Why You Need Clipboard Management

Do you copy & paste much?

Have you often copied something but when you tried to paste it you realized that you copied over it?

Do you ever want to copy multiple items before pasting them somewhere?

If you're like most Mac users then the answer to these questions is a loud *"yes!"*

What you need is a supercharged clipboard that enables you to **copy several times before you ever have to paste anything** and that's where iClip comes in.

Where the built-in Mac clipboard can only copy one thing at a time, iClip automatically stores **a history of up to 1000 things you've copied.**

You can **copy…copy…copy** then **paste…paste…paste** at your convenience. *Can you see how useful iClip will be in your workflow?*

If you value your time, you owe it to yourself to be the next Mac user to **start saving time and become more productive** with iClip.
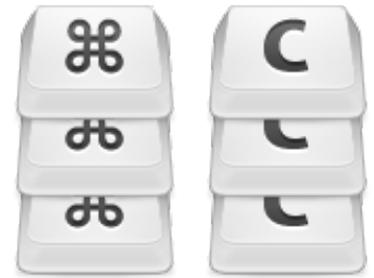
Simplicity *- or -* Simply Useful

One of the keys to iClip's popularity is its simplicity and ease of use.

First off, iClip was designed to be accessed as simply as the Mac's Dock is. Just move your cursor to the side of the screen and iClip pops out for instant use.

To get things into and out of iClip you can easily **drag & drop** to and from your documents.
- or -
Click on the arrows attached to each bin to copy & paste to and from your documents with just **1-click.**
*- or -*
Go beyond the simple with powerful, customizable keyboard hot keys (shortcuts).

Customizable

Imagine if ice cream came in only one flavor. *Not much fun, eh?* Take hold of the iClip preferences and **go beyond plain vanilla.**

Choose the iClip screen position where it's most convenient for the way you work. Try the various bin sizes and downloadable skins. Even adjust the transparency to your liking.
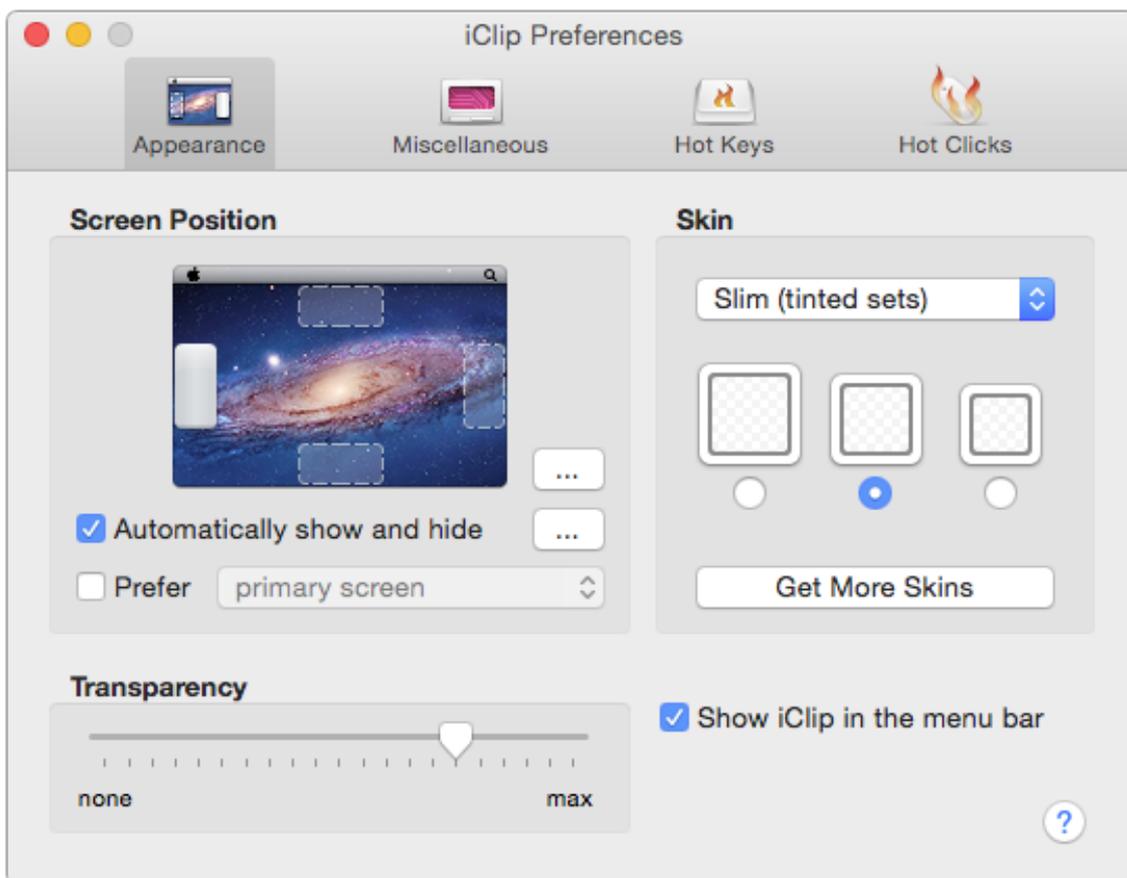
Style & Design

If you appreciate **meticulous design** and **solid UI** then you'll love iClip.

Move the cursor over a clip bin for a moment to display a pop-up preview of the contents of a clipping.

picture clip
(shown at 24%)

Going "Pro" with the Keyboard

iClip isn't just *good looks.* As simple as iClip is to use with your mouse, we didn't forget the keyboard lovers in the crowd.

You're able to use just about every iClip function with only your keyboard. **Efficiently copy & paste from your multiple clipboards in iClip without having to remove your hands from your keyboard.**
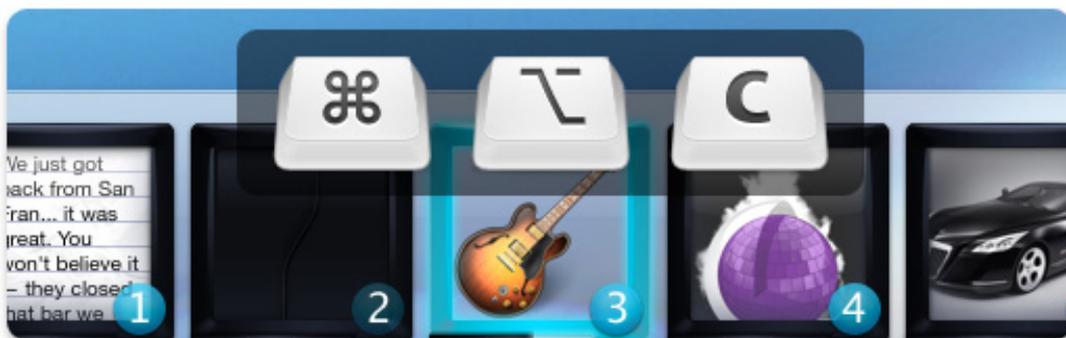
And to make it even better, all of iClip's keyboard shortcuts are fully customizable by you.
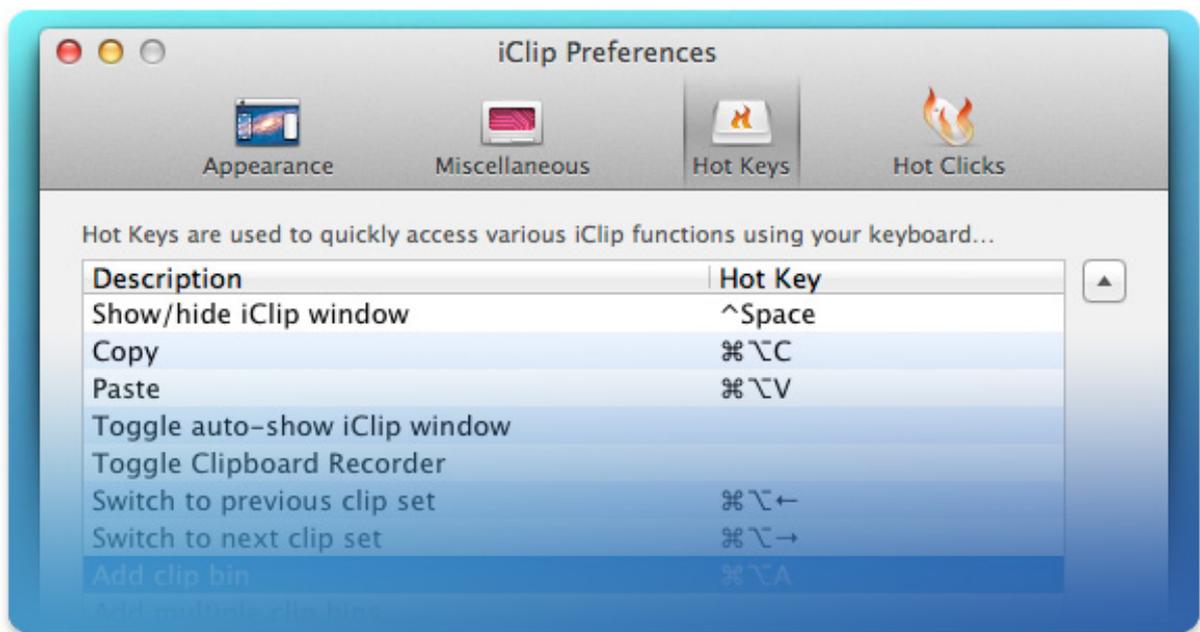
Unlimited Storage

For when you're repeating tasks, such as filling-out web forms, you can **organize your stored clippings into multiple sets** and have them ready to paste in an instant.

