iClipboard™ 5
User's Guide

Chronos, Inc.

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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.

Mac App Store Version Differences

iClipboard can be purchased directly from the Chronos website, hereafter referred to as the *Chronos Version*, or from the Mac App Store using the App Store application built into OS X, hereafter referred to as the *Mac App Store Version*. iClipboard is the same application with the same features regardless of where you purchase it. There are, however, some key differences that the Mac App Store version introduces:

✦ **Services**. If you purchased iClipboard from the Mac App Store, you will not be able to paste clippings using the Services menu as described in a later chapter. Apple's Mac App Store guidelines currently disallow this feature due to sandboxing restrictions which prohibit resources from being stored in shared locations. Apple added these sandboxing requirements to make your computer more secure by preventing rogue applications from accessing resources they're not supposed to. Chronos is working with Apple to come up with a solution that works within the sandboxing requirements (Apple's current method for providing dynamic services violates their own requirements).

✦ **Software Updates**. The Mac App Store Version of iClipboard can only be updated via the Mac App Store. This means if you originally purchased iClipboard from the Mac App Store, then it's not possible to download and install an update from the Chronos website. Instead, you need to download the update from the Mac App Store using the App Store application.

If any of these differences affect the instructions in this user guide, specialized instructions for the Chronos Version of the software or the Mac App Store Version of the software will be provided.

System Requirements

✦ Mac OS X v10.9.4 or later
✦ 50MB of available disk space

Installing iClipboard — Chronos Version

If you downloaded iClipboard from the Chronos website, you should see an iClipboard disk image on your Desktop.

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.

Installing iClipboard — Mac App Store Version

If you purchased iClipboard from the Mac App Store then OS X will automatically install the software on your computer in your Applications folder. If you deleted the application and wish to reinstall it from the Mac App Store, then the below steps describe how.

1) Open the App Store application.

2) Click Purchases at the top of the App Store window. You'll see a list of all the applications you've purchased on the Mac App Store.

3) Locate iClipboard in the list of purchased applications and click Install.

Uninstalling iClipboard — Chronos Version

Delete the below items in the Finder to completely uninstall all of the software components and data related to iClipboard.

1) **The iClipboard application**. The iClipboard application is stored at the following location on your computer unless you installed it elsewhere:

   /Applications/iClipboard

2) **Your iClipboard Database**. This folder contains your iClipboard database. Don't delete this folder if you want to keep all of the clippings in your clipboard history. It is stored at the following location on your computer where ~ denotes your HOME folder:

   ~/Library/Application Support/Chronos/iClipboard

3) **The Services Bundle**. The Services bundle contains the services for named clippings that you want to paste via the system Services menu. Deleting this bundle is always harmless since iClipboard will automatically regenerate it.

   ~/Library/Services/iClipboardService.bundle

4) **Your Preferences**. This file contains your preferences and settings for the software. It is located at the following location on your computer where ~ denotes your HOME folder:

   ~/Library/Preferences/com.chronos. iClipboard.plist

Uninstalling iClipboard — Mac App Store Version

Delete the below items in the Finder to completely uninstall all of the software components and data related to iClipboard.

1) **The iClipboard application**. The iClipboard application is stored at the following location on your computer unless you installed it elsewhere:

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   ~/Library/Application Support/Chronos/iClipboard.

3) **Your Preferences**. This file contains your preferences and settings for the software. It is located at the following location on your computer where ~ denotes your HOME folder:

~/Library/Preferences/com.chronos. iClipboard.plist

Transferring iClipboard to Another Computer

The occasion may arise when you need to transfer iClipboard along with your clipboard history to another computer. The below steps describe this process.

1) Install iClipboard on your new computer, but don't launch it. If you do launch iClipboard on your new computer, it will create some support files/folders on the computer that will be replaced by the below steps (a potentially dangerous operation since you'll lose the data in the replaced files). Make sure you abide by your license when installing iClipboard on other computers. For more information on Chronos' licensing see: http://www.chronosnet.com/company/licenseagreement.html

2) There are two items you'll need to copy from your current computer to your new computer. The items are located at the following location on your computer where ~ denotes your HOME folder:

   • **Your iClipboard Database**. This folder contains your clipboard history. It is stored at the following location on your computer where ~ denotes your HOME folder:

     ~/Library/Application Support/Chronos/iClipboard

   • **Your Preferences**. This file contains your preferences and settings for the software. It is located at the following location on your computer where ~ denotes your HOME folder:

     ~/Library/Preferences/com.chronos. iClipboard.plist

   You will need to copy these two items to the exact same location on your new computer. The method you use to copy these items will vary upon your setup, size of the items, and computer expertise. If these items aren't too big, it's probably easiest to copy them to a writeable CD/DVD or USB thumb drive and then copy them from there to your new computer. If they're large in size, then you can first copy them to an external hard disk and then copy them from there to your new computer. If your computers are networked, then you can simply copy the files over your network.

Learning to Use iClipboard

To learn how to use iClipboard, consult these resources:

User 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 regular menu bar. Instead it runs in the background and only appears when needed.

Launching iClipboard

Since iClipboard runs in the background, you can normally just launch it once and then leave it running indefinitely.

To launch iClipboard:

