

Instructions for accessing Chromebook's clipboard manager

The ability to copy and paste is a basic, simple function that any operating system has and must have.

The data that you have copied is stored in a special area of the operating system called the clipboard. Like many other platforms, Chrome OS also has a clipboard manager.

So what is clipboard manager? Quite simply, without this, your computer will remember each copied item, then those items will be overwritten (replaced) with the next item you copied. The clipboard manager stores several copied items so you can go back, access, and use many of them at the same time. Therefore, if you know how to access and manage the clipboard, you can fully make the most of and promote the ability to copy - paste data.

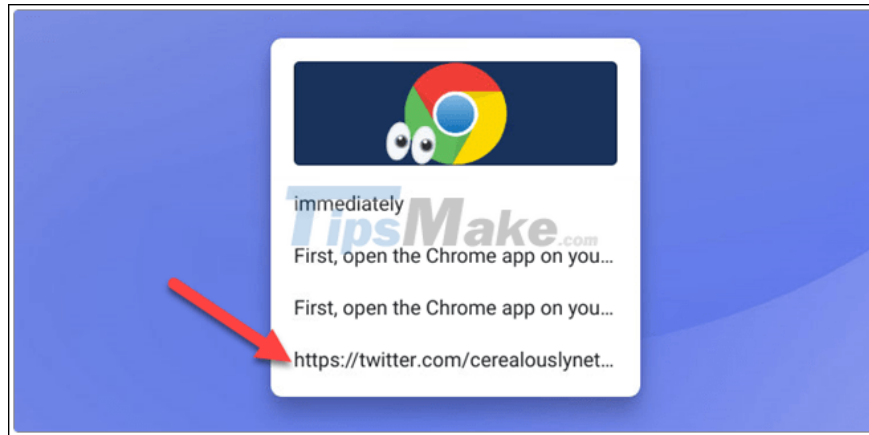
In the case of a Chromebook, the clipboard manager saves the last 5 items you copied, including text, links, photos, and more. You can access anytime to view these 5 items and choose one to paste when needed.

Note that the clipboard manager can be opened anywhere on your Chromebook. However, if you want to paste something, you'll have to be in a position where you can accept the content you paste. For example, when you want to paste a piece of text, you must be on a text field.

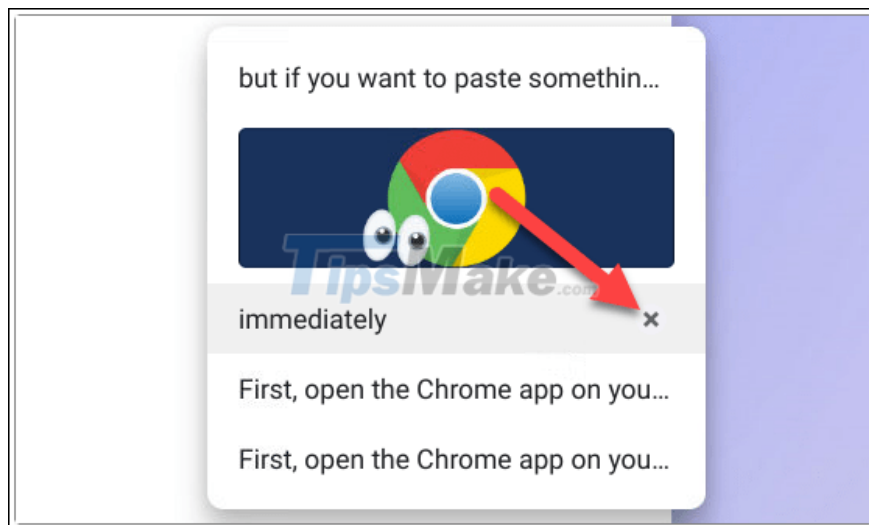
Now, to access clipboard, just press **Search / Launcher + v** .



This will immediately bring up the clipboard manager on the screen. Select any item in the list to paste them.



To remove an item from the clipboard manager, simply hover over it - or press and hold - and click the 'X' icon



There are a few additional things to keep in mind. Clipboard manager access shortcuts will only work if the Search / Launcher key is set to default. For example, this feature won't work if you've turned the Search key to a Caps Lock button.

Another thing to note is that the clipboard is not kept forever. When you sign out or power off your Chromebook, the clipboard is also wiped clean.

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