You can have a set of clippings for each project you're working on and store various things like web addresses, frequently used clip-art like logos, code snippets, etc.

If you often have to respond to emails with a bunch of similar responses, you can use iClip to store them all. Having these all a single click or keyboard shortcut away make it really fast and efficient to handle tasks like this.

iClip Help ▸ Using iClip

iClip Window Behavior

You access iClip by simply moving your mouse cursor to the side of the screen that it's positioned on. It then slides out for you to use and automatically hides when you move your mouse cursor away from it.

You can click the pin button to keep iClip from hiding again when you move the mouse away.
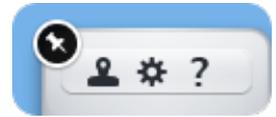

Pin window button

To allow iClip to hide again, click the close button.

Close window button

You can also show or hide the iClip window by clicking the iClip button in the menu bar.
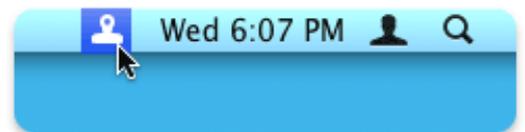
iClip menu bar button

If you add iClip do your **Apple Dock**, clicking on it will also show and hide iClip.

Copy & Paste

iClip enables you to copy and paste clippings from and to its clip bins by using the buttons next to them. Clicking a **Copy button** next to a clip bin copies from the current application to the Clipboard, and then pastes the contents into the clip bin. The bin will then display an image that represents the contents of the clip that it contains. The Copy button can be quickly recognized by the fact that the arrow of its icon points toward the clip bin it controls.

Likewise, if a clip bin contains a clipping, clicking a **Paste button** next to the bin copies the clipping it contains to the Clipboard, and then pastes the contents to the current application. The Paste button can be quickly recognized by the fact that the arrow of its icon points away from the clip bin it controls.
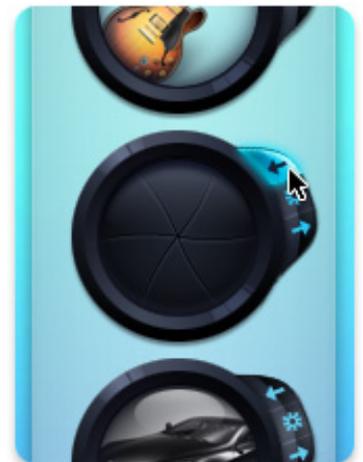
Copy button

Action Button

Clicking an **Action button** next to a clip bin opens a contextual pop-up menu to enable you to perform various functions on the clip bin.

Depending on what the bin contains, you can perform actions such as:

- name clippings
- create or edit text clippings
- delete clippings
- remove formatting from text clippings
- store file aliases
- open file aliases (*original file*)
- show file aliases in the Finder
- open Internet address clippings
- copy or move clippings to other sets

Drag & Drop

Another way to get clippings to and from iClip is to use drag & drop. You can drag clippings from applications and drop them onto iClip clip bins to store copies of them in iClip. You can then drag them from the bins and drop them back into your applications when you need to use them.

Paste button

dragging & dropping a picture clipping from Safari to iClip

Action button

In addition to being able to drag & drop clippings from documents into iClip, you can also drag & drop text documents and various picture documents from the Finder into iClip. iClip will create clippings from the contents of these documents and store them in the clip bins they're dropped on.

Instead of dropping items into the clip bins they can also be dropped onto the **Add Clip Bin button**. In this case the dropped item(s) will be added into free bins of the current clip set, one bin per dragged item. This allows you to quickly add multiple files from the Finder to a clip set, for instance.

You can **arrange** the clippings in the clip bins by dragging & dropping them from one bin to another, thereby swapping the positions of the two bins. You can also drop them in *between two bins* (note the change of the mouse cursor) to move clippings into the new position.
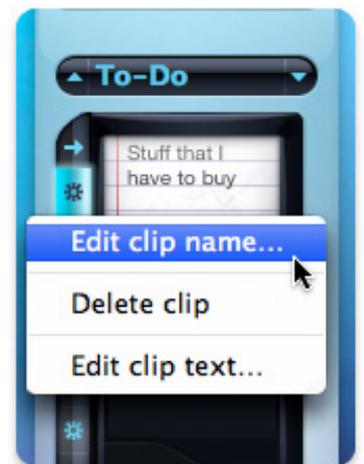
To **sort** the clippings in a set by their type, creation time, name or content, use the *Keep Sorted By* command from the *Edit* menu.

File Aliases

You can use iClip to store references to files in clip bins, allowing iClip to be used as a "file launcher". Such file references are called file aliases in iClip, and they are effectively behaving like Aliases in the Finder.

You can store a file alias to virtually any file (applications, documents, folders, etc.).

If you drop files from the Finder into iClip, iClip may ask you if you want to store them as a file alias if iClip cannot store the file contents directly (which it can do for texts and images, for instance). To force iClip to store a file alias, you may hold down the Option and Command keys while dragging the file over a bin. The mouse cursor will then indicate with a little arrow that iClip will create a file alias.

Choosing **Store File Alias…** from the Action button pop-up menu of an empty clip bin opens a dialog that lets you choose the file to store a file alias to in the bin. Double-clicking a file alias clipping will open it (this behavior can be changed in the Preferences, under the **Hot Clicks** section.

Pop-up Previews

Moving the mouse cursor over a clip bin for a moment displays a pop-up preview of the contents of the clipping.

a pop-up preview of a clipping

Deleting Clippings in Clip Bins

To delete the clipping that a clip bin contains, click the Action button next to it and choose **Delete Clipping** (in the Recorder Set) or **Clear Bin** (in other Clip Sets) from the pop-up menu that appears. Dragging a clipping to the trash will also remove the clipping from the bin.

To delete the clippings in every bin of the current clip set, choose **Clear All Bins in Current Clip Set…** from the **Edit** menu.

If a Clip Set has empty bins between non-empty ones, you can remove the empty gaps and pack all clippings together by choosing **Delete Empty Bins** from the **Edit** menu.

Adding and Removing Clip Bins

To quickly add a new clipping bin to the end of the current clip set, click the **Add Clip Bin button.** Likewise, to quickly remove the last clip bin in the current clip set, click the **Remove Clip Bin button.**

Please note that removing clip bins will also remove any clippings that are stored in them.

Add/Remove Clip Bin buttons

Finding Clippings

You can **search** for clippings using the "Search Clippings…" Hot Key or command under the **Edit** menu.
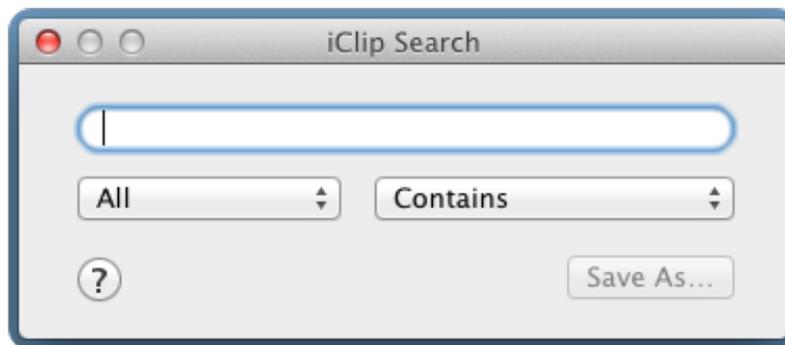

Search window

Choosing what to search
- All - Searches text, names and kind as well as the application name a clipping was created from.
- Name - Searches explicitly entered clipping names only, i.e. no implicit names of Alias files.
- Kind - Searches clippings of certains types (text, plain, styled, RTF, PDF, picture, web, address, alias, fileref, filemaker, unknown).
- Application - Searches for clips by the names of applications they were copied from.

Choosing how to search
- Contains - Matches text exactly as typed.
- Word Beginnings - Matches one or more words, separated by spaces.
- Advanced - Allows you to use OR, NOT and NEAR operators. See examples below.

