



# TECH SNIPPETS

Information, Communication & Technology

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## Enhanced clipboard

Every time you copy and paste while you are editing a document or file, you make use of your clipboard. The same clipboard is used whether you select the item to be copied, right click and then choose the copy option, or if you just use the quicker keyboard shortcut method (**Ctrl + C**). When you paste, whatever was copied to the clipboard gets pasted to the location of the insert cursor, but it still remains on your clipboard until it is overwritten by newly copied content. This is hugely convenient because it saves you from having to retype instead.

There is one general disadvantage of the clipboard though. It only keeps whatever you last copied, so you might forget what you copied there and accidentally overwrite something important, or you may overwrite your clipboard with a new item

while still needing the old one. If you are doing a lot of complex copying and pasting, especially in spreadsheets, you will have encountered the situation where you need to have access to multiple copied items at the same time.

Microsoft has addressed this limitation by introducing an enhancement that allows you to keep your clipboard history. To enable it, press the **Windows** key and type *clipboard*. This will bring up the option to turn your *Clipboard history* on. It is off by default, probably to reduce the memory demand on your device. Before you paste again, press **Windows + V** and choose which copied item you want to paste.

### Clipboard

When you copy or cut something in Windows, it is copied to the clipboard for you to paste.

### Clipboard history

Save multiple items to the clipboard to use later. Press the Windows logo key + V to view your clipboard history and paste from it.

On

### Reminder

Do not save files to your PC or laptop desktop. You will lose all of this data when the hard drive eventually fails. If the drive becomes problematic and needs to be replaced, we may not be able to recover this data for you.

We also need to move PCs around or upgrade them, and then suddenly your data will not be where you expect to find it anymore.

We are replacing failed electro-mechanical hard drives with the new solid state (SSD) type, and their storage capacity is far less so there may not be enough space to recover your files to anyway.

The correct place to save your data is in your S: drive, your school OneDrive, your subject folder, or your subject Share-Point folder.

## How to install the latest Windows 10 version

The latest Windows 10 version is 2004. This number is derived from the year (2020) and month (04) of release and is referred to as the Spring (in the northern hemisphere) 2020 edition. To determine if your PC or laptop is running this version, press the **Windows** key, then type *winver* and press **Enter**. You should see a Windows like this one below, but it may have a lower version number than 1909.



If you do not see the latest version number (2004) listed, you need to take charge and install it yourself. To do this, click on the *Windows* icon at the bottom left of your screen, then click on the gear (*Settings*) icon. Next, click on the *Update & Security* option. You should see the option to download and install the latest Windows version. This process can take a *very* long time — perhaps two or more hours! You can continue to use your PC or laptop during the download process, but once the installation starts you should not expect much responsiveness from the machine. It is therefore best to start this process when you are not going to be using it for a good while. Although we discourage leaving school PCs on overnight, this is one occasion which warrants it if there is no stormy weather about.