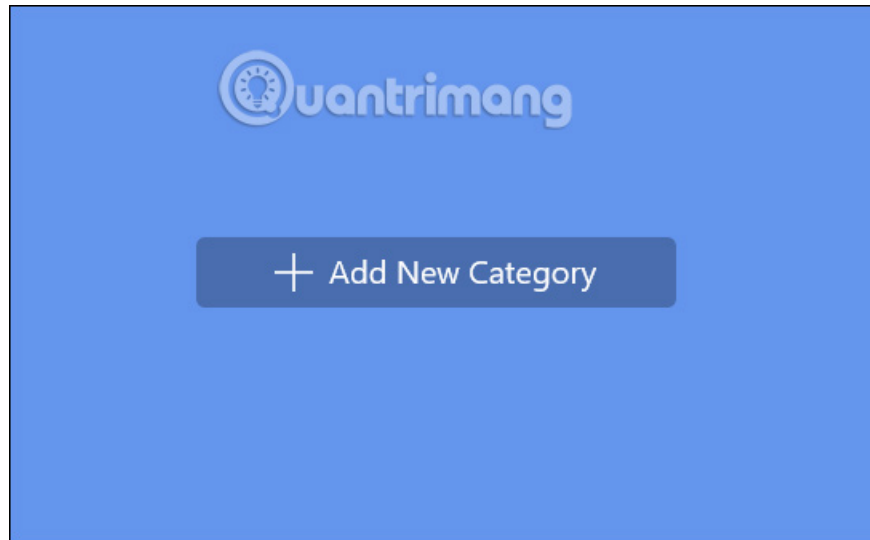


Step 5:

Click on **the gear icon** to access the application's installation interface. Here we can create tags for archived content, click **Edit Category Tags** .



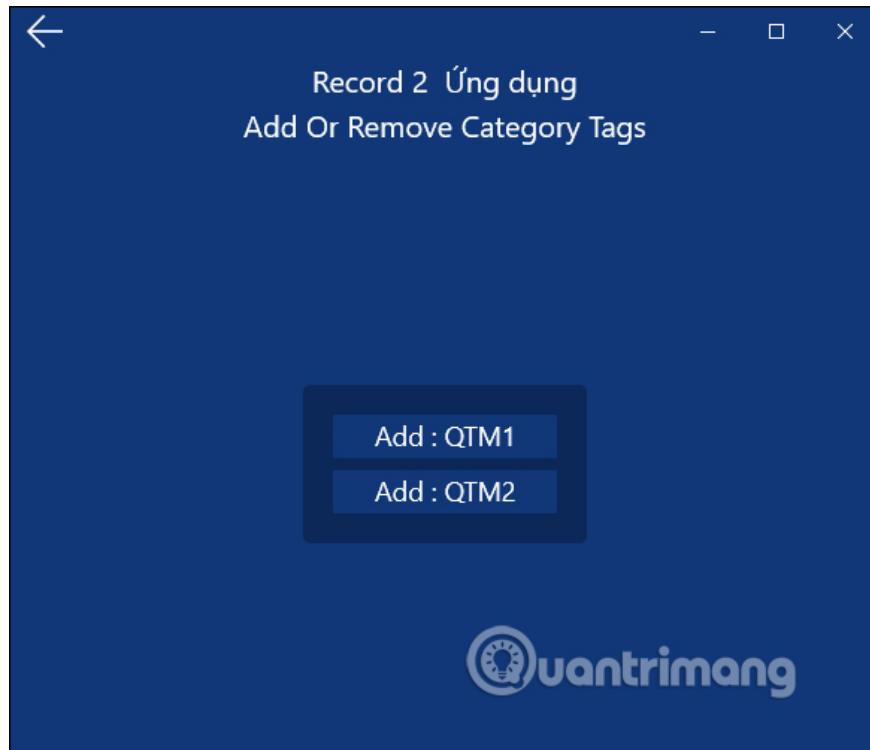
Click **Add New Category** to add a new tag for the application.



