

# ClipClip User Manual

## Capture, Save, Organize, Use, and Share

### Introduction

ClipClip is a Windows desktop application. Its main purpose is to expand the functionality of the standard clipboard to increase your productivity. The ClipClip application achieves this by saving your copied data (called “clips”) to allow you to paste them many times into any document or program in the future. In addition, using the ClipClip application, you can use many built-in features that allow making various manipulations with clips as if they were files.

Moreover, using “Actions” (special commands), you can make various manipulations with the content of existing clips to create new ones. For example, you can apply many popular functions to clips that contain text data or images. For example:

For text data - *"Lower Case", "Upper Case", "Convert to Base64", etc.*

For images - *"Resize image", "Flip image", "Rotate", "Add watermark", etc.*

NOTE: The next ClipClip versions will support creating new actions and editing the existing ones and this will provide limitless flexibility.

In the future, we plan to implement a fully cross-platform application that will run on Windows, Mac OS, Chrome OS, Android, and iOS. In addition, we are planning to create extensions for Chrome, Opera, and Firefox web browsers that will work with clips. Moreover, we are planning to add commands to the context menu of File Manager to use them for files that will use in the ClipClip app.

### Categorization

To describe all ClipClip features in more detail, all of them are structured by categories.

#### Primary categories

The main purposes of the ClipClip app

- ✓ Clipboard manager
- ✓ Screenshot & snipping tool
- ✓ Productive and flexible software

#### Secondary categories

Uses of the ClipClip app

- ✓ History of copied data
- ✓ Note-taking app
- ✓ Text editor
- ✓ RTF editor
- ✓ HTML editor
- ✓ Image editor

- ✓ Custom screenshots
- ✓ Screen recording (GIF/MP4)
- ✓ URL shortener
- ✓ OCR
- ✓ Send to Imgur
- ✓ Send to Pastebin
- ✓ Translate copied text
- ✓ Apply actions to clips
- ✓ Search clips online

## Principles

These are the guiding principles behind the ClipClip design.

- ✓ **Use open standards whenever possible**  
This allows using third-party editors and makes sure that you are always free to migrate to a different system without requiring complex tools.
- ✓ **Use existing platforms and infrastructure when it makes sense**  
Since practically everyone has access to free cloud storage by using installed web services (OneDrive, Google Drive, Dropbox, etc.), the ClipClip app can cooperate with such programs, and this will allow reducing its cost.
- ✓ **Protect users' privacy**  
We do not collect users' private information like copied data or created screenshots (clips). The user can manually send a report that will automatically contain some ClipClip settings (like statuses of options or log file), and some Windows settings (like monitor resolution or versions of installed .NET Frameworks) which will help us to figure out the user's issue much faster.

## Concepts

### Connected Folders

#### *Definition*

The ClipClip app supports the "Connected Folders" feature. It allows connecting different folders to the ClipClip app. These folders can be physically placed on the system hard drive or external hard drives that are connected to the computer. These folders can contain subfolders and files that will be used as clips.

NOTE: By default, the ClipClip app creates the "Saved Clips" folder with subfolders: Addresses, Bank accounts, Signatures, Phone numbers, Web links, etc. This is just an example of how you can organize clips. Therefore, if you want, you can rename, disconnect, or delete these folders. On the other hand, you can connect many other folders with subfolders and clips (files) by using the "Add root folder..." command.

### *Security*

Although the ClipClip app supports connecting any folder, it is not a good idea to connect the folder whose total size is too large (in GB). In this case, the ClipClip app will use a lot of RAM. Connect the folders that contain clips that could be used for the current work or during the day. Other folders can be disconnected at this moment to reduce the size of ClipClip's process memory, and this will allow the ClipClip app to work much faster on the old computers.

### *Description*

To connect a folder to the ClipClip app, right-click on the empty space of the "Folder View" in the main window. In the context menu, click the "Add root folder..." command to open the "Add new folder" dialog. In this window, select any folder and click the "Select folder" button to add this folder to the ClipClip app. As a result, this folder will be added to the "Folder View" and its files will be loaded as clips. To disconnect this folder, right-click on it to open its context menu. After that, click the "Disconnect folder" command.