1) Double-click the iClipboard application. The application will launch and a Welcome window will appear. The Welcome window contains a video you can watch to quickly get acquainted with the software. The Welcome window will also walk you through a few setup and informational steps.
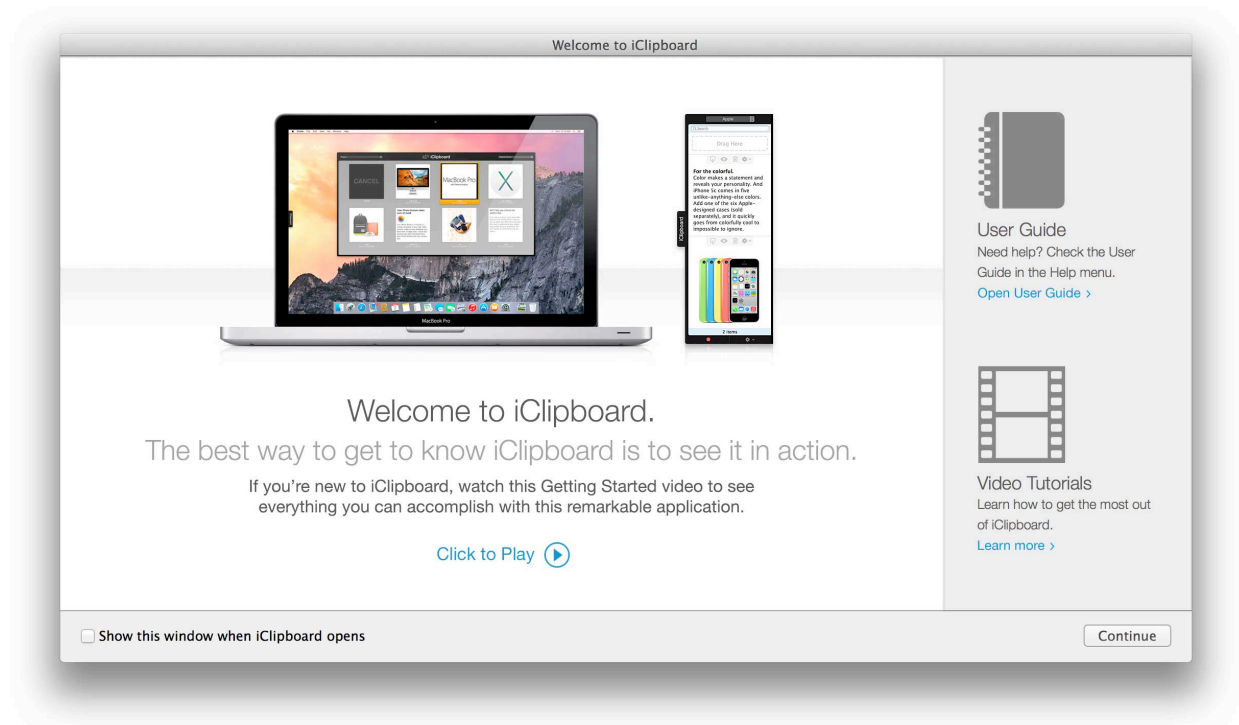
2) Click Close to close the Welcome window and start using the software. At the top of your screen in the menu bar, you'll see an iClipboard icon which opens a menu. The iClipboard menu always remains in the menu bar no matter which application you're currently working in. It provides convenient access to key functionality as well as your recent clippings.
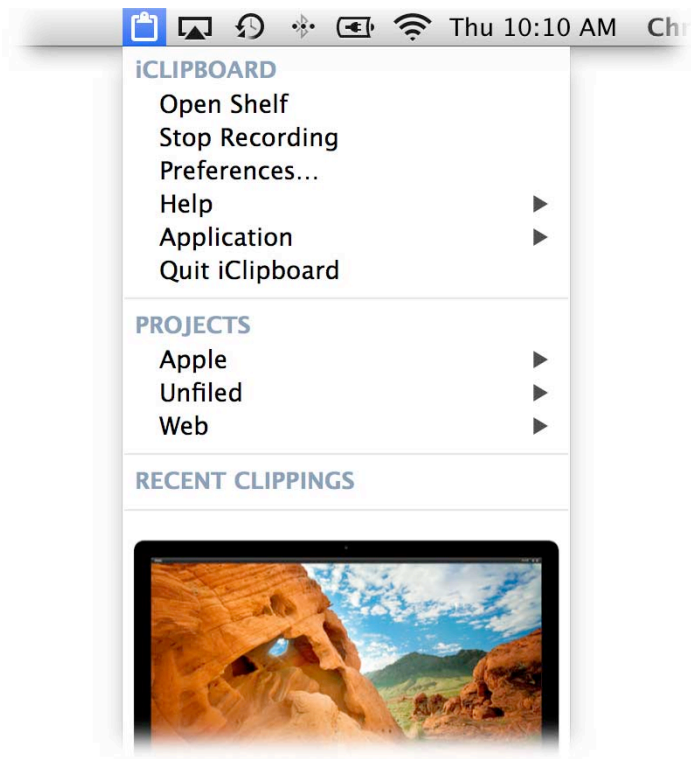
3) You'll also notice a tab on the edge of the screen.

4) Click the tab. The tab is connected to a window called the Shelf which is described in the next chapter.
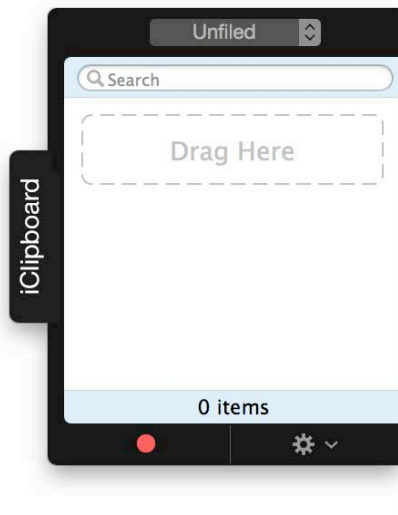
The first time you launch iClipboard, the software is automatically added to the list of Login Items for your user account. This means that iClipboard will automatically and conveniently launch each time you restart your computer.

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 iClipboard

Because iClipboard is a background application, you can't quit it like you would for most applications. Instead, you use the iClipboard menu in the menu bar.

To quit iClipboard:

1) Click the iClipboard icon in the menu bar and choose Quit 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) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

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 or free floating wherever you last left it on your screen, lists all of the clippings that have been recorded.

Search Field
Find a clipping by word or phrase.

Control Bar
Quickly paste, preview, & delete clippings.

Tab
Click to open and close the Shelf.

Status Bar
Shows the total number of clippings.

Start/Stop Button
Stop and resume recording in one click.

Project Menu
Record clippings in projects you create.

Drag Zone
Drag new content here.

Clipboard History
Review and paste recorded clippings.

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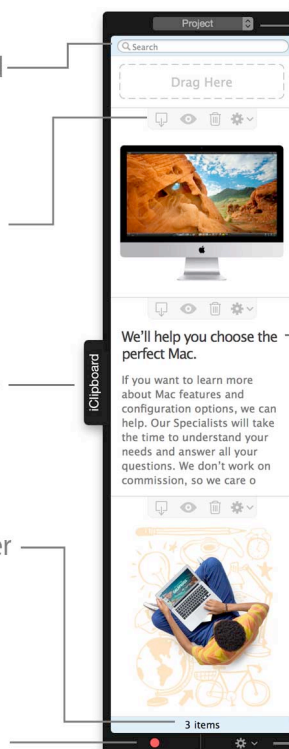
Each clipping appears as a thumbnail that represents the content in the clipping. iClipboard can accurately present thumbnails for standard clippings like the following:

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

The Drag Zone is located at the top of the Shelf. The Drag Zone provides a place where you can drag new content directly to the Shelf.

Drag Here

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.

2) OR press the designated Open/Close Shelf hot key (if the Shelf is in the floating position, you must use the Open/Close Shelf hot key). For more information on the open/close hot key, see Opening/Closing The Shelf Using a Hot Key.