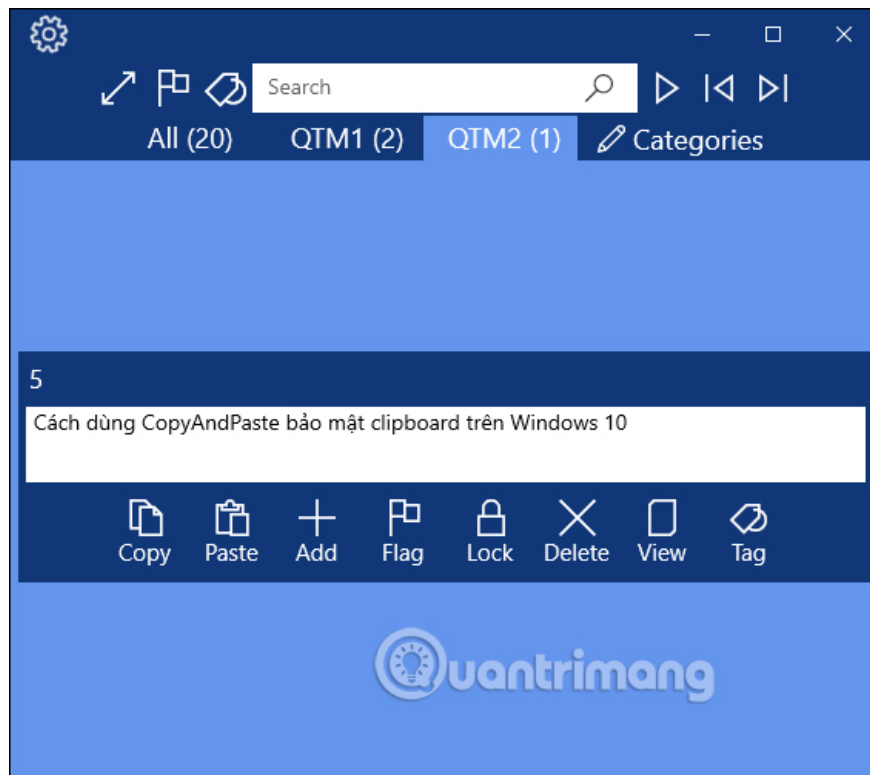
Enter the tag name and **click Accept** to add a new tag.



Now when you enter the content and then click on the Tag icon, you will be asked to **choose which tag** .

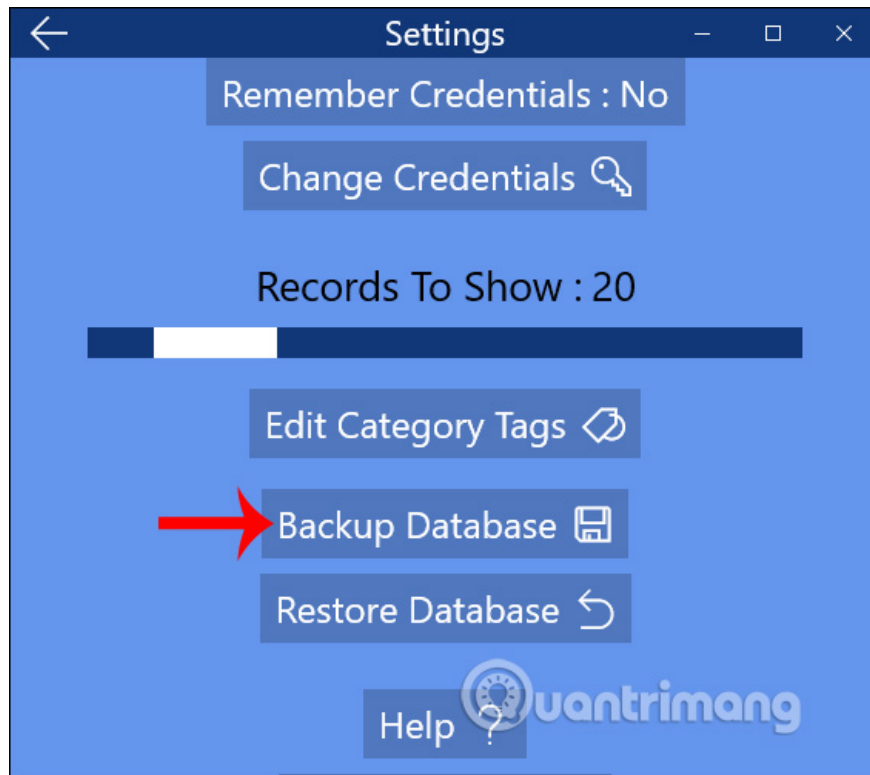


Continue clicking **the tag icon** at the top of the interface will display the content classified by the previously selected tags.

