



# **iClipboard™**

## **User's Guide**

Chronos LLC

December 14, 2007

© 2007 Chronos LLC. All rights reserved.

Under the copyright laws, this user guide may not be copied, in whole or in part, without the written consent of Chronos. Your rights to the software are governed by the accompanying software license agreement.

Every effort has been made to ensure that the information in this user guide is accurate. Chronos is not responsible for printing or clerical errors.

Chronos LLC

[www.chronosnet.com](http://www.chronosnet.com)

iClipboard, the iClipboard logo, and the Chronos logo are trademarks of Chronos LLC.

Apple, Mac, Macintosh, Mac OS, Quick Look and Finder are trademarks of Apple Inc., registered in the U.S. and other countries.

All other trademarks, registered trademarks, service names, product and/or brand names are the sole property of their respective owners. Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Chronos assumes no responsibility with regard to the performance or use of these products.

## **Chapter 1—Welcome**

System Requirements	4
Installing iClipboard	4
Learning to Use iClipboard	5

## **Chapter 2—Getting Started**

Launching iClipboard The First Time	6
Quitting and Launching iClipboard	7
Changing Whether iClipboard Launches at System Startup	7

## **Chapter 3—Using iClipboard**

The Shelf	8
Adding Clippings	9
Deleting Clippings	10
Pasting a Clipping Into Another Application	10
Previewing a Clipping	11
Pausing/Resuming Recording	12
Opening a Clipping	12
Editing Text Clippings	12
Setting Limits	13
Setting Grab and Paste Sounds	13

## **Chapter 4—Projects**

# Chapter 1—Welcome

iClipboard is the ultimate clipboard manager. It keeps a history of everything you copy to the system-wide clipboard from any application. When you need to go back and paste a clipping from the history, iClipboard appears from the side of your screen so you can preview and paste any clipping—you're no longer limited to pasting just the last thing copied to the clipboard. For a list of new features in this version please visit our web site at <http://www.chronosnet.com>.

## System Requirements

- ◆ Mac OS X v10.5 or later
- ◆ 20MB of available disk space
- ◆ DVD-ROM drive for installation

## Installing iClipboard

### To install the software from a DVD:

- 1) Insert the installation DVD into your computer's optical drive.
- 2) Drag and drop the iClipboard application icon into your Applications folder or other folder of your choice.

### To install the software from a download:

- 1) Open the iClipboard disk image on your desktop
- 2) Drag and drop the iClipboard application icon into your Applications folder or other folder of your choice.

### What Gets Installed?

The first time you run iClipboard, the following items will be installed on your hard disk.

- ◆ **iClipboard.prefPane alias.** This alias file links to the iClipboard preference pane inside the iClipboard application. The iClipboard preference pane shows up in the Mac OS X System Preference application. The alias file is located in the "PreferencePanes" folder of your home "Library" folder.

### Uninstall iClipboard

The below steps describe how to uninstall all of the components related to iClipboard.

- 1) Delete the iClipboard application. The iClipboard application was originally installed by you, so you are the only one that knows where it is installed. That said, it is likely in your Applications folder.
- 2) Delete the "Chronos/iClipboard" folder. This folder is where iClipboard stores its database. This is located in the "Application Support" folder of your home Library folder.
- 3) Delete the "iClipboard.prefPane" alias file. This is located in the "PreferencePanes" folder of your home Library folder.
- 4) Delete the "com.chronos.iClipboard.plist" file. This file is located in the "Preferences" folder of your home Library folder.

# Learning to Use iClipboard

To learn how to use iClipboard, consult these resources:

## **User's Guide**

This guide describes iClipboard's features and shows how to use the program.

## **Onscreen Help**

Help tags are available for many of the items in iClipboard. To see the help tags, let the mouse pointer rest over an item for a couple of seconds.

## **Technical Support**

Chronos provides various support options for iClipboard. See <http://www.chronosnet.com/Support/index.html> for technical support options.

## **Web Resources**

Go to <http://www.chronosnet.com/Products/index.html> to get the latest software and updates.