3) OR click the iClipboard icon in the menu bar and choose Open Shelf.

To close the Shelf:

1) Click the tab on the Shelf. The Shelf will close.

2) OR press the designated Open/Close Shelf hot key (if the Shelf is in the floating position, you must use the Open/Close Shelf hot key).

3) OR click the iClipboard icon in the menu bar and choose Close Shelf.

To change the position of the Shelf on the screen:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a new screen position from the Position pop-up menu. You can choose to position the Shelf on the left side or right side of your screen. If you have multiple monitors, you can choose to position the Shelf on the left side or right side of your greater Desktop (you can't position the Shelf on the edge of a screen in the middle of the greater Desktop). You can also choose a floating position which means the Shelf isn't tied to the edge of your screen or Desktop and can be placed anywhere.

To change the appearance of the tab on the Shelf including its visibility:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a tab appearance from the Tab appearance pop-up menu. You can choose to have the tab appear at the top, middle, or bottom of the Shelf. You can also choose to not have a tab at all which is useful if you find that the tab covers other onscreen content.

To change the width of the Shelf on the screen:

Note: these steps are not applicable for a floating Shelf since a floating Shelf can be resized manually.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Adjust the width slider accordingly.

To change the height of the Shelf on the screen:

Note: these steps are not applicable for a floating Shelf since a floating Shelf can be resized manually.

4) Click the iClipboard icon in the menu bar and choose Preferences.

5) Select the General tab.

6) Choose your desired Shelf height from the Shelf Height pop-up menu. You have the following choices:

- Auto-Adjustable. Choose this option if you want the Shelf to automatically adjust its height according to the number of clippings recorded.
- Fixed Large, Fixed Medium, Fixed Small. Choose these options if you want the the Shelf to alway be the same height. You can choose to have it fixed at a small, medium, or large size.
- User Adjustable. Choose this option if you want to click and drag the height of the Shelf using the window resize control that will appear in the corner of the Shelf. You can resize the Shelf at any time with this option.

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

Note: these steps are not applicable for a floating Shelf since a floating Shelf can only be opened and closed using the Open/Close Shelf hot key.

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 iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Select Turn hiding on

To enable/disable the Shelf:

If you don't plan on using the Shelf at all, you can disable it at any time and use other features in the software to access your clippings.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select or deselect Enable Shelf.

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 the 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 clipping or on the Drag Zone. The clipping will be replaced with the new content.

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

Note: these steps are not applicable for a floating Shelf since a floating Shelf can only be opened and closed using the Open/Close Shelf hot key.

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 iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) 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) Locate the clipping whose contents you want replaced with the selected content from another application.

4) Click the Action button in the Control Bar and choose Grab Into Clipping.

Deleting Clippings

The occasion may arise when you want to delete a single clipping from the Shelf (like a password) or delete a bunch of clippings at once.

To delete a clipping:

1) Locate the clipping that you want to delete.

2) Click the Delete button in the Control Bar.

To delete more than one clipping:

1) Select more than one clipping. Hold down the shift key to select multiple contiguous clippings. Hold down the command key to select multiple clippings in a non-contiguous fashion.

2) Click the Action button and choose Delete Selected.

To delete all clippings in the history:

1) Choose "All" from the Projects pop-up menu.

2) Make sure that no clippings are currently selected. You can deselect a selected clipping by clicking on it or by clicking in the Drag Zone.

3) Click the Action button and choose Delete All.

To delete all clippings in the selected project:

1) Choose a project from the Projects pop-up menu.

2) Make sure that no clippings are currently selected. You can deselect a selected clipping by clicking on it or by clicking in the Drag Zone.

3) Click the Action button and choose Delete All

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 clippings into other applications.

To control how formatted text is pasted:

A lot of text that gets copied to the system-wide clipboard contains formatting like font information, styles (bold, italics, etc.), line height info, etc. Formatted text is often referred to as *rich text*. When you use iClipboard to paste formatted text into another application, you can choose to have iClipboard strip all the formatting from the text and paste it as *plain text*. This is useful when you want the pasted text to take on the formatting of the receiving document. There are also options to automatically convert the text to all uppercase, all lower-case, etc.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the Behaviors tab.

3) Choose the option you prefer.

IMPORTANT TIP: Make sure that you're not holding down any keys on the keyboard when you paste a clipping. This includes not holding down the Shift, Control, Option, and Command modifier keys.

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) Double-click the clipping you want to paste.

To paste a clipping into another application using the Paste button:

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) Locate the clipping you want to paste.

4) Click the Paste button in the Control Bar.

To paste a clipping into another application using the Action menu:

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) Locate the clipping you want to paste.

4) Click the Action button in the Control Bar and choose Paste Text (Original Format) or Paste Text (Plain).

To paste more than one clipping consecutively:

1) Select more than one clipping. Hold down the shift key to select multiple contiguous clippings. Hold down the command key to select multiple clippings in a non-contiguous fashion.

2) Click the Action button and choose Paste Selected.

To paste all the clippings in the current project or the entire history:

1) Choose a project or "All" from the Projects pop-up menu.

2) Make sure that no clippings are currently selected. You can deselect a selected clipping by clicking on it or by clicking in the Drag Zone.

3) Click the Action button and choose Paste All.

To paste a clipping into another application using drag and drop:

1) Switch to the application where you want the clipping pasted.

2) Open the Shelf.

3) Click and drag the clipping from the Shelf to the document where you want the clipping pasted.

Previewing a Clipping

The Shelf only displays a thumbnail 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 kinds 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:

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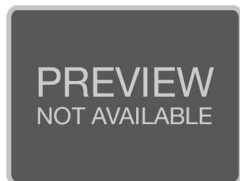
This symbol simply means that iClipboard can't display the contents of the clipping, but the clipping is still valid and every bit as usable as any other clipping.

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

◆ The kind of clipping (text, image, 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
◆ The date and time the clipping occurred

To preview a clipping:

1) Locate the clipping you want to preview.

2) Click the Preview button in the Control Bar.

To dismiss a preview:

1) Click the Preview button in the Control Bar or click in the Shelf.

Choosing a Preview Format

When content is copied to the system-wide clipboard, the content might appear on the clipboard in different data formats. For example, if you copy some text in your word processor, your word processor might put plain text, rich text, and Unicode formats of the text on the clipboard to make it easier for other applications to use. When you later paste the text in a different application like a spreadsheet program, that program can decide which format of the content to paste. For example, an older spreadsheet program might not support Unicode text so it would use the plain text format.

When you preview a clipping in iClipboard, the preview will show you all the different formats of the content contained in the clipping. The format currently being displayed is selected in the Format button at the bottom of the preview.