Note: The search is case insensitive, but only for plain Roman letters (a-z), not for accented letters.
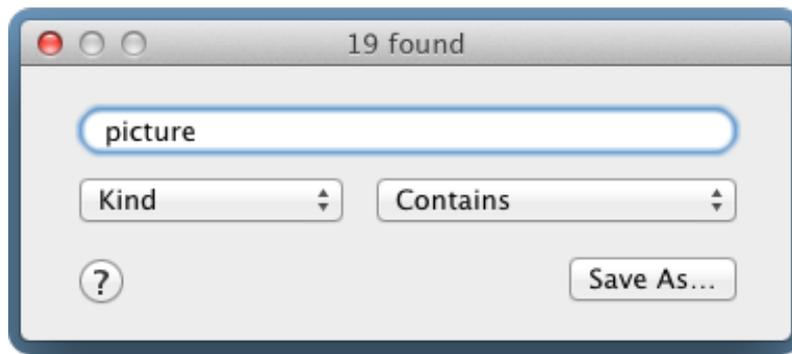
Using the "Advanced" search option

Advanced search uses the sqlite FTS Standard Query Syntax.

You can use the following special terms in the search:

○ A word is only found if it's complete, unless it ends in a "*" (asterisk).

○ If the search contains several words, they must *all* exist in the to-be-found clippings.

○ By using *OR* (must be upper case) alternatives of words may be looked up.

○ By quoting text, it must occur exactly as written.

○ Prepending a word with "-" (minus) means to exclude clips containing that word.

○ The *NEAR* operator requires words to be within a distance of 10 words. Using *NEAR/* followed by a number specifies a different maximum distance.

○ Prepending a word with either *name:*, *content:*, *appname:* or *appid:* limits the search to a clipping's name, text, application name or application bundle ID.

As an example, consider a plain text clipping with the following text in it:

If you don't find it in the index, look very carefully through the entire catalogue.

Finds the clipping	Does not find the clipping
you don't	you do not
don't you	"don't you"
careful*	careful
index	index something
index OR something	index or something
index -something	index -catalogue
index NEAR catalogue	if NEAR catalogue
index NEAR/6 cata*	index NEAR/5 cata*
index kind:text	index kind:styled
index kind:plain	index kind:pdf

Saving a Search

You can save a search so that it becomes a Smart Search Set. Saved searches will appear below the normal Clip Sets, prefixed with a small loupe symbol before their given name.

They will update automatically whenever Clippings get added, removed or changed.

For instance, you could save a search for images by entering "picture" and then setting the two popup menus to "Kind" and "Contains", then save under the name "All Images". Then you can switch to the "All Images" set at any time to see all images in any of your Clip Sets.
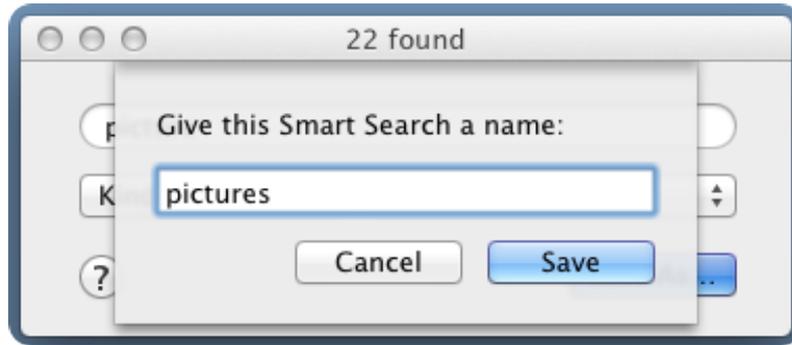
Saving a Smart Search Set

iClip Help ▸ Clip Sets and Clipboard History

You can organize your clippings into groups called clip sets, each which can contain up to 1000 clippings. There's also a special clip set that automatically records your Clipboard history. Use the clip sets pop-up menu to change the current clip set to a different one.

Clip Sets

You use the clip sets pop-up menu to change the current clip set to a different one.

The innovative clip sets pop-up menu was designed so that you can very easily cycle through your clip sets. It behaves like a standard pop-up menu but has the added benefit of being able to quickly switch to the previous or next item in the lest by clicking the arrows at either end.

Clipboard Recorder

clip sets pop-up menu

One of the handiest features of iClip that it automatically stores a history of up to the last 1000 things you copied. The Clipboard Recorder enables you to copy multiple times before you have to paste anything.

This history is stored in a special clip set named **Recorder** and is the first item in the clip sets pop-up menu.

The Clipboard Recorder can come in handy in situations where you copied something a while back and you need to access it again.

Keep in mind that the Recorder is not the place to store clippings that you want to keep. The Recorder will shift the oldest items out whenever you use *Cmd+C* (Edit ➜ Copy) in any application. We advise that you use any of the other sets for storing clippings.


accessing the Clipboard Recorder

Creating and Deleting Clip Sets

You create a new clip set by choosing **New Clip Set…** from the **Edit** menu. A dialog will appear enabling you to name the new clip set and set the number of clip bins it contains.

To delete the current clip set, choose **Delete Current Clip Set** from the **Edit** menu.
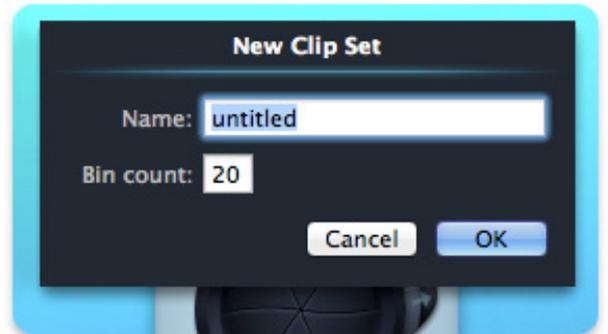
new clip set dialog

Duplicating Clip Sets

To make a duplicate of the current clip set, choose **Duplicate Current Clip Set…** from the **Edit** menu. A dialog will appear so you can name the new clip set that the clippings will be stored in.

Duplicating the Clipboard Recorder can be very handy for when you want to copy several things then permanently store them.

Managing Clip Sets

To manage your clip sets, choose **Manage Clip Sets…** from the **Edit** menu. A dialog that displays all your clip sets will then appear.
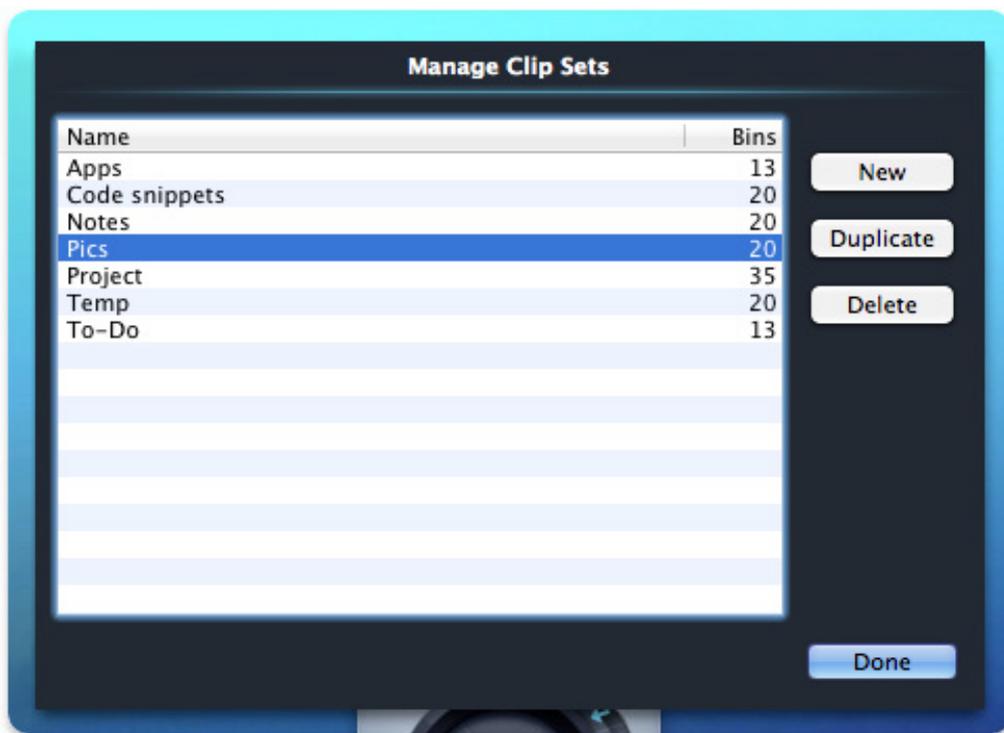
clip sets dialog

Clicking the **New** button creates a new clip set. You can change the name of any existing clip set by double-clicking its name field and entering a new name. Likewise, you can change the number of bins in a clip set by double-clicking its bins field and entering a new number.

You can also duplicate or delete a clip set by selecting the clip set from the list on the left and then clicking the **Duplicate** or **Delete** buttons.

You can rearrange clip sets in the list by dragging them to change the order that they appear in the clip sets pop-up menu.

Smart Search Sets

If you have saved a Search, it appears as a **Smart Search Set** in the Clip Sets popup menu, indicated by a magnifying glass icon.

To **change the search criteria** or duplicate it, first activate the Smart Search Set, then use the *Edit Smart Search* command from the *Edit* menu. After editing the search, you may then save it again with the *Save* button or save a copy under a new name by holding the option (alt) key down, which turns the Save button into *Save As…*
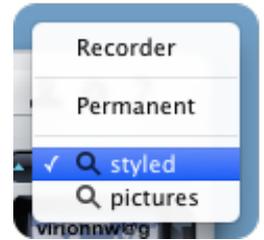
To **delete a Smart Search Set**, activate it, then choose the *Delete Current Smart Search…* command from the *Edit* menu.