NOTE: If you disconnect the folder, it will be removed only from the "Folder View" of the ClipClip app. If you delete the folder by using the "Delete folder" command, it will be deleted from the hard drive and placed in Recycle Bin.

If you rename the root folder in the "Folder View", this will not affect the original folder name on the hard drive - this new name will be stored in the ClipClip settings as an alias of this folder. If you rename any subfolder, its original folder name will be changed on the hard drive as well.

If the folder, that is connected to the ClipClip, was changed, renamed, or deleted directly in File Explorer and the ClipClip app is running at this moment, all these changes will be automatically applied to the connected folder in the "Folder View".

## Clips - General

The main role of the clip is to keep copied data that can be inserted into the specific place of the document or program. The clip can be inserted into different places many times in the future. You can view clip content in the clip preview or Clip Viewer. To edit clips, open them in the internal editors by using the "Edit clip..." command.

All clips are standard Windows files that are stored on the hard drive or can be placed on other devices (like external hard drives, flash drives, etc.) that are connected to the computer where the ClipClip app runs. Working with these files (clips), the ClipClip app simulates the behavior of File Explorer - we have implemented this to avoid using additional databases. The file names are used as clip titles. Such implementation allows easy access to clips. In addition, you can create, edit, or delete files (clips) directly in File Explorer manually.

Since clips are standard Windows files, they can contain text data, images, or text and images. For example, a clip can consist of just a few characters or an entire Wikipedia article. This allows using clips for any purpose.

## Clip Types

According to the copied data, there can be created clips of 6 types that represent the most used types of copied data in Windows OS:

**TEXT** - clip contains plain text (file extension - "\*.txt"). The plain text represents only characters of readable material but not its graphical representation nor other objects (floating-point numbers, images, etc.).

**CSV** - clip contains delimited text that uses a comma to separate values (file extension - "\*.csv"). Such clips can be created when you copy data from the grid in Excel, OpenOffice Calc, or other applications.

**RTF** - clip contains formatted text (Rich Text Format) and/or graphics (file extension - "\*.rtf"). RTF is the internal markup language that presents the formatted text with common formatting options, such as bold and italics. This format is used in Microsoft Word, WordPad, OpenOffice Writer, or other applications.

**HTML** - clip contains HTML markup (file extension - "\*.html"). The HyperText Markup Language or HTML is the standard markup language for documents (webpages) designed to be displayed in a web browser.

**IMAGE** - clip contains an image or screenshot (file extension - "\*.png"). An image is a visual representation of something. It is a picture that is created or copied and stored in electronic form.

**FILE** - clip contains absolute path(s) to file system resources - file paths of the files, folders, or other objects that were selected and copied in File Explorer.

**Gdoc** - clip contains the URL to a Google document or its content (file extension - "\*.gdoc"). These files are created by the Google Drive app. A Gdoc file is a shortcut used to open a Google Docs document stored within Google Drive. By default, these clips contain an URL to the Google document. To load the content of the document in such a clip, use appropriate commands in its context menu.

## Latest Clips

### Definition

When you copy something on the computer, the ClipClip app reacts to this action and saves the data you copied. Each such saved object is considered a clip. All newly created clips are added to the "Latest Clips" folder. They are called "latest clips" since they present the last data that was copied. It does not matter when these clips were really created: just now, today, yesterday, or a week ago.

NOTE: The latest clips are temporary data because their number is fixed in the "Last Clips" folder (see the "Maximum latest clips stored" option in the Configuration window). When this number has been reached, a new clip will be created but the last one will be removed.

### Security

All these clips are saved on the system hard drive to avoid losing newly created clips when your computer or laptop unexpectedly was turned off. The latest clips are recognized as private data of the current user. For security reasons, they cannot be shared and are saved as encrypted files. The filenames and content of these files are encrypted and there is no way to decrypt them in other applications. So, if another user, who uses this computer under another account, will find these encrypted files in your profile folder, he will not be able to decrypt them.

If the "Remove all latest clips on exit" option is enabled, all saved encrypted files will be deleted while the ClipClip app exits. As a result, the "Latest Clips" folder is empty when the ClipClip will be launched the next time.