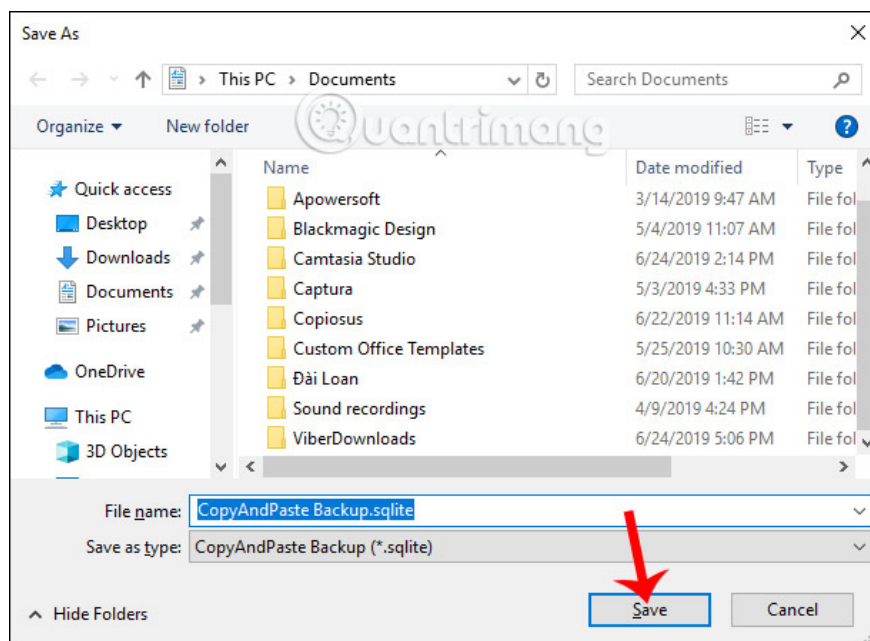


Step 6:

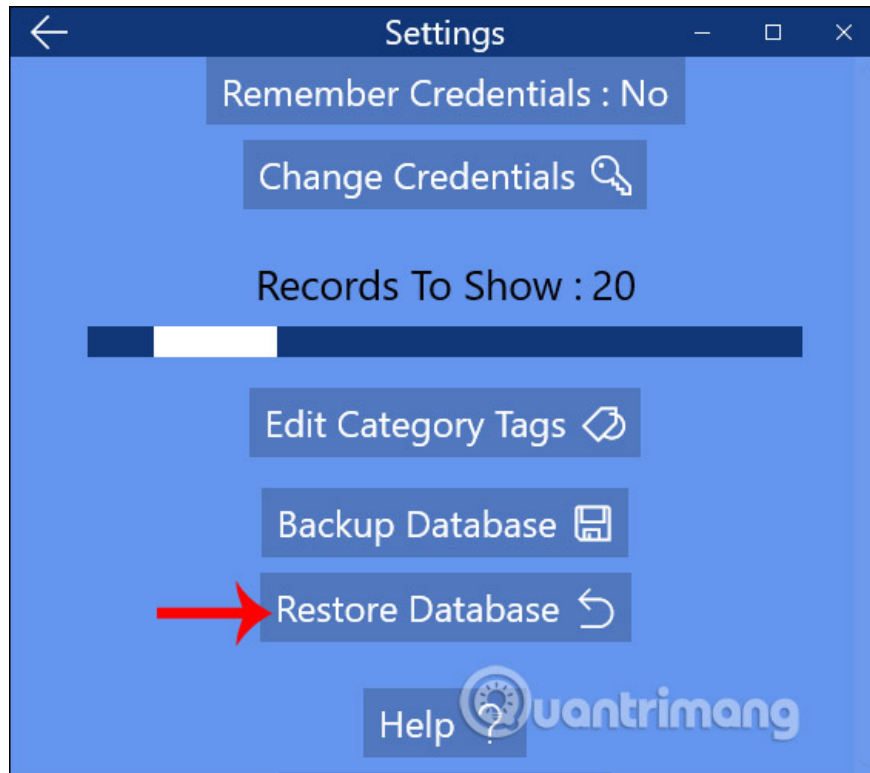
Go back to the installation interface and click to select **Backup Database** to **back up the content** .



Display the folder to save the content in sqlite format.