The **order of Smart Search Sets** can not be changed in the Manage Clip Sets dialog (yet). Instead, they always appear below all regular Clip Sets, ordered by their creation time.

To **create a non-smart copy** of the bins in a Smart Search Set, choose the *Duplicate Current Clip Set…* command from the *Edit* menu. This will create a regular Clip Set with the clippings from the Smart Search.
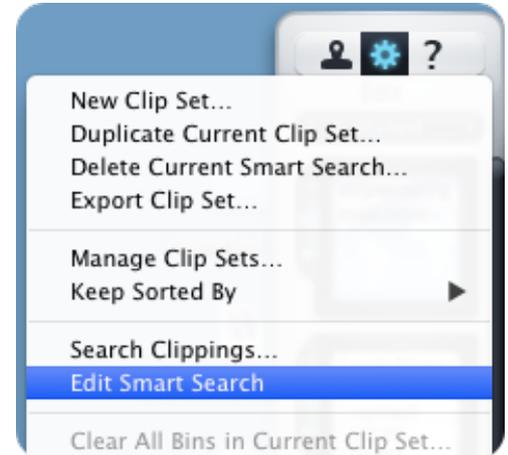
Note that the bins in a Smart Search Set are immutable. That means that you cannot copy new clippings into them, nor can you rearrange them (you may, however, **sort** them using the *Keep Sorted By* command from the *Edit* menu). Switch to a regular Clip Set when you want to store new clippings.


smart search sets

smart search commands

If you use your keyboard more than you use your mouse, you'll find Hot Key Copy & Paste to be one of your most used iClip features.

With Hot Key Copy & Paste you're able to copy and paste to and from iClip without having to remove your hands from the keyboard. To do this, first set the **Copy from current app to bin…** and **Paste from bin…** Hot Keys in iClip Preferences. See Hot Keys Preferences for more details on setting Hot Keys.

Typing one of these Hot Keys displays labels over the bins. You can then type the key corresponding to the label or simply click the desired bin to choose the one to copy from or paste to.
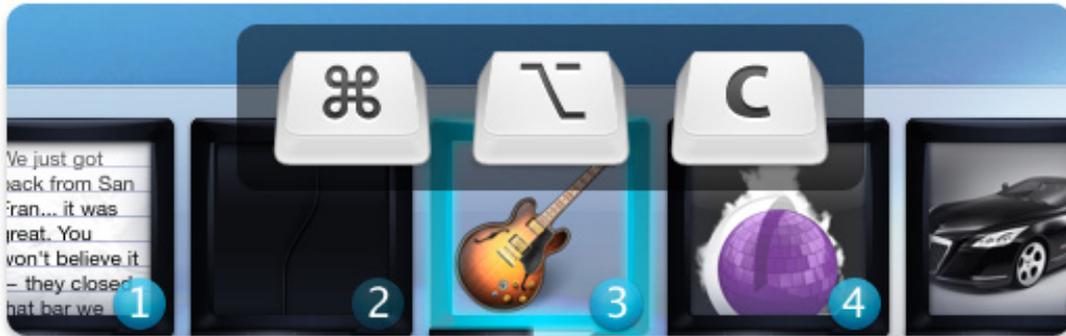
Hot Key Paste in action

You can also use the arrow keys to change the selected clip bin and then type **Return** to choose it. You can navigate through the clip set using the **Page Up/Page Down/Home/End** keys.

When using Hot Key Copy, you can type **+** to add the clipping to the end of the clip set.

When using Hot Key Copy or Paste, you can type the **Enter** key (on the Numpad) or **fn + Return** to open clippings that contain an Internet address or a File Alias clipping.

If you decide to cancel a Hot Key Copy or Paste, you can type the **Esc** key to do so.

Typing the **Space** bar opens the Pop-up Preview and the **Tab** key lets you choose a Script to run on the selected clipping.

In order to paste a rich text clipping as plain text (as in "Paste and Match Style"), hold down the **Option** (⌥) key and type the **Return** key.

Pasting multiple clippings in sequence

You have two ways to paste multiple clips quickly

Using *Paste Next*

Find this hot key in the Preferences window, after opening the disclosure triangle on the right to show the complete list of hot keys.

Once you have assigned a key combination to **Paste from next bin**, you can use this hotkey to paste from multiple bins in succession.

An example:

Consider you have copied three passages of text from a document, and they got added to the Recorder Set. Now, to paste these three clippings back, you start pasting the first of the three recorder clippings, i.e. the one in the third bin (as this is the oldest of the 3 recorded clippings). Once you have pasted this bin, either by using a hotkey or by clicking the Paste button of the bin, you can type the **Paste next from bin** hotkey two times to paste the second and the first recorder bin conveniently.

If you have a different Clip Set active, then the order is reversed: The **Paste next from bin** hotkey keeps pasting bins in increasing order from the last pasted bin.

Using *Paste Multiple*

This lets you choose and paste multiple clips with the keyboard. There are two ways to activate this mode:

Via Hot Key

Find this hot key in the Preferences window, after opening the disclosure triangle on the right to show the complete list of hot keys.

Assign a key combination to **Paste multiple from bin...** If you type that key, you will get to select which bin to paste from. But unlike the regular **Paste from bin...** hot key, iClip will stay in this mode so that you can select more bins to paste from. To leave this mode, type the **Esc** key or click the X button in the iClip window, closing the window along with it.

Via Mouse Click

Hold down both the **Shift** (⇧) and the **Option** (⌥) keys and then click on the iClip icon (👤) in the menu bar. That will get you into the same mode as with the hot key.

Appearance Preferences
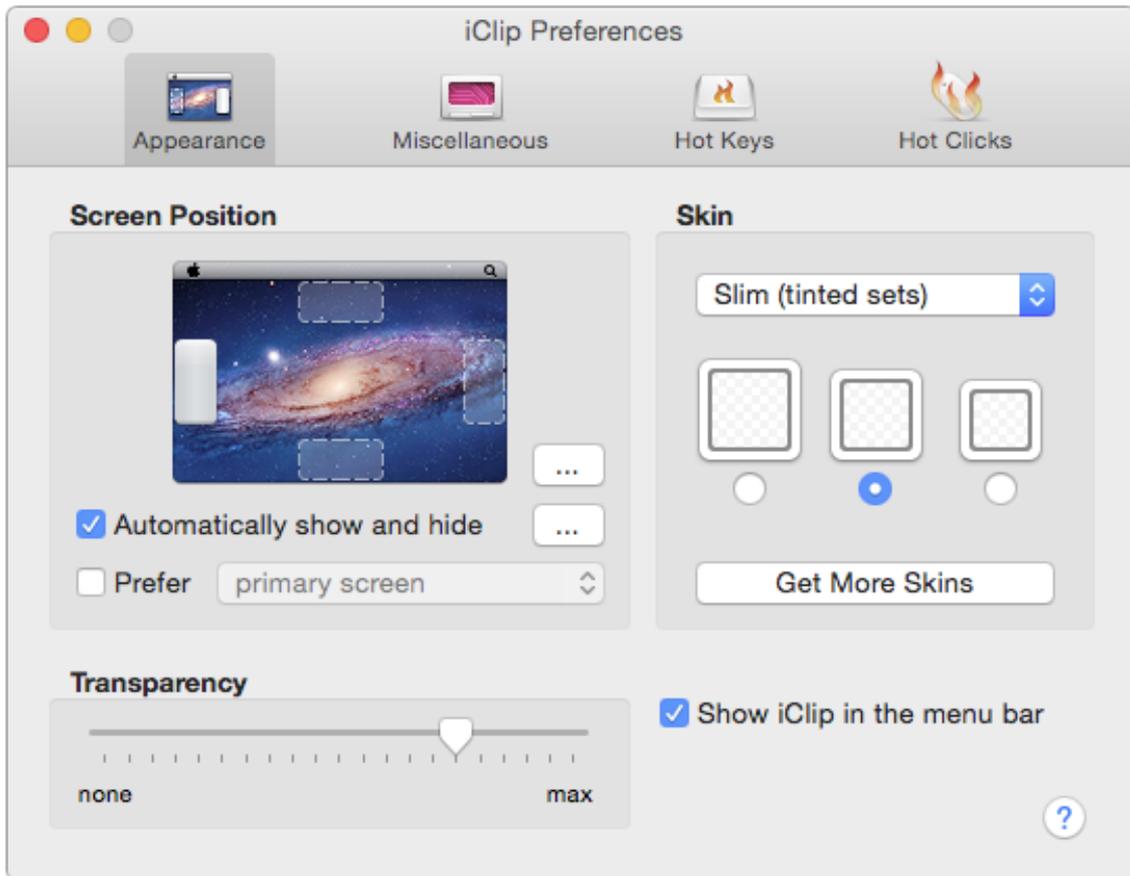
Position on Screen

These radio buttons enable you to choose which side of your screen iClip is positioned on when it's shown.