Format: Cocoa Rich Text with Attachments
Format size: 83.5 KB of 1.3 MB

If you click on the Format button, you'll see all of the different formats stored in the clipping:

TEXT
Carbon Plain Text
Carbon Stylized Text
Carbon UTF-16 Plain Text
Carbon UTF-16 Stylized Text
Cocoa Rich Text
Cocoa String
Rich Text
Traditional Mac Plain Text
UTF-16 Big Endian Plain Text
UTF-8 Plain Text

WEB ARCHIVE
✓ Cocoa Web Archive
Web Archive

OTHER
Type "com.adobe.indesign-import-styl"
Type "com.adobe.indesign-import-ustl"
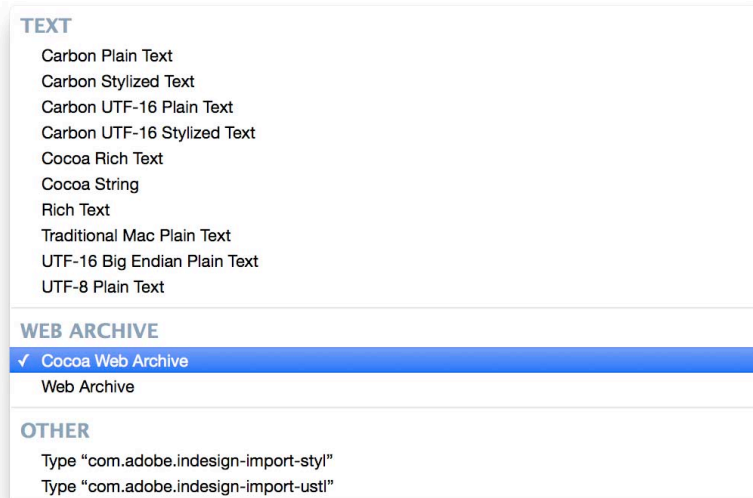
The formats are organized for your convenience into broad categories like text, images, web archives, etc. You might not recognize some of the names of these formats because they're used internally by programmers and some are proprietary, but many are identifiable.

ADVANCED FORMAT INFORMATION. You'll likely notice that many formats begin with either "Carbon" or "Cocoa". Carbon formats are generally used by older applications that were originally ported from Mac OS 9. Since some older applications still rely on Carbon formats, some modern applications still put these formats on the clipboard even though they're slowing becoming deprecated with each new Mac OS X release. Cocoa formats were the modern replacement for Carbon formats, but they too have been superseded by Apple in recent years by an even better standard known as Universal Type Identifier or UTI. The UTI formats appear without any prefix so when you see "Rich Text", it's really a UTI Rich Text format.

You can select a different format to see a preview of that format. Suppose, for example, that you copy an image from a web page in your web browser application. It might show up on your Shelf like this:

When you preview this clipping, iClipboard, will do its best to choose the format of the content that it thinks will best represent the clipping to you. In this case, it will choose the "Cocoa Tiff" graphics file format.

http://www.apple.com/macbook-pro/
captured from Safari on 8/28/14 at 11:18 AM
(shown at 26%)

Format: Cocoa TIFF

Format size: 5.4 MB of 12 MB

However, if you look the listing of formats, you'll see that it also has a plain text flavor of the image called, "public.utf8-plain-text". Why would it have a text format of an image? Your web browser also stored a text format for the image in case you tried to paste the image into a text field. Since a text field can't accept an image, your web browser figured you might appreciate the URL of the image being pasted instead.

http://www.apple.com/macbook-pro/
captured from Safari on 8/28/14 at 11:18 AM
53 characters

http://www.apple.com/macbook-pro/built-in-apps-retina

Format: UTF-8 Plain Text

Format size: 53 bytes of 12 MB

Starting/Stopping 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 stop and resume recording from either the Shelf or the icon in the menu bar.

To stop recording from the Shelf:

1) Click Stop at the bottom of the Shelf.

The red LED will stop blinking on the Start/Stop button in the Shelf and you'll see a prominent red bar appear near the top of the Shelf to remind you that recording has been stopped. The icon in the menu bar will also turn gray to indicate recording has been stopped.
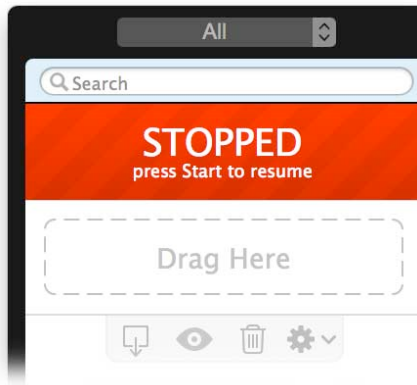
To stop recording from the icon in the menu bar:

1) Choose Stop Recording from the icon in the menu bar.

You'll see a prominent red bar appear at the top of the menu to remind you that recording has been stopped. The icon in the menu bar will also turn gray to indicate recording has been stopped.
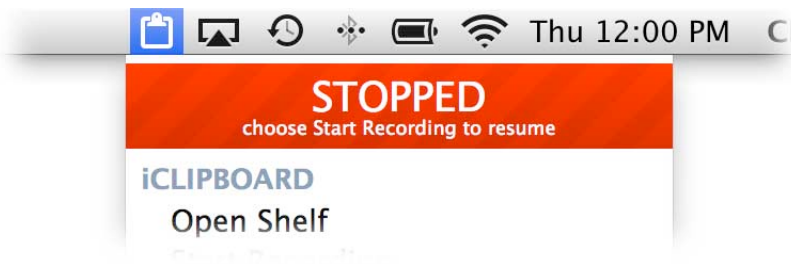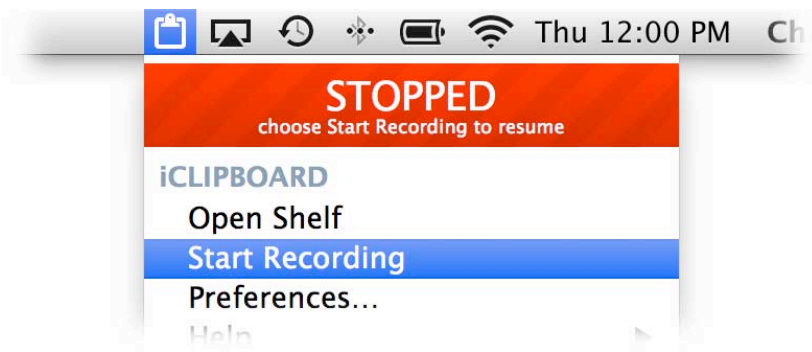

To start recording from the Shelf:

1) Click Record at the bottom of the Shelf. The red LED will start blinking on the Start/Stop button in the Shelf.