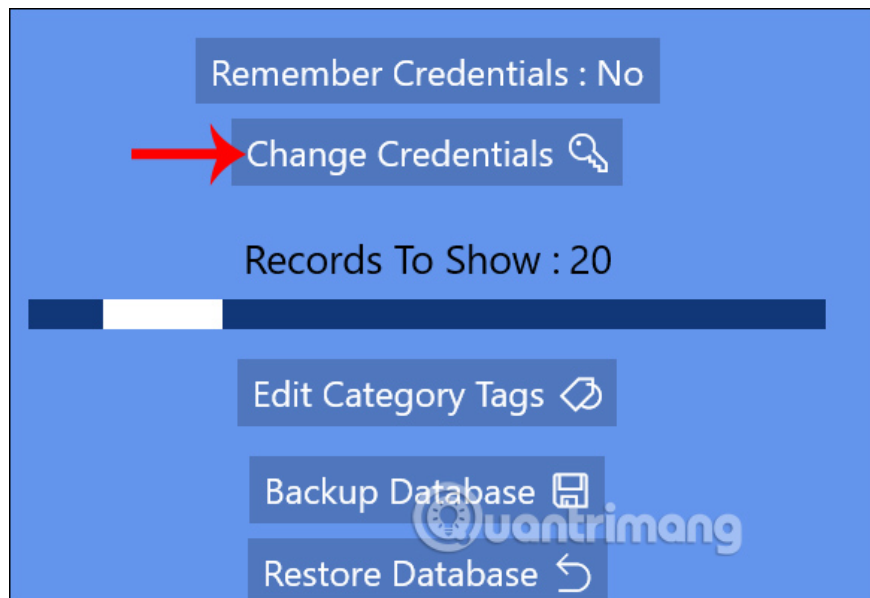


When you want to restore the data, click **Restore Database** and then select the file containing the backup content you want to restore and click Open.

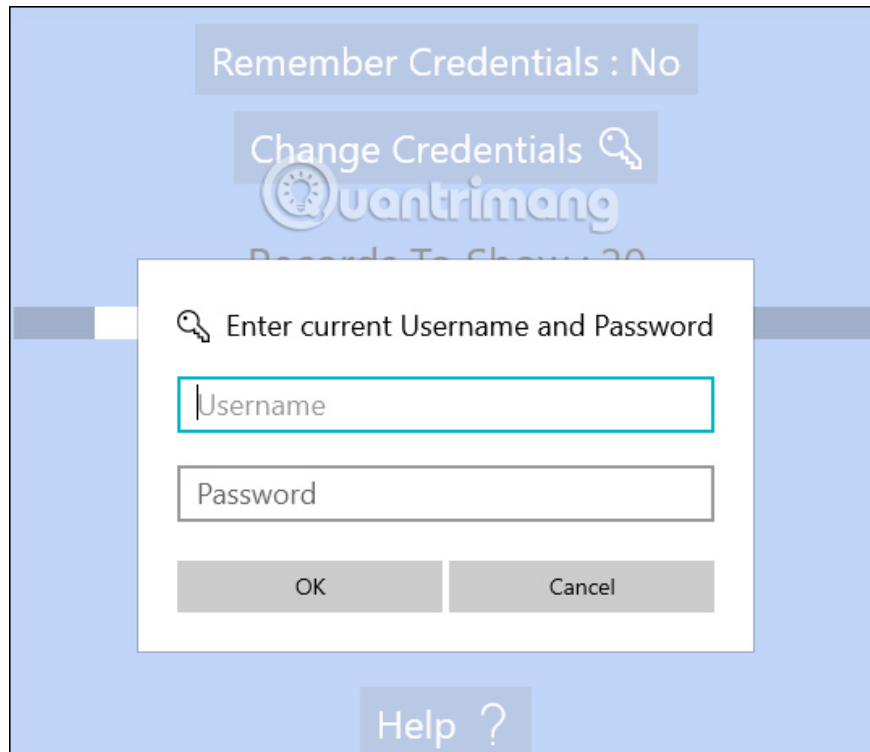


Step 7:

To reset the application admin account, click **Change Credentials** .