You can also choose whether or not you always want iClip to show on your main display if you use multiple monitors on your computer.

For more fine tuning of where the iClip window appears, click the upper ⬚ button:
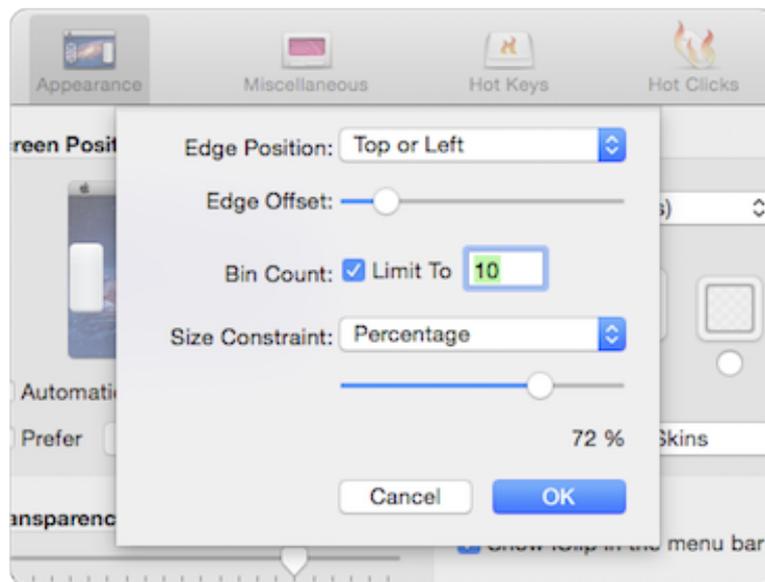
Positioning options

Automatically Show and Hide

If *checked*, iClip automatically appears when you move your cursor to the screen edge that iClip is positioned on, and hides again when you move your cursor away from iClip.

If *unchecked*, iClip can only be shown and hidden by the following methods:

- Click the 👤 icon in the menu bar at the top of the screen.
- Assign a Hot Key for *Show/hide iClip window* and then type the key combination you've assigned.
- Double-click the iClip app icon in Finder or re-open iClip via other launcher programs.

With the ⟨ ··· ⟩ button on the right you can further fine tune this behavior, such as choosing to only show iClip if you also hold down a modifier key or rest the mouse for a certain time:
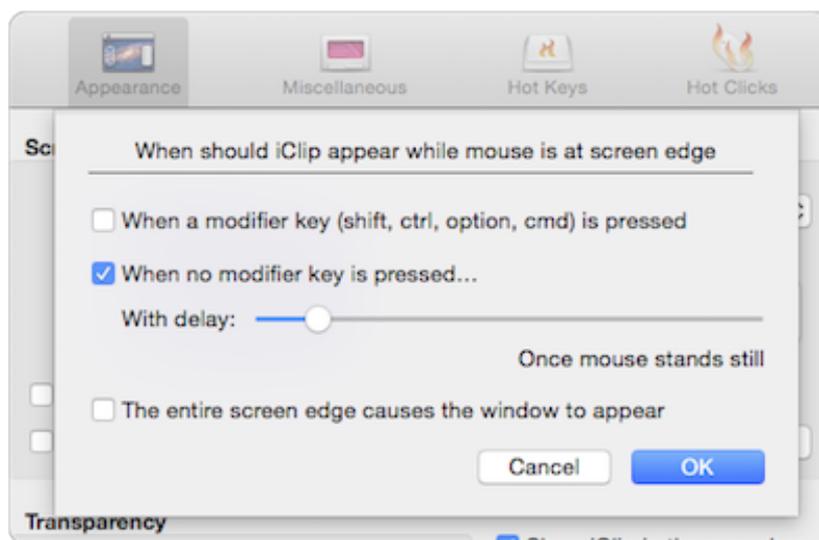
iClip automatic show options

Skin

These controls enable you to choose the clip bin size and their skin appearance in the iClip window.

Click the Get More Skins button to download alternative skins we may have made available in the mean time.

Transparency

This slider is used to change the transparency level of the iClip window. Making the window transparent can be useful for helping you to see what's behind it.

Show iClip in the menu bar

When checked, the iClip menu bar button appears so that you can quickly show or hide the iClip window by clicking it, as well as right-click on it for quick access to some commands.

Miscellaneous Preferences
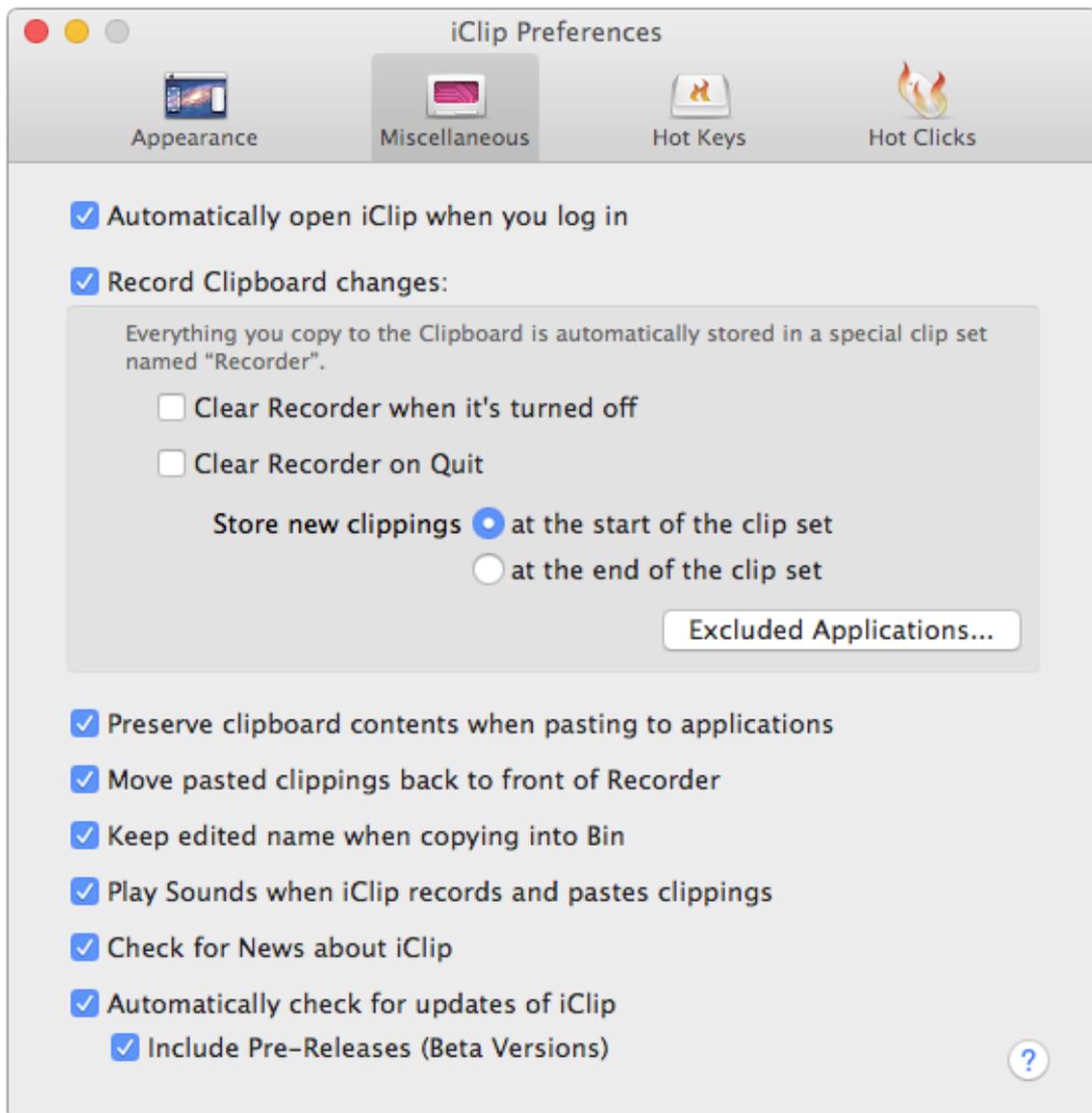
Automatically open iClip when you log in

When checked, iClip will automatically open when you log in and when your computer starts up. (iClip will thereby be added as a Login Item in the Users & Groups system preferences panel.)

Record Clipboard changes

When checked, iClip automatically records everything copied to the Clipboard to the special Clipboard Recorder clip set. You can also choose whether new clippings automatically stored in the Clipboard Recorder are added either at the start or the end of the clip set.

If **Clear Recorder when it's turned off** is checked, all clippings in the Recorder will be erased when you uncheck the *Record Clipboard changes* option or when you turn the recorder off via its Hot Key.

To erase all Recorder clippings when iClip quits (which happens when the computer shuts down or when you log out), check the **Clear Recorder on Quit** option.