The latest clips are stored in this folder on your computer:

C:\Users\YOUR\_USERNAME\AppData\Local\Vitzo\ClipClip\Latest Clips

NOTE: While the ClipClip app exits, the last copied data is removed from the clipboard for security reasons.

#### *Description*

The "Latest Clips" folder is the main workspace of the user in the ClipClip app where new clips are created from copied data. But not all copied data is exactly what you will need in the future. Therefore, the ClipClip app considers the latest clips as temporary data of the current work. As a result, there is a limit for the number of these clips (1000 clips in the PRO version) that allows removing unnecessary clips automatically (see the "Maximum latest clips stored" option in the Configuration window). When this number has been reached, a new clip will be created from the copied data, but the last one will be removed from the "Latest Clips" folder.

NOTE: You can pin the latest clips, but this is a small temporary bonus to keep these clips for the current work and this is not a good practice to use this constantly. The best way is to move the necessary latest clips to a specific folder to use them in the future. In this case, these clips will never be removed automatically as the connected folders do not have restrictions on the number of clips. You can save the latest clips by moving them (use the Drag-and-Drop operation or "Save as..." command in their context menu) to connected folders.

#### *How to share clips*

NOTE: Since the latest clips are recognized as your private data, they cannot be shared. On the other hand, not all copied data (latest clips) are important. Many latest clips are unnecessary and can be removed. Therefore, there is no good reason to automatically share every newly created clip between devices and users.

## Saved Clips

#### *Definition*

Clips in the connected folders are called "saved" clips since these clips cannot be automatically removed like the latest ones. The saved clips are clips that are created from loaded files. A very important point is that these clips are regular non-encrypted files (standard Windows files) that are placed on the hard drive or any other connected device (flash drive, etc) to the computer where the ClipClip app runs. Therefore, you can open these files in any program according to their data type (Notepad, Word, WordPad, Paint, etc.) to view or change their content as if you would work with other files on your computer.

#### *Security*

Since the saved clips are stored on the hard drive as non-encrypted files, each user, who uses this computer under a different account, can view the content of these files.

If you want to protect these clips, you can lock the folder that contains them using the "Protect Folder" feature.

To protect the folder, use steps from this example:

- 1) Right-click on the "Phone numbers" folder to open its context menu.
  - 2) Click the "Protect folder..." command in this context menu to open the "Protect Folder" dialog.
  - 3) Enter the password and re-enter it to confirm in this dialog and click the "Apply" button.
- That's all. As a result, the "Phone numbers" folder will be protected, and a lock will be added to its icon in the "Folder View".

#### How this works behind the scenes:

When you protect the "Phone numbers" folder in the ClipClip app, the real "Phone numbers" folder (with files that are loaded as clips) will be deleted from the hard drive, and a new "Phone numbers.lock" archive (with files that were loaded as clips) will be created. This archive has the "\*.lock" file extension.

NOTE: In fact, the "Phone numbers.lock" archive is the standard compressed (zipped) folder that is supported by any Windows OS though it has the "\*.lock" file extension instead of "\*.zip". We use the "\*.lock" file extension as our own extension - if necessary, it can be changed in the next ClipClip versions. This file can be sent to another computer by email, messenger, etc. as any other file. Using the password, it can be opened in the ClipClip app or in any file archiver (7-Zip, WinRAR, etc.). In addition, if you replace the "\*.lock" file extension with the "\*.zip" one, you can unzip the "Phone numbers.lock" archive directly in File Explorer.

#### To remove the folder protection, follow these steps:

- 1) Right-click on the protected "Phone numbers" folder to open its context menu.
  - 2) Click the "Remove folder protection..." command in this context menu to open the "Protect Folder" dialog.
  - 3) Enter the password in this dialog and click the "Ok" button.
- That's all. As a result, the "Phone numbers" folder will be unprotected, and a lock will be removed from its icon.

#### How this works behind the scenes:

The "Phone numbers.lock" archive will be unzipped into the standard "Phone numbers" folder on the hard drive. After that, the archive will be deleted and the files from the newly created "Phone numbers" folder will be re-loaded into the ClipClip app.

#### *Description*

All files from the connected folders are loaded in the ClipClip app as saved clips.