To start recording from the icon in the menu bar:

1) Choose Start Recording from the icon in the menu bar.

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)   Locate the clipping you want to open.

2)   Click the Action button in the Control Bar and choose Open.

Opening/Closing The Shelf Using a Hot Key

Some may find it more convenient to open and close the Shelf using a hot key instead of clicking the tab on the Shelf.

To change the hot key that opens and closes the Shelf:

1)   Click the iClipboard icon in the menu bar and choose Preferences.

2)   Select the Hot Keys tab.

3)   Click in the Open/Close Hot Key field.

4)   Enter a new hot key or click Clear to delete the existing hot key.

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. You can also adjust the volume that these sounds play at in relation to the system volume setting.

To change the grab and paste sounds:

1)   Click the iClipboard icon in the menu bar and choose Preferences.

2)   Select the Sounds tab.

3) Choose a new Grab or Paste sound from the appropriate pop-up menus.

4) Adjust the volume of these sounds as desired.

Setting The Copy Sound

iClipboard records everything copied to the system-wide clipboard. This 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. When this occurs, you can optionally choose for the software to play a sound of your choice.

To change the copy sound:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the Sounds tab.

3) Choose a new Copy sound from the Copy clipping sound pop-up menu.

4) Adjust the volume as desired.

iClipboard in The Menu Bar

The iClipboard menu always appears in the menu bar at the top of your screen. This menu displays clippings in all of your projects as well as recent clippings from your history. You can use this menu to quickly paste any of these clippings into the current application.
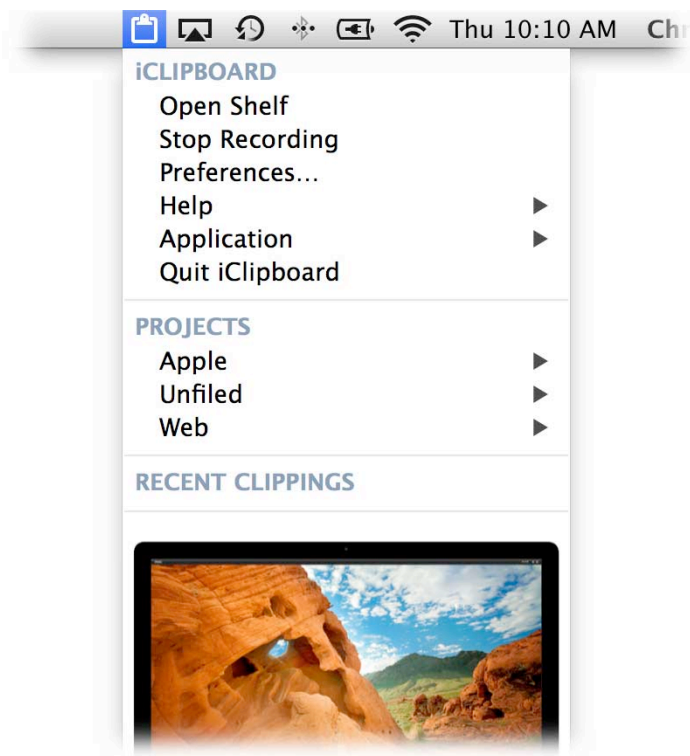
To paste a clipping into another application using iClipboard in the menu bar:

1) Switch to the application where you want the clipping pasted.

2) Click the iClipboard icon in the menu bar.

3) Choose a clipping from one of your projects or from the list of Recent Clippings.

To change the number recent clippings that appear in the iClipboard menu:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a limit from the Menu bar limit pop-up menu.

Chapter 4—Advanced Features

iClipboard has many advanced features that help you manage you clippings and use clippings in useful ways.
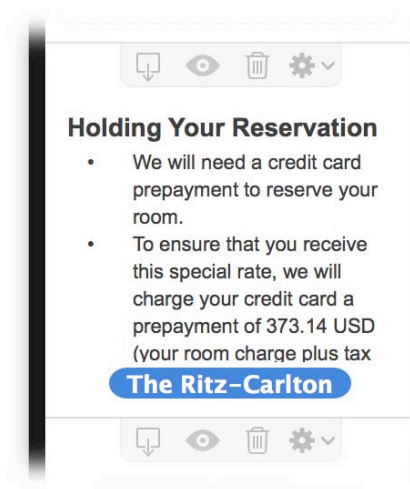
Editing Clippings

You can edit text and web 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 or web clipping:

1) Locate the text or web clipping you want to edit.

2) Click the Action button in the Control Bar and choose Edit.

Assigning Names To Clippings For Pasting

You can assign a name to any clipping so you can later paste the clipping into another application by name. The name you assign to a clipping appears beneath the clipping ("The Ritz-Carlton"):

To assign a name to a clipping:

1) Locate the clipping you wish to assign a name to.

2) Click the Action button in the Control Bar and choose Edit Name.

Pasting a Named Clipping Using Services Menu

IMPORTANT NOTE FOR MAC APP STORE CUSTOMERS. If you purchased iClipboard from the Mac App Store, you will not be able to paste clippings using the Services menu as described below. Apple's Mac App Store guidelines currently disallow this feature due to sandboxing restrictions which prohibit resources from being stored in shared locations. Apple added these sandboxing requirements to make your computer more secure by preventing rogue applications from accessing resources they're not supposed to. Chronos is working with Apple to come up with a solution

that works within the sandboxing requirements (Apple's current method for providing dynamic services violates their own requirements).

To paste a named clipping into another application:

1) Switch to another application such as a word processor, e-mail client, etc.

2) Choose Application Menu > Services, where Application Menu is the name of the application you're currently in.

