Windows – Clipboard History

On Windows, you've been able to copy and paste text and images for a long time, but it's been limited to only support copying one piece of content at a time and no interface to view the things you copied. To overcome these limitations and to make the experience more useful, Windows introduced a clipboard that tracks the text and images (up to 4MB) that you copy. Also, you can finally view and paste content from the clipboard history, and even pin items that you copy and paste more frequently. Using the clipboard history, there are some obvious limitations as not everything you copy will appear in the history. For example, you can copy the name of a file, but copying a file to move it to another location will not appear in the history. When you sign out of your computer, your clipboard history will be cleared except for pinned items.

Enabling the Clipboard History

To enable the clipboard history, use these steps:

- Use the **Windows key + V** keyboard shortcut.
- Click the **Turn on** button.

Pin/Unpin Item within Clipboard History

To pin an item that you paste frequently to the clipboard history, use these steps:

- Use the **Windows key + V** keyboard shortcut.
- Click on the **three dots** in the top right corner of the clipboard item you want to pin.
- Select the **Pin** option to permanently retain this specific item within the clipboard history.
- Select the **Unpin** option if you no longer want this specific item pinned within the clipboard history.

Clearing the Clipboard History

To clear the clipboard history, use these steps:

- Use the **Windows key + V** keyboard shortcut.
- Click on the **three dots** in the top right corner of the clipboard item you want to delete.
- Select the **Delete** option to permanently remove this specific item from your clipboard history.
- Select the **Clear All** option to permanently remove all items from your clipboard history. This will not delete pinned items as they must be individually deleted.

Pasting from Clipboard History

To paste from the clipboard history, use these steps:

- Open the document/app you want to paste the content to (Email, Teams, Word, Excel, etc.).
- Use the **Windows key + V** keyboard shortcut to open the clipboard history.
- Select the content you want to paste.

Common Windows Shortcuts

- Ctrl + F = Find
- Ctrl + A = Select All
- Ctrl + C = Copy
- Ctrl + X = Cut
- Ctrl + V = Paste
- Ctrl + Z = Undo
- Ctrl + Y = Redo
- Alt + Print Screen = Screenshot of active window
- Windows Key + Print Screen = Screenshot saved to Pictures/Screenshots folder
- Windows Key + Shift + S = Capture with Snip & Sketch
- Windows Key + V = Clipboard History