The button **Excluded Applications…** shows a list of programs that iClip won't automatically record from. 1Password is in this list because it often places passwords into the clipboard, and some users prefer not to have these appear in iClip in plain sight. If you do not mind this, uncheck 1Password. Adobe Illustrator is in this list because this program doesn't work well with iClip (see the FAQ for details). To remove items from the list, ctrl-click on them to get a menu showing the Remove command.
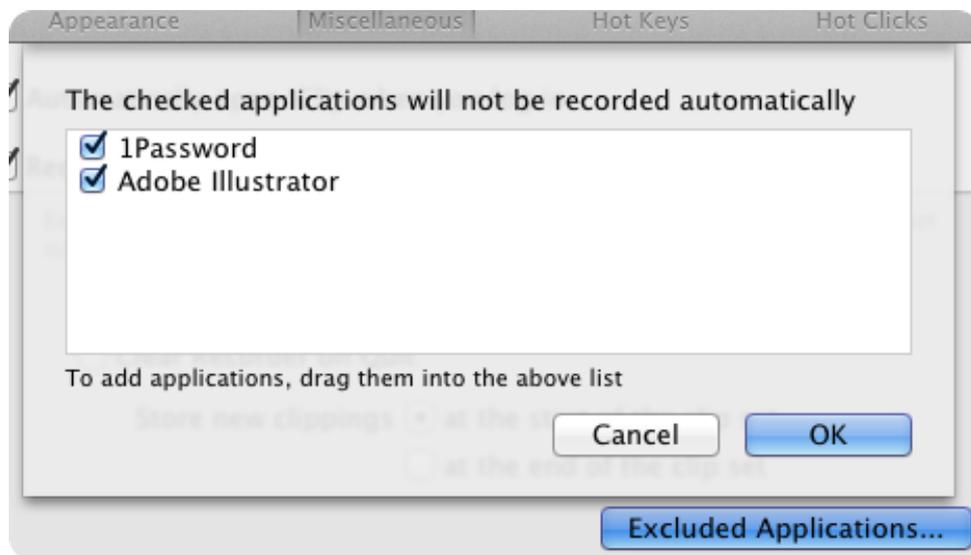
Choosing Excluded Applications

Preserve clipboard contents when pasting to applications

Determines what is left in the clipboard after pasting from a bin in iClip.

When checked, pasting from iClip effectively leaves the clipboard unchanged, keeping what you had *copied* last, not what you just pasted from iClip.

Example: Copy A, then B. iClip's first bin now contains B, the second contains A. Pasting A from iClip's second bin inserts A into the document. However, B remains in the clipboard, so that using Paste in the current application inserts B into the document.

When unchecked, pasting from iClip leaves that data in the clipboard, so that subsequent Paste commands (cmd+V) insert the same data again.

Move pasted clippings back to front of Recorder

When checked, pasting a clipping from a Recorder bin re-inserts that clipping at the start as if it had just been newly recorded.

Keep edited name when copying into Bin

Suppose you have given a bin a custom name. With this option unchecked, copying a new clipping into the bin will erase the name. When checked, the name will be preserved.

## Play Sounds when iClip records and pastes clippings

Plays the *whit* sound every time a clipping is recorded, copied or pasted by iClip.

You can customize which sounds are played for which particular actions. For details, see Custom Sounds

Check for News about iClip

When checked, iClip may occasionally tell you about news from Irradiated Software about iClip, such as new skins or important messages. Don't worry, this will not be used for promotional messages, and there will be only a few messages in a year, if at all.

Hot Keys Preferences
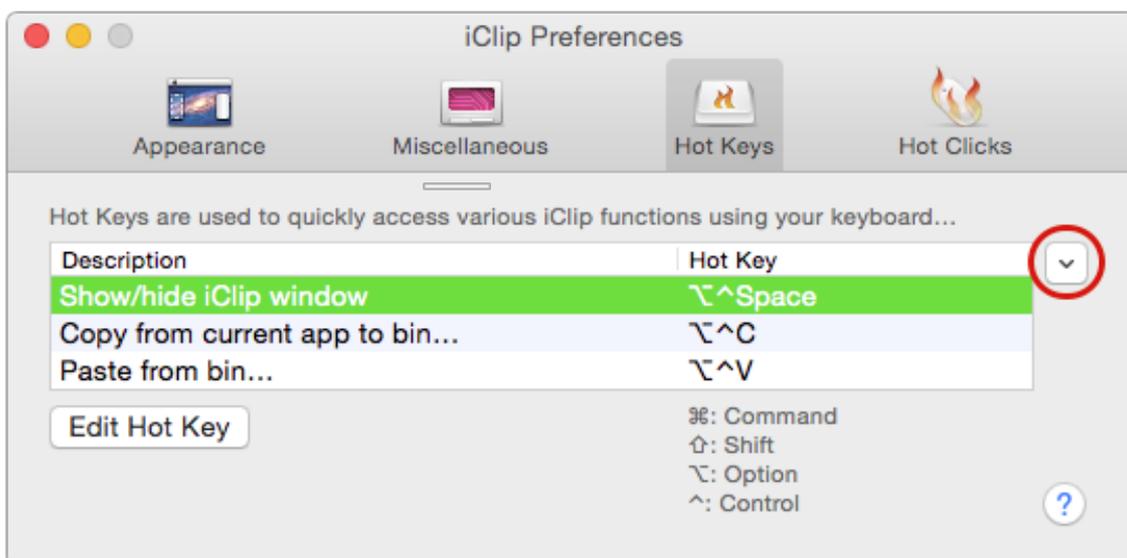
Hot Keys

This list is used to set various Hot Keys so that you can quickly access various iClip operations using your keyboard. To set or change a Hot Key setting, choose the desired one in the list, then click the **Edit Hot Key** button (you can also double-click it in the list). After the dialog appears, you then press the combination of keys you want to use for the Hot Key. You can also clear a previously set Hot Key in the dialog.

Once you've set a Hot Key, pressing the combination of keys you've chosen for it will perform the operation it relates to.

iClip initially displays only the Hot Keys that all users are encouraged to set. To see additional Hot Keys that can be set, click the red circled button at the right of the list of Hot Keys.

Available Hot Key operations

- **Show/hide iClip window**: Shows or hides the iClip window.
- **Copy from current app to bin…**: Copies the selected item (e.g. text) and shows the iClip window, letting you type keys to choose the bin into which the item shall be store.
- **Copy from current app to next bin**: Copies the selected item (e.g. text) into the next free bin of the curring clip set.
- **Paste from bin…**: Shows the iClip window, letting you choose from which bin you like to paste into the current application.
- **Paste plain text from bin…**: Same as above, but pasting only the plain text portion of the bin.
- **Paste multiple from bin…**: Like *Paste from bin…*, but stays in this mode so that you can paste more clips. Type the **Esc** key to leave.
- **Paste from next bin**: Pastes from the bin following the bin that was pasted from the previous time.
- **Fill clipboard from bin…**: Puts the content of the chosen bin into the Clipboard so that you can paste it with **cmd+V** later.
- **Toggle 'Automatically Show and Hide' setting**: Turns automatic showing and hiding of iClip, when the mouse is moved to the screen edge, on or off.
- **Switch to previous clip set**: Activates the previous clip set.
- **Switch to next clip set**: Activates the next clip set.
- **Switch to Recorder or back**: Switches between the recorder and the last used non-recorder clip set.
- **Switch to clip set…**: Lets you choose the clip set using the up and down keys.
- **Add clip bin to end**: Adds another empty bin to the current clip set unless there are already 1000 bins.
- **Add multiple clip bins…**: Adds more empty bin to the current clip set. Same as clicking the "+" button with the option key held down.
- **Remove clip bin from end**: Removes the last bin from the current clip set.
- **Remove multiple clip bins…**: Removes bins from the end of the current clip set. Same as clicking the "-" button with the option key held down.
- **Create new clip set…**: Adds a new clip set and activates it.
- **Duplicate current clip set…**: Duplicates the current clip set.
- **Manage clip sets…**: Opens the window for managing all clip sets.
- **Clear all clip bins in current clip set…**: Empties all clip bins of the current clip set (their clippings will be lost).
- **Delete current clip set…**: Removes the current clip set along with all clippings it contains.
- **Put text from all clip bins into Clipboard**: Collects the plain text from all bins of the current clip set and places it into the clipboard.
- **Fetch Clipboard text into multiple clip bins**: Each line from the clipboard contents is placed into a separate new bin. Does not work with the recorder set active.
- **Fetch Clipboard into next available bin**: Places the clipboard contents into the next free bin.
- **Turn Recording on/off**: Same as clicking the *Record Clipboard changes* checkbox in the Miscellaneous preferences.
- **Search Clippings…**: Opens the Search window.
- **Show Preferences**: Opens the Preferences window.

