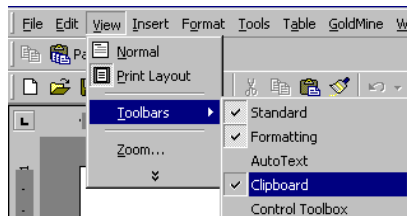


Copy and Paste up to 12 Pieces of Information at Once

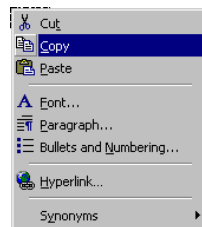
If you're constantly copying text and data between different Office programs, here's a way to save time by copying multiple items at once. For example, you can copy a chart in Microsoft Excel, switch to Microsoft PowerPoint® and copy a bulleted list, switch to Microsoft Internet Explorer and copy a page of text, and then switch to Microsoft Word and paste the collection of copied items into your document.

Here's how:

1. In any Office 2000 program, on the View menu, point to Toolbars and click Clipboard to display the Office Clipboard.



2. Select an item you want to copy.
3. Copy the item into the Office Clipboard by clicking Copy on the Edit menu or clicking the Copy button on the Clipboard toolbar.



4. Repeat steps two through four until you have copied all the items (up to 12) you want. If the item you want to copy is in another program, switch to that program first.
5. In an Office program, click where you want to paste the items.
6. To paste all the items at once, click Paste All on the Clipboard toolbar. Or to paste the items one at a time, click the icon for the item you want to paste.