3) Choose iClipboard and then choose the name of the clipping you wish to paste. The contents of the clipping will be pasted into the current application.
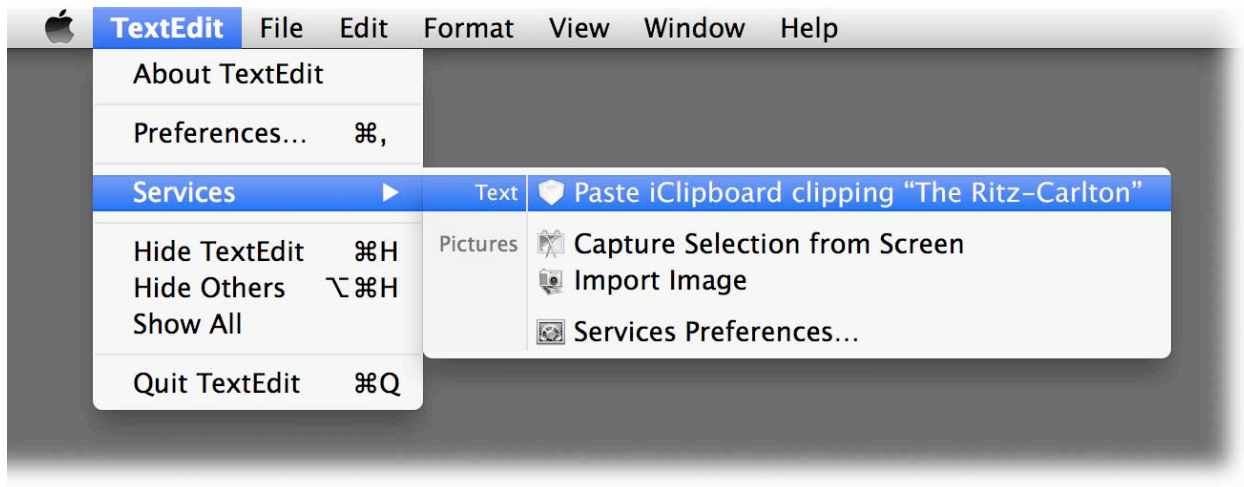

SPECIAL SERVICES NOTE. Not all applications support services. Some popular applications like Microsoft Word that were originally written using Apple's Carbon technology do not support services. Most applications that were written in Apple's modern Cocoa do support services. Services are context-sensitive which means even an application that does support services may not be able to use all services at all times. For example, if a service is going to paste some text, but you're currently working on a document that can't be edited, the service will either be disabled or won't show up.

To enable a clipping service in OS X:

OS X lets you selectively enable the services that appear in the Services menu. This means that you need to enable each named clipping individually if it's not automatically enabled.

1) Choose Services Preferences from the Services menu.
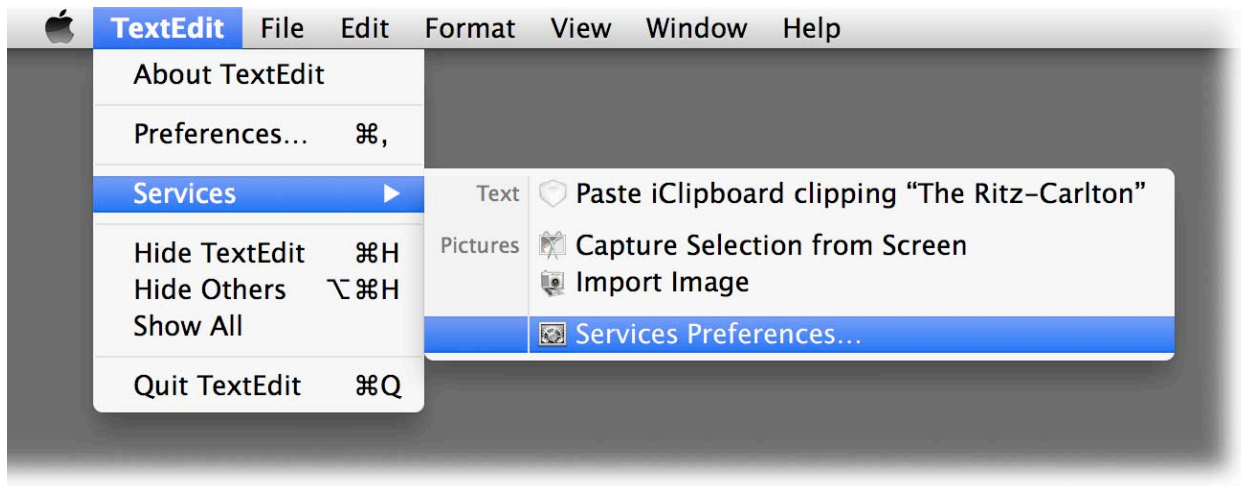
2) The Keyboard preferences will open in System Preferences and the Services item will be selected.
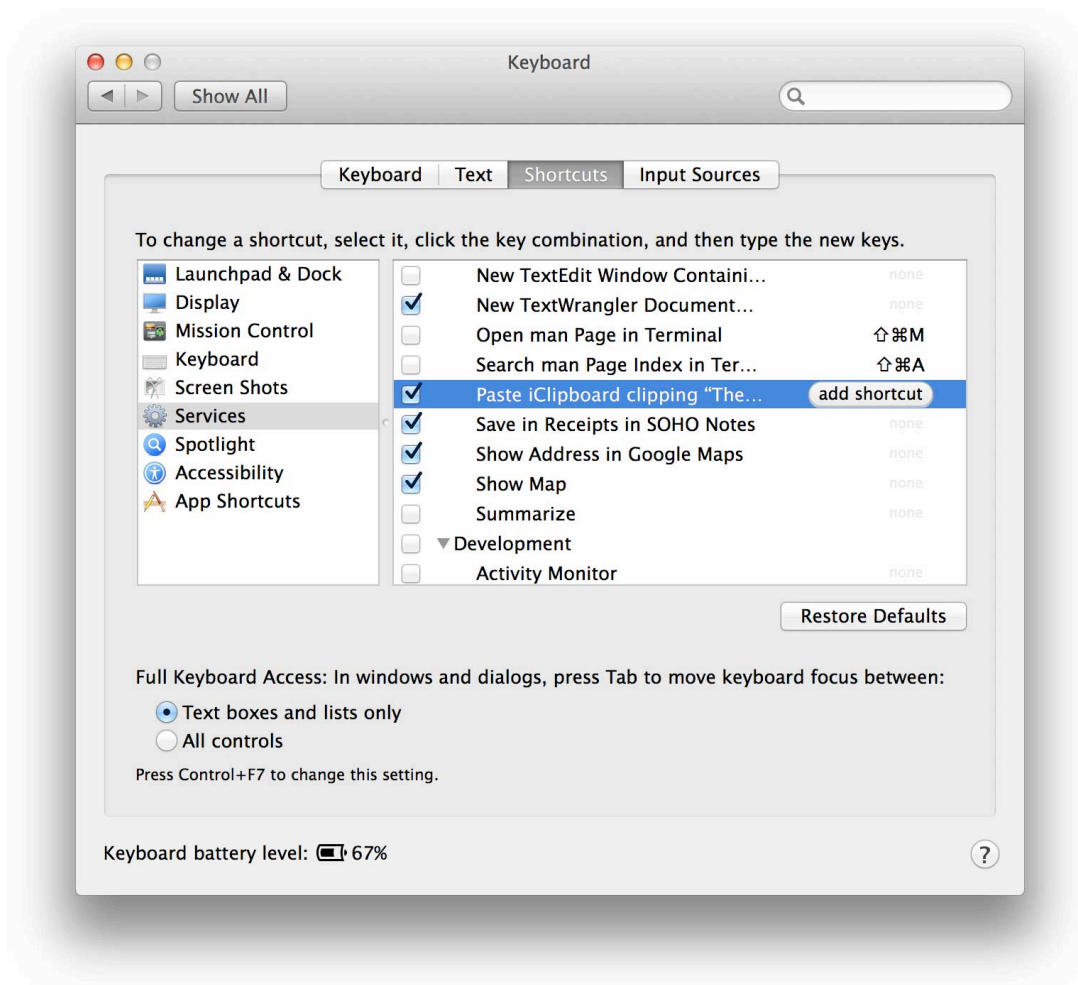
3) Find the named clipping you want to enable/disable like "The Ritz-Carlton" and make sure it is enabled/disabled as desired. When enabled, it will appear in the Services menu if it makes senses contextually.

