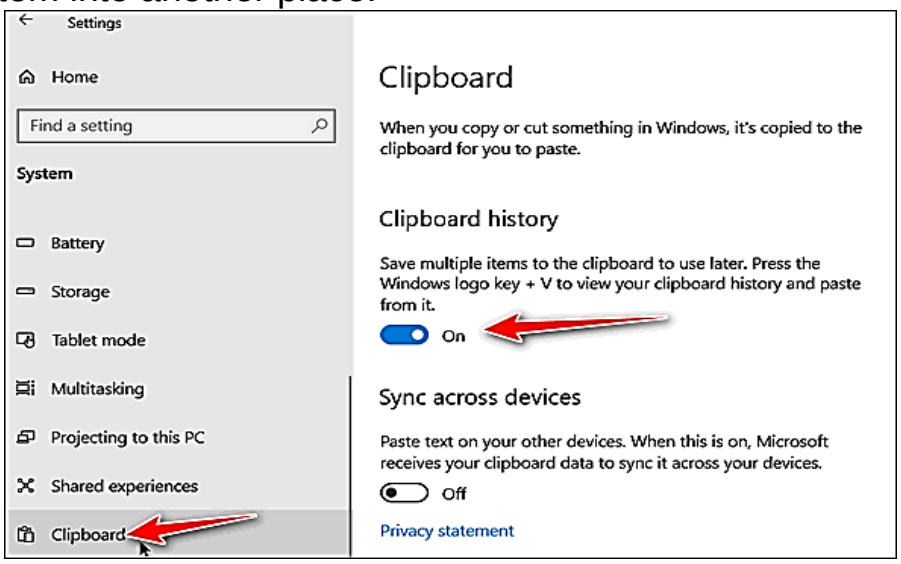
The Clipboard and Clipboard History Windows 10

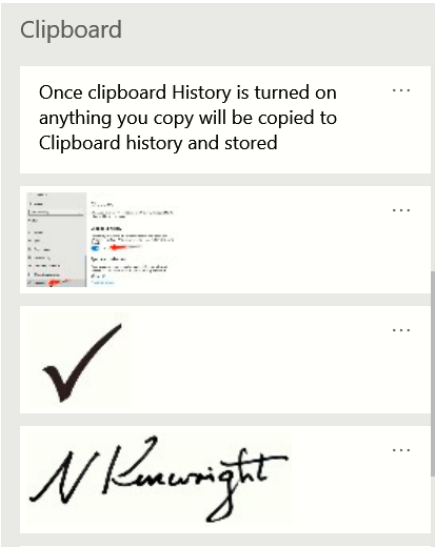
When you copy something it goes to your "**Clipboard**". However this must be switched on. To check this Open **Settings** > **System** and click on **Clipboard** in the menu on the left pane and see that Clipboard history is switched on. Now you can paste your copied item into another place.



Once Clipboard History is on you can view your copied item on the **top of a list.** This list contains all your copied items—**BUT** see later.

You can always access your Clipboard and all your copied items by pressing the **Windows Key + V**.

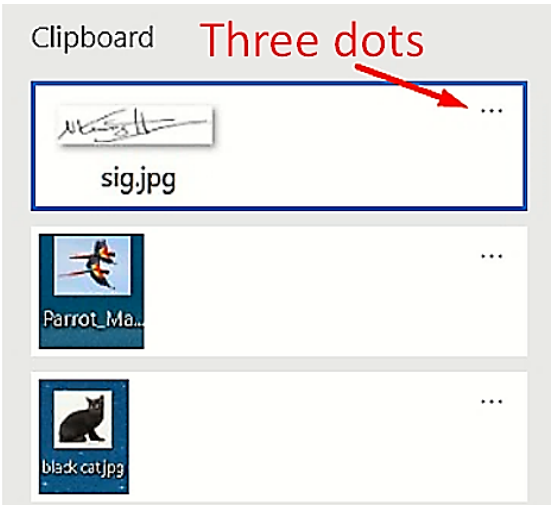
Here is mine.



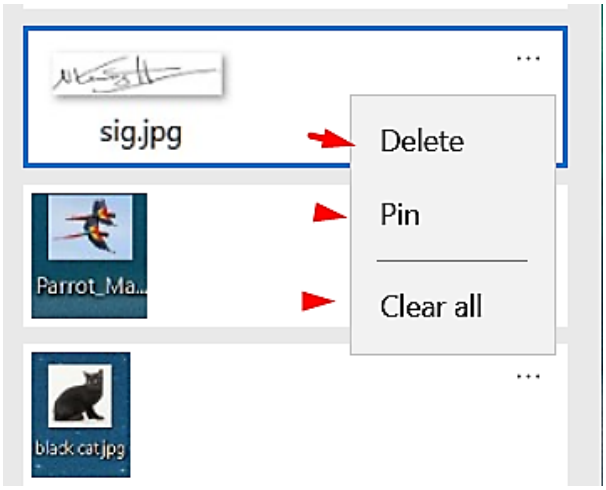
Any item in this list can still be pasted into a document just by clicking on it.

However if you switch your **computer off** all of the items will disappear.

BUT there is a technique to keep important ones that will never be removed. For example I keep a signature and a tick to put into forms. These items are permanently in my clipboard history.



The way to do this is to click on the three dots on the top right of each clip you wish to retain.



You will be presented with three choices. You can delete the item or totally clear your clipboard.

But more importantly you can make the copied item permanent by selecting “Pin” even if you shut down your computer.

Obviously you can delete it later by the same method if you wish.

Windows 11 also has a clipboard but much has changed from Windows 10 and this will be a new tutorial.