NOTE: By default, there will be loaded files with "\*.txt, \*.csv, \*.rtf, \*.html, \*.png, \*.gdoc" file extensions. To load other files as clips (for example, "\*.js", "\*.xml", "\*.css", etc.), add them to the "Files that will be loaded as saved clips" option in the Configuration window.

#### How this works behind the scenes:

When you moved the latest clips to another folder in the main window to save them, new files (standard Windows files) will be created from these clips in this folder on the hard drive. After that, these files will be automatically loaded into the selected folder as saved clips.

As you already know, the ClipClip app does not use databases to store clips. All clips are real Windows files that are placed on the hard drive. Therefore, you have easy access to them. This allows creating or editing clips (files) in other applications. In addition, you can manipulate these files (rename, edit, delete) directly in File Explorer. All these changes will be automatically applied to the saved clips.

#### Available actions with saved clips:

- Clips (files) can be created directly in File Explorer in any third-party software. For example, you can create new clips (files) of TEXT type in the Notepad app ("New Text Document.txt"), or

images in the Paint app ("New Image.png"). As a result, if their folder is connected to the ClipClip app, these newly created files will be automatically loaded into the ClipClip app as clips.

- Clips (files) can be viewed, moved, renamed, or deleted directly in File Explorer. As a result, these changes will be automatically applied to these clips in the ClipClip app.
- Clips (files) can be edited in any third-party software - Notepad (TEXT clips), Photoshop (IMAGE clips), Word, WordPad (RTF clips), Excel (CSV clips), Adobe Dreamweaver (HTML clips), etc. As a result, these changes will be automatically applied to these clips in the ClipClip app.

#### *How to share saved clips*

Since saved clips are standard Windows files, they can be sent, shared, or transferred to other computers where they can be used as clips or files. To do this, you can use email, messengers, flash drives, shared networks, cloud services (for example, OneDrive, Google Drive, Dropbox), etc. As a result, you can use the same clips on different computers.

#### Use the flash drive or any other connected device to share clips manually:

- Connect the flash drive to the computer where the ClipClip app is running.
- Connect this flash drive as the folder to the ClipClip app using the "Add root folder..." command.
- Create the latest clips by copying something.
- In the "Folder View" of the main window, move these clips to the folder you just connected.
- Disconnect this folder from the ClipClip app using the "Disconnect folder" command.
- Disconnect the flash drive from the computer and connect it to another one.
- On another computer, you can use these clips (files) as files or as clips if you connect this flash drive as the folder to the ClipClip app.

#### Use email, messengers, or any other internet programs to share clips manually:

- Create the latest clips by copying something.
- In the "Folder View" of the main window, move these clips to any connected folder.
- Open this folder in File Explorer.
- Copy the newly created clips (files) and send them to another user by email, messenger, etc.
- On another computer, using the same program (email, messenger, etc.), download these clips (files) to the folder on the hard drive.
- You can use these clips (files) as files or as clips if you connect the folder with downloaded clips (files) to the ClipClip app.

#### Use installed Cloud services (OneDrive, Google Drive, Dropbox, etc.) to share clips automatically:

Follow these steps on the first computer:

- Install the ClipClip app and run it.
- Install the OneDrive app (or any other Cloud app) and log in as a user.
- NOTE: OneDrive app will automatically create the "OneDrive" folder.
- Create a new "Shared Clips" folder in the "OneDrive" folder using File Explorer.
- Connect this folder to the ClipClip app using the "Add root folder..." command.
- Move to this folder some clips (latest or saved).

Follow these steps on another computer:

- Install the ClipClip app and run it.
- Install the OneDrive and log in as the same user.
- NOTE: OneDrive app will automatically create the "OneDrive" folder that already contains the "Shared Clips" folder.

- Connect this "Shared Clips" folder to the ClipClip app using the "Add root folder..." command.
- As a result, the clips (files), that were created on the first computer, will be automatically loaded into the ClipClip app.

#### How this works behind the scenes:

If you edit, rename, or delete clips from the "Shared Clips" folder on the first computer, these actions will be automatically applied to the clips (files) on another computer because the OneDrive service automatically syncs "Shared Clips" folders and their files on both computers. So, you can make changes in this folder on both computers simultaneously - the OneDrive service will automatically sync these clips (files) between your ClipClip app, cloud, and other computers. In addition, using OneDrive settings, you can share the "Shared Clips" folder with your friends who have different OneDrive accounts.

