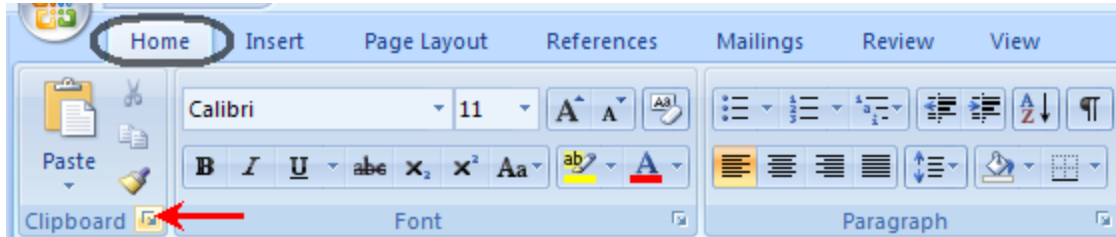


**Clipboard:** After you copy or cut text, it is placed on the clipboard. The Clipboard holds the last 24 items you cut/copied.

1. Click **Home tab**, click **Clipboard group**



2. A side panel appears with the last cut/copied item. Click on the item to paste.