# Chapter 2—Getting Started

iClipboard is little bit unique in that it's a faceless background application. This means it doesn't appear in the Mac OS X Dock and doesn't have a menu bar. Instead it runs in the background and only appears when needed.

## Launching iClipboard The First Time

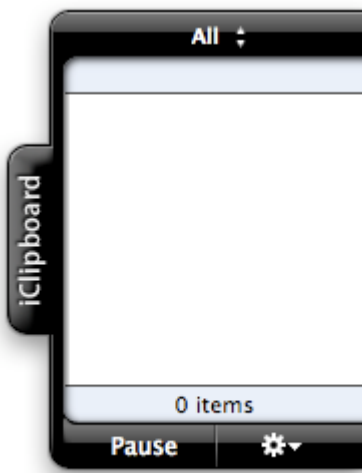
The first time you launch iClipboard it performs some basic installation chores and setup. Once this initial setup has been done, you will be able to launch and quit iClipboard using the iClipboard preference pane (see the next section).

### To launch iClipboard the very first time:

- 1) Double-click the iClipboard application. The application will launch and a tab will appear on the edge of the screen.



- 2) Click the tab. The tab is connected to a window called the Shelf which is described in the next chapter.



The first time you launch iClipboard, it is automatically added to the list of Login Items for your user account. This means that iClipboard will automatically and conveniently launch each time you restart your computer.

### To view/edit your user account's Login Items:

- 1) Open the System Preferences.
- 2) Click the Accounts preference pane.

- 3) Select your account.
- 4) Click the Login Items tab.

## Quitting and Launching iClipboard

Because iClipboard is a background application, you can't quit it from the File menu like you would for most applications. Instead, you use the iClipboard preference pane to quit and launch iClipboard

### To quit or launch iClipboard:

- 1) Open the System Preferences.
- 2) Click the iClipboard preference pane.
- 3) Move the ON/OFF switch to the OFF position to quit iClipboard. Move the switch to the ON position to launch iClipboard.



## Changing Whether iClipboard Launches at System Startup

You can change at any time whether or not you want iClipboard to be launched automatically whenever your computer restarts.

### To enable or disable iClipboard launching at system startup:

- 1) Open the System Preferences.
- 2) Click the iClipboard preference pane.
- 3) Select or deselect Enable at system startup.

# Chapter 3—Using iClipboard

iClipboard records everything copied to the system-wide clipboard (whenever you press Command-C or choose Edit > Copy in any application). It will also remember everything copied between computer restarts, so you can literally go back weeks in time to find something that you copied. Each recorded item is called a clipping.

## The Shelf

The Shelf, which appears on the edge of your screen, lists all of the clippings that have been recorded.

### Last Date/Time

The date/time the last clipping was recorded.

### Tab

Click to open and close the Shelf.

### Status

Shows the total number of clippings.

### Pause/Resume Button

Pause and resume recording in one click.



### Project Menu

Record clippings in projects you create.

### Clipboard History

Review and paste recorded clippings.

### Action Button

Access iClipboard features.

Each clipping appears as a thumbnail that represents the content in the clipping. iClipboard can accurately present thumbnails for standard clippings like the following:

- ◆ Text (including rich text)
- ◆ Graphics (supports all popular formats including jpeg, tiff, png, pdf, eps, etc.)
- ◆ Web content (html/web archives)
- ◆ Movies
- ◆ Audio
- ◆ Files



If iClipboard encounters a non-standard or proprietary clipping, the following thumbnail will appear:



This symbol simply means that iClipboard can't display the contents of the clipping, but the clipping is still valid and every bit as usable as any other clipping.

**To open the Shelf and view the clippings:**

- 1) Click the tab on the Shelf. The Shelf will slide out from the side of the screen.

**To close the Shelf:**

- 1) Click the tab on the open Shelf. The Shelf will slide closed.

**To change the position of the Shelf on the screen:**

- 1) Click the Action button and choose Preferences.
- 2) Choose a new screen position from the Position pop-up menu.

**To change the width of the Shelf on the screen:**

- 1) Click the Action button and choose Preferences.
- 2) Adjust the width slider accordingly.