NOTE: Although the ClipClip app is not implemented yet for smartphones or tablets, you can view clips (as text files or images) on these devices in the "Shared Clips" folder since OneDrive can be installed on iOS or Android. On the other hand, if you created a new text file or image in the "Shared Clips" folder on your smartphone or tablet, this file will automatically be loaded as a new clip into the ClipClip app.

## Memory Usage

The ClipClip app can create, load, and store a lot of clips. The ClipClip app loads the content of all clips in the ClipClip process memory. This allows accessing the necessary clip very quickly. For example, you can view the clip content in its preview without a delay.

If the user has many thousands of clips with large content (for example, some images can have 3-4 Mb) - the total memory size of the ClipClip process can be 1-2 Gb that is too much if the ClipClip app is running on computers with 2-4Gb of RAM. In this case, such computers will work slowly.

There are several solutions to avoid such issues:

1) We added the limitations for the clip contents. This means that you can set a maximum size of content for each clip type. As a result, the ClipClip app will not create clips from copied data whose size is bigger. For example, to do this for IMAGE type:

- Open the Configuration window on the "Content" tab.
- Enable the "Exclude images larger than" option to ignore copied images with a bigger size.
- Enter the size (in kilobytes).
- Click the "Save" button to save new settings.

2) When a new clip is being created from copied data, the ClipClip app performs many operations during this (finds duplicates, checks size limits, encrypts new data, redraws the grid, etc.). If there would be more than 5000 clips in the "Latest Clips" folder, the creation time of a previous clip would affect the creation of the next clip when you copy new data very quickly. Therefore, the maximum number of the latest clips is 1000 for the PRO version.

3) To allow to have many thousands of clips, we implemented the "Connected Folders" feature. It allows connecting many different folders that contain many clips. To control the used memory of the ClipClip process, connect just folders with clips that can be used for the current work and disconnect folders with clips that will not be used today.



## Pinned Clips

### Definition

The "Pinned Clips" feature has been implemented to allow to have most used clips (that are placed in different folders) in the same place. This allows you to quickly access them in the main window or in the "Paste Menu". In the "Paste Menu", the pinned clips are placed directly under the latest ones. So, if you pinned several original clips that are placed in the different subfolders, you can see them in the first list of the "Paste Menu" and this will help to avoid browsing different folders to always search for these clips.

### Description

To pin a clip, click the "Pin clip" command in its context menu or use the "CTRL+L" hotkeys for the selected clip in the grid of the main window. In addition, you can pin the selected clips by moving them to the "Pinned Clips" folder using the "Drag-and-Drop" operation in the main window.

Since the ClipClip app simulates the work of File Explorer (this was implemented to avoid using any additional databases in the ClipClip app), the pinned clips are implemented like pinned programs or files in Windows OS. This means that the pinned clips are just shortcuts to the clips - the pinned clip and original (target) clip are different items. Therefore, you can rename or delete the pinned clips (shortcuts) in the "Pinned Clips" folder, and this will not affect the original clips.

NOTE: If the original (target) clip or its folder has been renamed, moved, or deleted, the pinned clip (shortcut) will be automatically deleted from the "Pinned Clips" folder.

### How this works behind the scenes:

In fact, the pinned clips are real shortcuts to target files that represent clips. These shortcuts are stored on the hard drive in this folder:

C:\Users\YOUR\_USERNAME\AppData\Local\Vitzo\ClipClip\Favorite Clips

NOTE: If the latest clip is pinned, it will not be deleted automatically when a limit of the latest clips has been reached (check the "Maximum latest clips stored" option in the Configuration window). Although you can pin the latest clips, it is no good idea to do this since the latest clips are recognized as temporary data.

## Paste Menu

### Definition

The "Paste Menu" is a dynamically created small window that contains all clips and folders. Using only keyboard or mouse, you can browse clips and folders in its dropdowns. When you press the "CTRL+SHIFT+V" hotkeys, the "Paste Menu" will be shown on top of all other windows on the desktop. The upper left corner of this window is located near the mouse pointer.