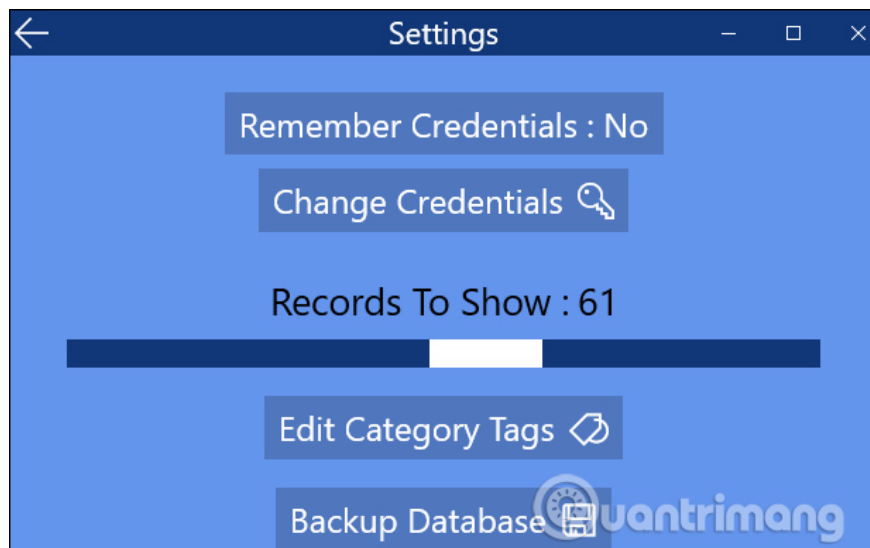


Re-enter the previous account and then enter your new account.

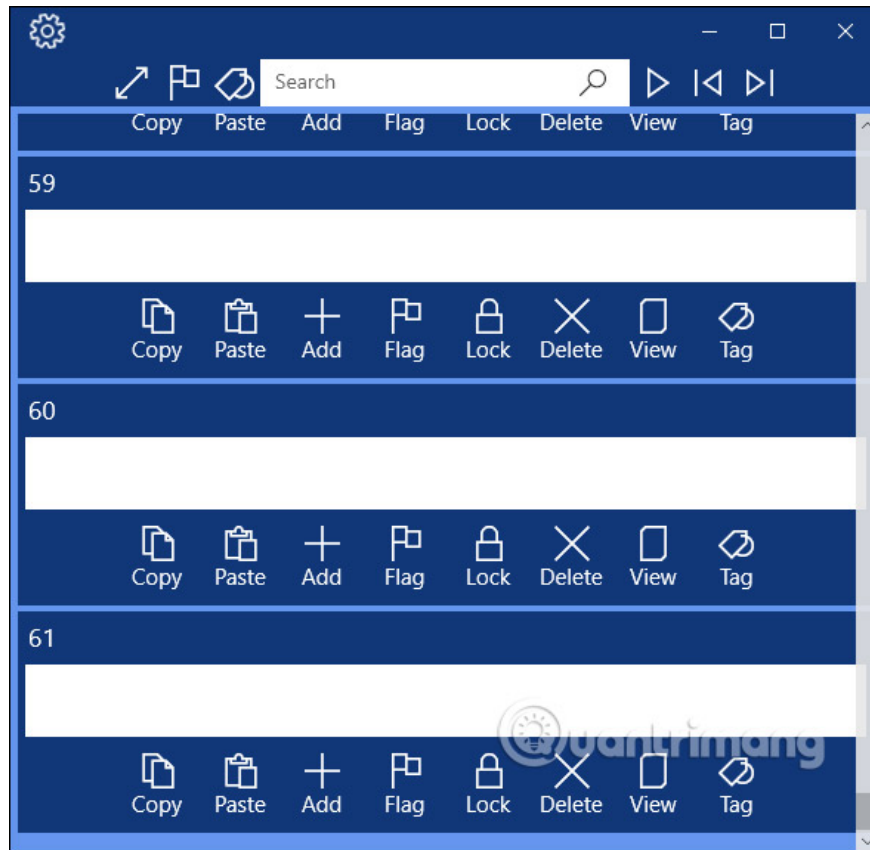


Step 8:

By default the application displays 20 frames of content copy on the main interface of the application. If you want to increase or decrease, you adjust **the number of Records to show bar** .



For example, displaying 61 frames on the application interface and checking the CopyAndPaste interface will have a horizontal or vertical slider to see all 61 frames.



CopyAndPaste brings extremely useful clipboard content management application with lots of content editing options, content management, especially password to lock important content. Backup and restore options also help you get back the archived content if the application has problems.

I wish you all success!

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