Hot Clicks Preferences
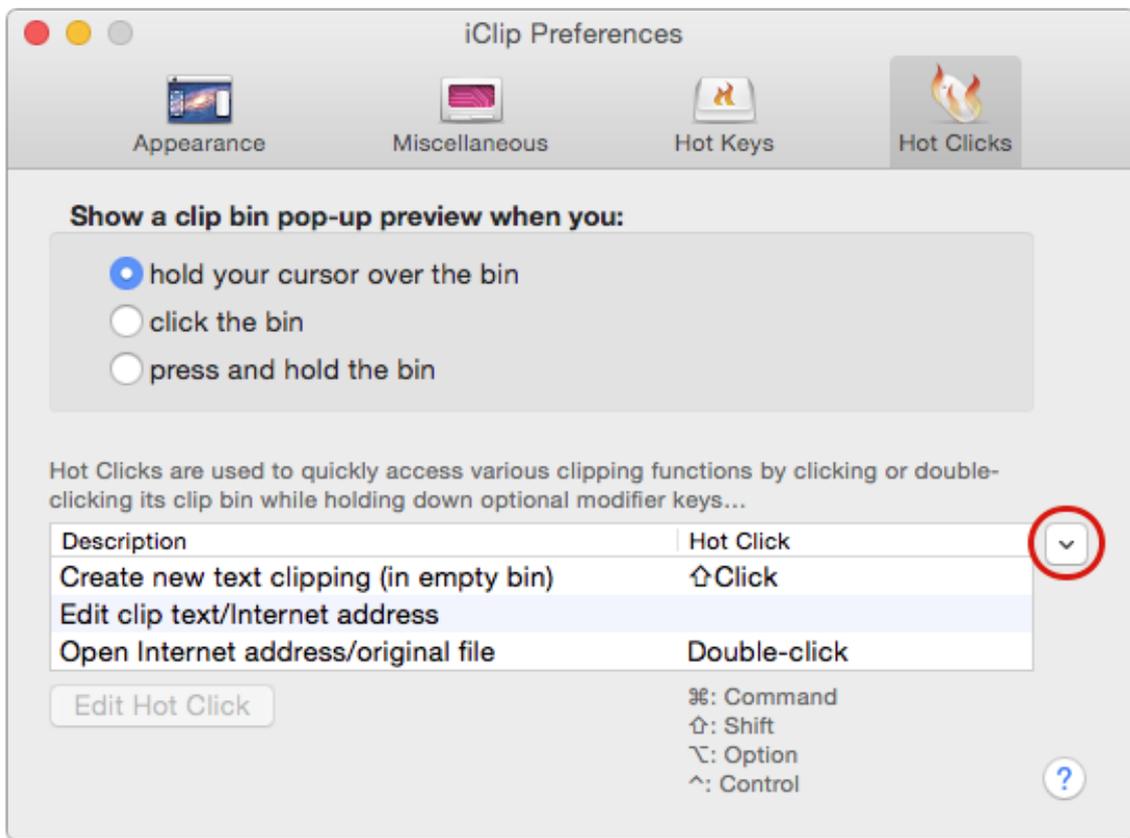
Show a clip bin pop-up preview when you:

These radio buttons enable you to choose how clip bin pop-up previews are shown. You can choose to have them show either when you hold the cursor over the bin, when you click the bin, or when you press and hold the bin.

Hot Clicks

This list is used to set various Hot Clicks so that you can quickly access various clipping operations by clicking or double-clicking its clip bin while holding down optional modifier keys (Command, Shift, Option, Control). To set or change a Hot Key setting, choose the desired one in the list, then click the **Edit Hot Click** button (you can also double-click it in the list). After the dialog appears, you then click or double-click the bin in the dialog while holding down the desired modifier keys you want to use for the Hot Click. You can also clear a previously set Hot Click in the dialog by clicking the (X) button.

Once you've set a Hot Click, clicking or double-clicking a clip bin while holding down the associated modifier keys you've chosen for it will perform the clipping operation it relates to.

iClip initially displays only the Hot Clicks that all users are encouraged to set. To see additional Hot Clicks that can be set, click the red circled button at the right of the list of Hot Clicks.

Note that you assign right clicks separately from left clicks, and if you have a mouse with more than two buttons, you can assign those as well as hot clicks. And every click can be combined with a modifier key (shift, option, ctrl, cmd). However, double clicking is restricted to the main (left) mouse button.

Creating and Editing Text Clippings

You can quickly create a new text clipping by clicking an empty bin. Doing so opens a dialog that enables you to type the text of the clipping.

(You can change the clicking behavior in the Hot Click preferences.)
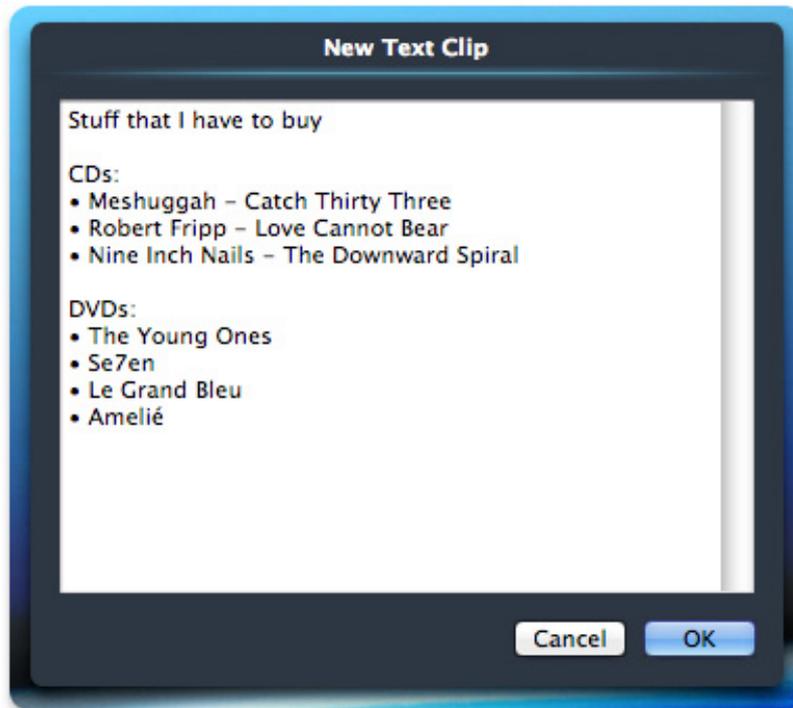
creating a text clipping

To edit an existing clipping, either choose **Edit Clip Text…** from the Action button next to a text clipping or open the preview window (e.g. by hovering with the mouse over the bin, see Hot Key preferences) and click into the text there.

Copying Text from All Clip Bins

You can conveniently copy the text from all the clip bins in the current clip set to the Clipboard. To do so, choose **Copy Text from All Bins** from the **Edit** menu. Each copied clipping will be on a separate line. A handy shortcut for doing this is to press the Shift (⇧) and Option (⌥) keys while clicking any enabled Paste button.

Please note that only the plain text content of each clipping will be copied — any formatting that the clippings have will be ignored. Also, the text will only be copied to the Clipboard and not automatically pasted to the current application.

Pasting Text to Multiple Clip Bins

Similar to copying text from all clip bins, you can also paste a block of text from the Clipboard to multiple clip bins. To do so, choose **Paste Text to Multiple Bins** from the **Edit** menu. Each individual line of the text will be put into a separate clip bin starting with the next bin after the last occupied bin. Clip bins will be added to the current clip set if there aren't enough to hold all the clippings.

You can also paste text to multiple clip bins by pressing the Shift and Option (⌥) keys while clicking any enabled Copy button. Using this method, the clip bins will be filled starting with the bin that the clicked Copy button is associated with. The contents of that clip bin and any after it may potentially be replaced by using this method.

Please note that only the plain text content of the clipping will be pasted — any formatting that the clipping has will be ignored. Also, the text will only be pasted from the Clipboard and not automatically copied from the current application.

Sharing Clippings (Export, Import)

You can save either single Clippings or entire Clip Sets to disk using the *Export* commands. This allows you to archive specific clippings or even share them with other users or computers.

○ To export a single Clipping choose **Export to Disk…** from the bin's **Action button**. This creates a *package* file with the name ending in ".iclipping".
○ To export a Clip Set choose **Export Clip Set…** from the **Edit** menu. This creates a *package* file with the name ending in ".iclipset" containing all clippings of the current clip set.

These so-called *package* files are actually folders, and you can look inside them by ctrl-clicking on them, then choosing **Show Package Contents** from the contextual menu. This is especially useful for the Clip Set packages, allowing you to pick single items out of them. Alternatively, you may rename the file by removing the .iclipset extension from it to treat it as a normal folder.

To re-import these saved clippings and clip sets you have several options:

○ Double clicking a ".iclipset" files creates a new clip set from it.
○ Double clicking one or more ".iclipping" files adds them to the end of the current clip set. If the clip set is full, the clippings get added to a "Overflow" clip set, which will be created as needed. However, if the current clip set is the Recorder, the clippings will simply be inserted at the front of the Recorder's clip set, as if they were newly recorded clipboards.
○ Single ".iclipping" files can be dragged from the Finder and dropped into a clip bin.
○ One or more ".iclipping" files can also be dragged onto the **Add Clip Bin button** (+) button at the end of the iClip window. This has the same effect as opening the files in the Finder (e.g. by double clicking them).