### Description

The "Paste Menu" supports additional features like clip translation, search for clips, or different methods of clip pasting. Move the mouse pointer to the "info" icon to open additional information about different available features.

The "Paste Menu" supports such features:

- Press the "T" key on the selected clip to paste the clip title.
- Press the "F" key on the selected clip to save it as a file directly into the folder that is open in File Explorer.

- Press the "M" key on the selected text clip to paste its content as plain text. If it is an image, paste its metadata.
- Press the "A" key on the selected clip to open the "Actions Menu" that contains appropriate actions for this clip type.
- Press the "P" key on the selected clip to open the clip preview.
- Press the "Space" key to use the numbers for pasting the latest or pinned clips (look at the arrow).
- Move the mouse pointer to the icon or press the "P" key on the selected clip to open the clip preview.

NOTE: In the "Paste Menu", you can use the mouse wheel to scroll the latest or pinned clips according to the mouse cursor position.

To use a clip, there are 3 ways to do this in the main window:

- Click the "Copy clip with formatting" command in the context menu of the selected clip in the grid. Alternatively, press the "CTRL+P" key combination for the selected clip.
- Click the "Copy clip without formatting" command in the context menu of the selected clip in the grid. Alternatively, press the "CTRL+F" key combination for the selected clip.
- Double-click on the clip in the grid. Note that the "Use Clip" value must be selected in the "Action when double clicking a clip" option on the "Content" tab in the Configuration window.

Alternatively, to use a clip, you can use the "Paste Menu" instead of the actions described above (without having to switch to the main window, you will save a lot of your time during the day):

- Press the "CTRL+SHIFT+V" to open the "Paste Menu".
- Select any clip with the mouse and click it.
- Select any clip using the "Arrow Left/Up/Right/Down" keys on the keyboard and press the "Enter" key.
- Press the key with the number that is at the beginning of the clip title in round brackets (press the "Space" key to use the numbers for pasting the latest or pinned clips).

As a result, after described above actions, the clip content will be inserted into the clipboard. After that, you can already paste this data anywhere by pressing the "CTRL+V" shortcuts or by clicking the "Paste" command in the context menu of the application.

To automatically paste clip data to the document, webpage, or program:

- This target app must be active.
- The cursor pointer must be placed in the document or any text field of the program.
- NOTE: The "Enable instant paste" option must be enabled in the main menu.

Follow these steps to paste clip data automatically:

- Copy some text data. For example, copy the "WELCOME" word. As a result, a new clip has been created from the copied data.
- Enable the "Enable instant paste" option in the main menu.
- Open any document or editor. For example, open the Notepad app.
- Insert the mouse pointer into this Notepad document to set the text cursor (also known as a caret) and to activate this window.
- Press the "CTRL+SHIFT+V" hotkeys to open the "Paste Menu". Click the "WELCOME" clip in the "Paste Menu" to paste its data.

- Alternatively, press the “ALT+TAB” shortcuts to switch to the ClipClip window. Double-click on the “WELCOME” clip to paste it. OPTIONAL: You can apply the “Always on top” option for the main window.
- As a result, the clip content will be inserted into the Notepad document.

## Actions Menu

### Definition

Actions are special commands that can be applied to selected data, copied data, or existing clips. The action name describes the process that will be performed for this data. Many actions represent popular operations (like “Upper Case”, “Lower Case”, “Convert to Base64” for text or “Resize image”, “Flip image”, “Rotate”, “Add watermark” for image). When the action has been executed, it returns a modified copy of input data and inserts them into the clipboard. Remember, at this moment, you can already paste this data anywhere by pressing the “CTRL+V” shortcuts or by clicking the “Paste” command in the context menu. In addition, the ClipClip app reacts to these clipboard changes and creates a new clip from the modified data that is already placed in the clipboard.

NOTE: Actions do not change the input data.