Searching

You can easily search all of your clippings or just the clippings in a certain project for a particular word or phrase. iClipboard searches all of the text contained in text and web (html and web archive) clippings. iClipboard will also search the name assigned to your clippings as well as any other pertinent data in clippings like filenames for images, movies, etc.

To search your clippings:

1) Open the Shelf.

2) Choose a project from the Project button at the top of the Shelf.

3) Enter a word or phrase in the Search field. Only the clippings containing the word or phrase you entered will be shown.

Creating a Note From a Clipping

If you also use SOHO Notes by Chronos, you can create a new note directly from a clipping. The contents of the clipping will automatically be saved inside of the note.

To create a note from a clipping:

1) Locate the clipping you want to create a note from.

2) Click the Action button in the Control Bar and choose Create Note. SOHO Notes will launch and a new note will be created.

Rapid-Fire Copying/Pasting

Mac OS X only lets you put a single clipping on the system-wide clipboard at a time. This means if you're copying and pasting lots of information between applications that you have to switch between applications every time you copy or paste something. iClipboard solves this problem by letting you copy multiple items to its clipboard at a time; switch applications once; and then paste all of the items from the clipboard one at a time. For example, you can press a special hot key five different times in your web browser to copy five different paragraphs, and then you can switch to your word processor and press a special hot key five times to paste the five clippings.

To copy and paste multiple clippings without switching applications needlessly:

1) Switch to the application and/or document where you want to copy information.

2) Select the content you want to copy.

3) Press the special Copy hot key instead of pressing Command-C. A special lightning bolt symbol will appear next to the clipping in the Shelf so you know it's part of a sequence of clippings that you want to rapidly paste into a different application.

Valet parking: $30.00,
overnight/short term
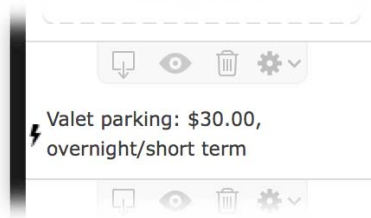
4) Repeat steps 2 and 3 for each piece of information you want to copy.

5) Switch to the application and/or document where you want to paste all of the clippings and then click in the document where you want the clippings pasted.

6) Press the special Paste hot key instead of pressing Command-V. The oldest clipping in the sequence of clippings on the Shelf will be pasted and the lightning bolt symbol next to it will disappear.

7) Repeat step 6 for each special clipping on the Shelf. iClipboard will beep if you press the Paste hot key and there aren't any more clippings in the sequence on the Shelf.

To specify the rapid-fire Copy and Paste hot keys:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the Hot Keys tab.

3) Click in the Copy Hot Key field or the Paste Hot Key field.

4) Enter a new hot key or click Clear to delete the existing hot key.

Paste Blaster

Most Mac OS X users are familiar with the Command-Tab hot key which is used to switch between your running applications. If you're familiar with how this Mac OS X feature works, then you already know how to use the Paste Blaster. Simply press a special hot key and large previews from the selected project in your clipboard history will appear on your screen. Press the special hot key repeatedly until the clipping you want to paste is selected and presto, the clipping will automatically be pasted into whatever application you're using.
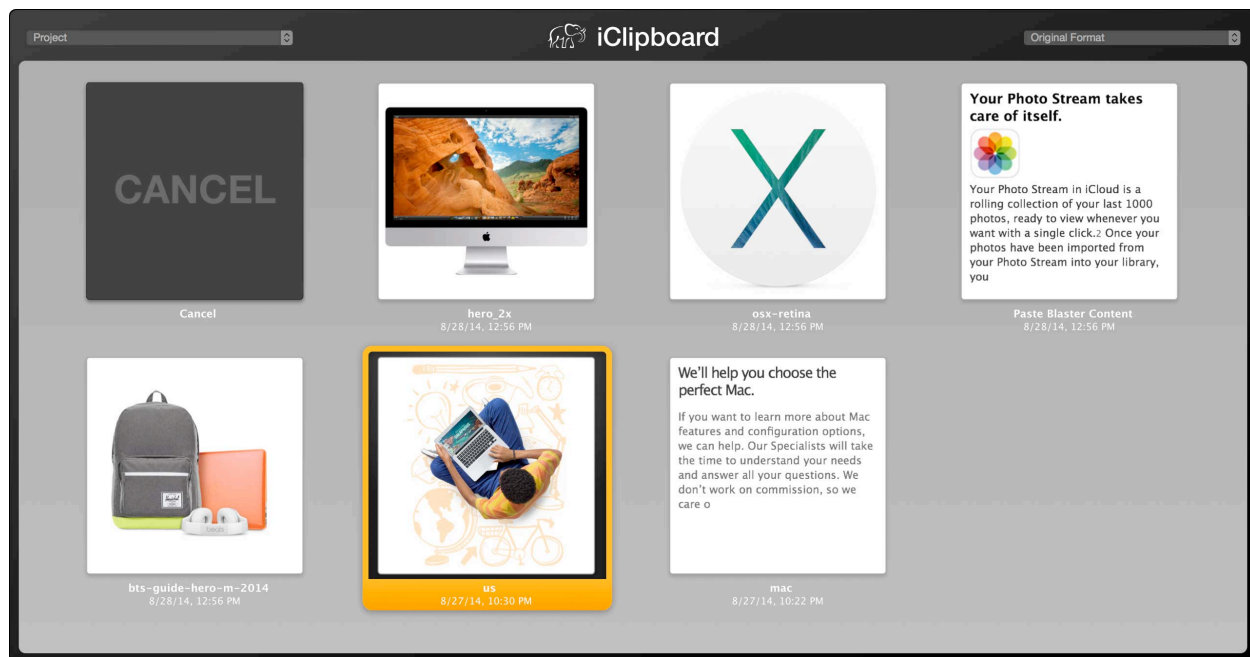
To use the Paste Blaster:

1) Press the Paste Blaster hot key (the default hot key is Option-Command-P). The Paste Blaster will appear and the Cancel button will be selected.