A note for the curious: When looking into ".iclipping" packages, you'll find the various representations of clipboard data as separate files inside. For instance, a clipping of a Safari web page will show the web page content in many forms, e.g. as a Webarchive, RTF and plain text.

Sharing Clippings between Multiple Computers using Dropbox

If you have [Dropbox](#) installed, you can have your Clippings database synchronized between your computers by placing the *iClip Clippings.iclipdb* into your Dropbox folder. iClip will notice if Dropbox has updated the Clippings database from another Mac and will then reload the database automatically.

To move or copy the database to your Dropbox folder, locate it first, e.g. using the "Reveal Clippings Database" command from the iClip menu button. Once the *iClip Clippings.iclipdb* has been moved to Dropbox, double click it. iClip will then ask if you like to open it temporarily or permanently. Choose **Use Permanently**. Once the file has been synchronized to your other Macs, double click and choose *Use Permanently* there, too. Now, whenever you add or modify a clipping on one Mac, a few seconds later the clippings will update on your other Mac(s) as well. Just be careful not to make changes on the other Mac before that Mac has synchronized the changes, or you'll lose the change again once Dropbox has finished synchronizing.

This feature is not limited to Dropbox - iClip should work with any service that automatically synchronizes your files on your disk, e.g. Google Drive.

Scripting iClip with AppleScript or Javascript

iClip is scriptable. Scripting can be used to gather Clippings, modify them, add new ones, and more.

Furthermore, you can install so-called Action Scripts. They operate on single clippings and are accessible through the action menu, e.g. when you right-click on a clipping or use a bin's gear button. To install such scripts, they need to placed into a folder named *Scripts* inside your home's `Library/Application Support/iClip` folder. iClip will then detect them within about 2 seconds - there's no need to relaunch iClip.

A special Action Script named *iClip Events.scpt* is able to post-process any newly added scripts, enabling special handling such as adding extra information or fixing issues with misbehaving applications.

To learn more about all these abilities and find useful scripts other users have created, visit the [iClip Scripting](#) web page online.

System Services

Services are a system wide plug-in architecture for providing operations on selected content. When you right-click on a clipping or use a bin's gear icon, any Services that operate on that kind of clipping (primarily text) will be listed under the **Services** menu.

Shortcuts and Power User Functions

Copying

If you hold the **Option (⌥) key** while clicking a **Copy button**, iClip simply retrieves the current Clipboard contents into the clip bin, without copying from the current application first.

Pasting

If you hold the **Option (⌥) key** while clicking a **Paste button**, iClip places the contents of the clip bin into the Clipboard, without pasting to the current application afterward.

If you hold the **Command (⌘) key** while clicking a **Paste button**, iClip pastes the bin contents as *plain text*, i.e. it removes any formatting from it.

If you hold the **Shift (⇧) key** or **Shift and Command keys** while clicking a **Paste button**, iClip will clear the bin after pasting.

If you hold the **Shift and Option keys** while clicking a **Paste button**, iClip pastes the text from all bins of the current Clip Set combined.

If you hold the **Option key** while clicking on the **iClip icon (👤)** in the menu bar, iClip initiates a **Hot Key Paste** operation, letting you choose the bin to paste, after which iClip will hide again if it was hidden before. And if you additionally hold down the **Shift (⇧) key**, it'll invoke the **Multiple Paste** mode, which will remain active until you type the **Esc key**.

Dragging from or into Bins

When dragging a clipping from a bin to another bin, in order to *duplicate* the dragged clipping, hold down the **Option (⌥) key**.

When dragging a clipping from an application into a bin, in order to *keep a previously set name for the bin intact*, hold down the **Ctrl key** right before dropping the dragged content into the bin.

When dragging a clipping from an application onto the **(+) button** at iClip's bottom or right end, in order to *store multiple items in a single bin*, hold down the **Shift (⇧) key** right before dropping the dragged content into the bin.

When dragging a clipping containing text from a bin to an application, in order to drag only the *plain text* portion of the clipping, hold down the **Command (⌘) key** at the start of the drag operation, then let go of the key.

When dragging a text clipping from a bin to the Finder, in order to create a text file (.txt or .rtf) instead of a .textClipping file, hold down the **Option (⌥) key** at the start of the drag operation, then let go of the key.

Adding or removing Bins

You can add or remove multiple clip bins by pressing **Option (⌥)** while clicking the **Add Clip Bin** or **Remove Clip Bin** buttons. Doing so opens a dialog that allows you to choose the number of clip bins to add or remove.

Editing Clippings

When editing a clipping's name, pressing the **Tab key** or **cmd+S** toggles the *Show name* checkbox on and off.

Accessing Original Files

If the **Option (⌥) key** is held down when the bin's action menu is opened, the *Open Original File With* menu will show the full paths of every app that appears in the menu list.

When an app is selected from the *Open Original File With* menu with the **Command key** held down, the file is not opened with the app but instead the app gets revealed in the Finder.

Editing a Smart Search

Holding down the **Option (⌥) key** changes the *Save* button to *Save As…*, allowing you to save a copy of the search under a new name.

Clip Set Switching

If you hold the **Shift (⇧) key** while clicking the **up or down buttons** in the Clip Sets Pop-up Menu, iClip will switch to the first or last clip set respectively. (*Note: This feature is only available with the classic Square and Round skins, not with the Slim skin.*)

iClip Help ▸ Frequently Asked Questions (FAQ)

Backing up your clippings

Q: *I'd like to back-up all my clippings that are stored in iClip. Where are the clippings stored?*

A: iClip stores its clippings in your user's `Library/Application Support/iClip` folder. To access it, open the **Help** pop-up menu and choose **Reveal Clippings Database**. That will open its folder in the Finder. Therein you will find the Clippings Database file, named *iClip Clippings.iclipdb* (which is actually a *package* or *bundle* folder).

An alternative is to export your Clip Sets one by one, using the **Export Clip Set…** command from the **Edit** menu.

Transferring iClip to a new computer

Q: *How do I transfer my clippings to another computer?*

A: See the above instructions for locating the *Clippings.iclipdb* and copy it to your new computer, maybe to the Desktop. Install and launch iClip on the new computer and have it reveal the *Clippings.iclipdb* there, too. Quit iClip, then replace the revealed Clippings Database with the one from your other computer. Launch iClip again, and you should be set.

However, this doesn't transfer the license over. You find that file in the same folder where the original Clippings.iclipdb resides. Simply copy the license file to anywhere on your new computer and double click it - iClip will then copy and install the license again. The license is unlimited for your personal and your family's use, on as many computers as you own.

There is also the possibility to use Dropbox to keep your clippings synchronized between multiple computers.

Adobe Illustrator

Q: *Why doesn't iClip record anything from Adobe Illustrator?*

A: We have received several reports from several users informing us that when iClip records the clipboard from Illustrator, they end up getting damage clipboards, i.e. that Copy and a succeeding Paste, without even involving iClip, would lose color information of their copied Illustrator data. We then learned that this problem is not related specifically to iClip (other clipboard recorders show the same issue). For these users, the only way to deal with it is to not have any program record the clipboard contents while Illustrator is running. You may still use the Copy command in iClip to manually record selections in Illustrator, though. But be aware that you might be losing data, though not everyone seems to have this issue with Illustrator. If you find that you are not subject to the issue, you may allow iClip to record Illustrator clipboard by opening the Preferences, switching to the **Miscellaneous** section and clicking on the **Excluded Applications…** button, where you can then enable recording for Illustrator by clearing its checkbox.

Dragging clippings into documents

Q: *When dragging certain clippings into a document, I don't get the result that I expected.*

A: Short answer: We know, and we can't do much about it. Try using Paste instead, which usually should give a better result then.

Long answer: Making the drag operation work with every kind of application is almost impossible because some programs like what others don't, and iClip can't predict which application you'll be dragging the data to. For instance, the Finder used to accept dragged text and image clippings. But since OSX 10.7 (Lion), pictures can't be dragged into Finder windows (or onto the Desktop) any more that way. We've changed iClip to supply the Finder with more information so that you can drag & drop pictures to the Finder again, but now other applications such as Mail.app may assume the the picture you're dragging shall become an attachment instead of an embedded picture.

Upgrading from iClip 3 & 4

Q: *I have used iClip for years and have a registration code. But iClip 5 does not accept it.*

A: iClip 5 is under new management. We acquired it from the previous owner and invested a lot of time and money to make it what it is now. That's why we can't afford to give iClip 5 to customers of its previous owner for free. We do offer a rebate to previous owners, though. To take advantage of that, visit our store at http://iclipapp.com/upgrade.

More Q & A

Q: *I have a question that's not been answered here.*

A: Find more answers on iClip's web site or e-mail us at support@iclipapp.com.

Outstanding Beta Testers

We appreciate the hard work of many testers, and would like to acknowledge the dedication and effort of some key testers.

- Michael Maggs
- Ward Clark
- Jan Magens

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