

Clipboard

Keep the Office clipboard from showing next to your Word 2003 document.

Whenever you copy multiple items to the Clipboard, an Office Clipboard appears to the right of your current document in Word 2003 and under HOME in MSWORD 2007. This Clipboard lets you copy and paste up to 24 text items using one of the last several items copied to the Clipboard. While many people find this feature useful in that they can copy several items to the Clipboard for later pasting use, others find this pane annoying in how it automatically pops up, potentially hiding part of the current Word 2003 document.

You can change how the Clipboard behaves. From Microsoft Word 2003:

1. If the Clipboard is not already onscreen, choose "Edit" - "Office Clipboard".
2. Click on the "Options" button.
3. To hide the Clipboard icon from popping up on the Windows taskbar, uncheck "Show Office Clipboard Icon on Taskbar" and "Show Status Near Taskbar When Copying".

Note: Copy of items not in MSword are also listed in the Word Clipboard list.

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