**To change the behavior of how the Shelf opens/closes:**

Normally, the Shelf opens/closes by clicking on its tab. You can, however, change this behavior so the Shelf opens when you move your mouse to the edge of the screen and closes when you move your mouse off of the Shelf.

- 1) Click the Action button and choose Preferences.
- 2) Select Turn hiding on

## Adding Clippings

iClipboard automatically records everything copied to the system-wide clipboard. The means whenever you press Command-C or choose Edit > Copy in any application, the copied content is recorded by iClipboard and placed on the Shelf. But there are other ways to get content onto the Shelf including dragging content to Shelf and using the controls within a clipping to grab selected content.

**To drag content to the Shelf:**

- 1) Click and drag content from any application to Shelf. If the Shelf is closed, it will automatically open and you can drop the content on any current clipping. The clipping will be replaced with the new content.

**To control how the Shelf opens when dragging content to the Shelf:**

If the Shelf is closed when you drag content to it, the Shelf will need to open automatically for you. You can choose to have the Shelf open automatically as soon as the mouse is over the Shelf's tab or as soon as the mouse hits the edge of the screen.

- 1) Click the Action button and choose Preferences.
- 2) Choose either the Dock Tab or Screen Edge option.

**To replace a clipping with selected content in the current application:**

- 1) Select some content in your application.
- 2) Open the Shelf
- 3) Move your mouse over an existing clipping whose contents you want replaced with the selected content from another application. A control bar will appear inside the clipping.



- 4) Click the Grab button.



## Deleting Clippings

The occasion may arise when you want to delete a single clipping from the Shelf (like a password) or clear the entire history of recorded clippings.

**To delete a clipping:**

- 1) Move your mouse over an existing clipping. A control bar will appear inside the clipping.
- 2) Click the Action button in the control bar and choose Delete.

**To delete all clippings:**

- 1) Click the Action button and choose Clear.

## Pasting a Clipping Into Another Application

iClipboard keeps a history of everything copied to the system-wide clipboard so you can go back at any time and use the clippings again. iClipboard makes it easy to paste a clipping into another application.

**To paste a clipping into another application:**

- 1) Switch to the application where you want the clipping pasted and then click in the document where you want the clipping pasted.
- 2) Open the Shelf.
- 3) Move your mouse over the clipping you want to paste. A control bar will appear inside the clipping.
- 4) Click the Paste button.



## Previewing a Clipping

The Shelf only displays a thumbnail view of each clipping since space is limited. If you need to see a larger version of a clipping, you can bring up a preview.



iClipboard can show you previews of the following standard types of clippings:

- ◆ Text (including rich text)
- ◆ Graphics (supports all popular formats including jpeg, tiff, png, pdf, eps, etc.)
- ◆ Web content (html/web archives)
- ◆ Movies
- ◆ Audio
- ◆ Files

The previews are dynamic in that movies and audio will play, and files will show you a Mac OS X Quick Look preview of the file's contents when available. If iClipboard tries to preview a non-standard or proprietary clipping, the following preview symbol will appear:



This symbol simply means that iClipboard can't display the contents of the clipping, but the clipping is still valid and every bit as usable as any other clipping.

The preview will also show you other pertinent information about the clipping depending upon the type of clipping:

- ◆ The type of clipping (text, graphic, movie, etc.)
- ◆ The size of the clipping in bytes
- ◆ The document and application where the clipping came from
- ◆ The URL where the web clipping came from, i.e. [www.chronosnet.com](http://www.chronosnet.com)

- ◆ The date and time the clipping occurred

#### **To control when previews appear:**

You can control when previews appear depending upon your own likes/dislikes. You can choose to have the preview appear when your mouse rests above a clipping for a short period of time or when you click the clipping.

- 1) Click the Action button and choose Preferences.
- 2) Choose your desired option from the Show Preview pop-up menu.

#### **To preview a clipping:**

- 1) Move your mouse over a clipping or click the clipping (depending upon your preference setting).

#### **To dismiss a clipping:**

- 1) Move your mouse outside the preview window or Shelf and the preview will momentarily dismiss.