### Description

Actions can be used in different scenarios:

- 1) Apply the action to a clip in the main window. To do this, right-click on the selected clip in the grid to open the context menu. Next, click the “Apply action” menu item to open the dropdown with all available actions for this clip type. Then, click the necessary action to apply it to the content of the selected clip. As a result, the selected action modifies the copy of the clip content and inserts it into the clipboard. Finally, the ClipClip app reacts to these clipboard changes and creates a new clip from the clipboard data.
- 2) Apply the action to the copied data in the clip preview. To do this, open the “General” tab in the Configuration window to check whether the “Text”, “Image”, and “Screenshot” types are added to the “Clips that will be displayed in preview” option. If so, copy something from the document, webpage, or program (a new clip will be created from this data). As a result, the clip preview window will be opened in the lower right corner of the desktop. Move the mouse pointer to this clip preview window to open its context menu. Then, click the “Apply action” command to apply the necessary action to this clip content. As a result, the selected action modifies the copy of the clip content and inserts it into the clipboard. Finally, the ClipClip app reacts to these clipboard changes and creates a new clip from the clipboard data.
- 3) Apply the action to the selected clip in the “Paste Menu”. To do this, open the “Hotkeys” tab in the Configuration window to check whether the “Show the paste menu” and “Show the actions menu” hotkeys are enabled. If so, press the “CTRL+SHIFT+V” key combination to open the “Paste Menu” window. Select any clip in it and press the “A” key on the keyboard to open the “Actions Menu” window with actions that can be applied to this clip. Next, click the necessary action to apply it to the selected clip. As a result, the selected action modifies the copy of the clip content and inserts it into the clipboard. Finally, the ClipClip app reacts to these clipboard changes and creates a new clip from the clipboard data.
- 4) Apply the action to the clipboard data. To do this, open the “Hotkeys” tab in the Configuration window to check whether the “Show the actions menu” hotkeys are enabled. If so, copy something in the document, webpage, or program (a new clip will be created from this data). After that, press the “CTRL+SHIFT+A” hotkeys to open the “Actions Menu” with actions that are

available for this data type. Next, click the necessary action to apply it to the copied data that is already placed in the clipboard. As a result, the selected action modifies this data and inserts the modified data into the clipboard. Finally, the ClipClip app reacts to these clipboard changes and creates a new clip from the clipboard data.

- 5) Apply the action to the selected data. To do this, open the "Hotkeys" tab in the Configuration window to check whether the "Show the actions menu" hotkeys are enabled. If so, select some data (text or image) in the document, webpage, or program. After that, press the "CTRL+SHIFT+A" hotkeys to open the "Actions Menu" with actions that are available for this data type. Next, click the necessary action to apply it to the selected data. As a result, the selected action modifies the selected data (text or image) and inserts it into the clipboard. Finally, the ClipClip app reacts to these clipboard changes and creates a new clip from the clipboard data.  
NOTE: If there is no selected data (text or image) and the clipboard contains nothing, the "Actions Menu" will be not shown when you pressed the "CTRL+SHIFT+A" hotkeys.

The "Actions Menu" window provides the following information about input data:

- For text: the number of characters and words.
- For image: image dimensions.
- Move the mouse pointer to the "eye" icon to open the preview of the input data.

NOTE: To open the "Actions Menu", press the "CTRL+SHIFT+A" hotkeys. You can change this key combination in the Configuration window on the "Hotkeys" tab. The next ClipClip versions will support creating new actions and editing the existing ones directly in the Configuration window.

## Primary Folder

### *Definition*

By default, the "Paste Menu" contains the latest clips in the first list. So, you can quickly access them. To select clips from another folder, you must browse other dropdowns to find the location of this folder. If for the current work you plan to use just clips from the specific folder, set this folder as the primary folder for the "Paste Menu". As a result, the "Paste Menu" will contain the clips from the primary folder in the first list and you will not need to always open additional dropdowns to find this folder, which can be located very deep in the folder hierarchy.

### *Description*

To set a folder as the primary folder for the "Paste Menu", right-click on this folder to open the context menu. After that, click the "Set as primary folder" command in this context menu. As a result, you will see the clips and subfolders from this folder in the first list of the "Paste Menu".

To cancel the primary folder, click the "Set as primary folder" command again in the context menu of the current primary folder or set the "Latest Clips" folder as the primary folder. In addition, you can click the "Cancel primary folder" button in the Configuration window on the "Folders" tab.

NOTE: On the "Folders" tab, you can set the background color of the node that represents the primary folder in the "Folder View" of the main window.