2) Choose a project from the Project button in the upper-left hand corner of the Paste Blaster.

3) Choose the format that you'd like any pasted text clippings to use in the upper-right hand corner of the Paste Blaster.

4) Continue to hold down the modifier keys (Option & Command in this case). As long as these modifier keys are held down, the Paste Blaster will remain on the screen.

5) With the modifier keys held down, repeatedly release and press the main key of the hot key ("P" in this case). Each time you press the main key, the selected clipping in the Paste Blaster will advance. NOTE: you also hold down the Shift modifier key to reverse the order that clippings are selected in.

6) Release the modifier keys to paste the currently selected clipping.

7) OR click on the clipping you wish to paste (be sure to release the modifier keys so the paste can occur).

To specify the Paste Blaster hot key:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the Hot Keys tab.

3) Click in the Paste Blaster Hot Key field.

4) Enter a new hot key or click Clear to delete the existing hot key.

To enable/disable the Paste Blaster:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select/deselect Enable Paste Blaster.

To limit the number of clippings in the Paste Blaster:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a limit from the Paste Blaster limit pop-up menu.

Ignoring Applications

You may not want to record clippings from certain applications. For example, you may not want to record the passwords that are copied to the system-wide clipboard when you're using the Keychain Access application that is part of Mac OS X. You can tell iClipboard to ignore clippings that originate in any application.

To not record clippings from an application:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the Applications tab.

3) Click Add (+) to add an application that you wish to ignore.

4) Click Delete (-) to remove the selected application from the list of applications being ignored.

Chapter 5—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 of the clipping in the currently selected project.
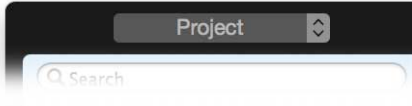
NOTE: every clipping is assigned to a project. The default project is the Unfiled project described below.

The "Unfiled" Project

iClipboard creates a special *Unfiled* project for you that can't be renamed, deleted, or locked. Whenever iClipboard records a new clipping, it will automatically be placed in this Unfiled project unless you have another project selected in the Project button at the top of the Shelf.

You can think of the Unfiled project as the project that holds all of the clippings that haven't yet been filed elsewhere. If you don't want to organize your clippings, you can, of course, just leave them in the Unfiled project.

The "All" Project

The Project button at the top of the Shelf lists an *All* project. Select this project when you want the Shelf to show 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 assigned to the Unfiled project.

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 number of clippings recorded by limiting the clippings recorded into the Unfiled project. iClipboard only limits this project because it assumes any clippings you save to other projects you want to keep forever. There is also an option to delete all of the clippings in the Unfiled project whenever iClipboard quits to prevent private clippings from being remembered between launches.

To limit the total number of recorded clippings in the Unfiled project:

You can limit the clippings recorded into the Unfiled project 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.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a limit from the Unfiled limit pop-up menu.

To limit the size of clippings that are recorded into any project:

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 50 MB 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.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose a limit from the Ignore clippings pop-up menu.

To clear all of the clippings in the Unfiled project when quitting:

iClipboard typically records everything copied to the system-wide clipboard including passwords and potentially private information. Normally, these clippings will be captured to the Unfiled project unless you've stored these clippings in a different project. For security and privacy purposes, you can choose to have iClipboard automatically delete all clippings in the Unfiled folder whenever the software quits. For example, when you restart or shut down your computer, iClipboard can automatically clear all of the clippings in the Unfiled project to make sure that private clippings aren't remembered between launches of the software.

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Select Clear Unfiled When Quitting.

Working With Projects

Working with projects is easy since almost everything to do with projects starts with the Project button at the top of the Shelf.

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) Select the Lock button if you wish to prevent clippings from being added or moved to this project. See Locking a Project for more information.

5) 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.

To move clippings into project:

1) Select the clippings you want to move to a different project. Hold down the shift key to select multiple contiguous clippings. Hold down the command key to select multiple clippings in a non-contiguous fashion.

2) Click the Action button, choose Move To, then choose the project you want to move the selected clippings to.

To copy clippings into project:

1) Select the clippings you want to copy to a different project. Hold down the shift key to select multiple contiguous clippings. Hold down the command key to select multiple clippings in a non-contiguous fashion.

2) Click the Action button, choose Copy To, then choose the project you want to copy the selected clippings to. Since each selected clipping has now been duplicated, it will show up multiple times in the "All" project.

Locking a Project

You can lock a project to prevent clippings from being added or moved to it. A locked project can be identified by the lock icon that appears next to the project name in the Project button at the top of the Shelf.
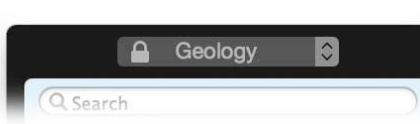
If a locked project is selected in the Project button at the top of the Shelf and a new clipping is recorded, the clipping will be added to the Unfiled folder instead of the locked folder.

Note: the Unfiled project cannot be locked because it must always be available to accept newly recorded clippings.

To lock 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) Select the Lock button.

To unlock 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) Deselect the Lock button.

Sorting

By default, your clippings appear in the order they were recorded, but the following sort order options are available to you:

✦ **Date**. Choose this option to sort your clippings by the date each was recorded.
✦ **Name**. Choose this option to sort your clippings by the name, if any, assigned to each clipping.
✦ **Project**. Choose this option to sort your clippings by the project that each belongs to.
✦ **Kind**. Choose this option to sort your clippings by the kind of data stored in the clipping (text, image, movie, etc.).
✦ **Application**. Choose this option to sort your clippings by the application that the clipping was recorded from.
✦ **User-Defined**. Choose this option to sort your clippings in the order that you drag them. The order that you drag them is remembered on a project-by-project basis including the All project.

The sort order you choose is used in the Shelf, the Paste Blaster, and the iClipboard menu in the menu bar.

To change the sort order:

1) Click the iClipboard icon in the menu bar and choose Preferences.

2) Select the General tab.

3) Choose your desired sort order from the Sort by pop-up menu.

4) Select the Sort in ascending order button if you want to sort in ascending order. This option does not apply if you choose the User-Defined sort option.

5) If you've chosen the User-Defined option, then you can select a project in the Shelf and drag and drop the clippings in the order you want them.