## Pausing/Resuming Recording

There may be times when you don't want iClipboard to record data that is copied to the system-wide clipboard. In such cases, you can temporarily pause and resume recording from the Shelf with a single click.

#### **To pause recording:**

- 1) Click Pause.

#### **To resume recording:**

- 1) Click Resume.

## Opening a Clipping

You can open a clipping in another application if you want to edit the clipping or work with it. iClipboard will open the clipping using the default application for the type of data stored in the clipping. For example, a rich text clipping will most likely be opened by TextEdit; a jpeg image will most likely be opened by Preview or other graphics editing program; and so forth.

#### **To open a clipping:**

- 1) Move your mouse over an existing clipping. A control bar will appear inside the clipping.
- 2) Click the Action button in the control bar and choose Open.

## Editing Text Clippings

You can edit a text clipping directly from the Shelf. This is useful if you need to make a correction or change to a clipping before pasting it into another application.

#### **To edit a text clipping:**

- 1) Move your mouse over an existing text clipping. A control bar will appear inside the clipping.
- 2) Click the Action button in the control bar and choose Edit.

## Setting Limits

iClipboard can conceivably record every clipping copied to the clipboard forever. As you might imagine, doing so would consume a lot of memory and disk space. Fortunately, iClipboard lets you limit the total number of clipping by quantity or by time period. For example, you can tell iClipboard to only record the most recent 100 clippings or you can tell iClipboard to only keep clippings from the past week.

You may also want iClipboard to ignore clippings if they are exceedingly large. For example, a graphics designer that works with large graphic files may not want iClipboard to record a 50MB image. Likewise, a movie editor might not want a 400 MB movie clip recorded since doing so may affect the computer's performance. iClipboard lets you choose to record all clippings regardless of size or just those below a certain size.

### **To limit the total number of recorded clippings:**

- 1) Click the Action button and choose Preferences.
- 2) Choose a limit from the Clipboard limit pop-up menu.

### **To limit the size of clippings that are recorded:**

- 1) Click the Action button and choose Preferences.
- 2) Choose a limit from the Ignore clippings pop-up menu.

## Setting Grab and Paste Sounds

Whenever you grab content onto the Shelf (either by dragging or the Grab button), a special grab sound will play so you know the content was grabbed. Likewise, whenever you paste a clipping into another application, a special paste sound will play. You can change the sound that plays when these events occur or you can turn off the sound effect altogether.

### **To change the grab and paste sounds:**

- 1) Click the Action button and choose Preferences.
- 2) Choose a new sound from the sound pop-up menus.

# Chapter 4—Projects

iClipboard can record and group clippings into projects that you define. For example, a scientist might switch to her Research project when she's doing research on the web and switch to her Report project when she's working on weekly progress reports. Projects make it possible to compartmentalize your work.

The Project button at the top of the Shelf indicates the project that you're currently recording into. The Shelf shows you all the clipping in the currently selected project.

The default project is "All" which indicates that the Shelf is showing every clipping regardless of which project it belongs to. In other words, "All" represents the master history of clippings. When "All" is selected and a clipping is recorded, the clipping is not assigned to any project.



## **To add a new project:**

- 1) Choose Edit Projects from the Projects pop-up menu. A sheet for editing projects will appear.
- 2) Click Add (+). A new project will be added to the list of projects.
- 3) Enter the name of your project and press Return.
- 4) Click Done to exit the sheet.

## **To delete a project:**

- 1) Choose Edit Projects from the Projects pop-up menu. A sheet for editing projects will appear.
- 2) Select a project in the list.
- 3) Click Delete (-).
- 4) Click Done to exit the sheet.

## **To rename an existing project:**

- 1) Choose Edit Projects from the Projects pop-up menu. A sheet for editing projects will appear.
- 2) Double-click a project in the list.
- 3) Edit the name of the project and press Return.
- 4) Click Done to exit the sheet.

## **To switch projects:**

- 1) Choose a project from the Projects pop-up menu. The Shelf will display all of the clippings that have already been recorded to the selected project.