

CNAS Instructional Technology Support Newsletter

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Banner Upgrades

This Sunday, May 9, Banner applications will not be available while the system is upgraded. The timeframe for the upgrades is 7 AM – 11 AM. For more information see [Information Services Notifications and Outages \(missouristate.edu\)](https://www.missouristate.edu/information-services/notifications-and-outages/).

Open Lab hours for finals week

The open computer labs (LIBR 105, GLAS 229, and CHEK 150) will have extended hours during finals week. Please refer to [Computer Services Help Desk Hours - Computer Services Help Desk - Missouri State University](https://www.missouristate.edu/computer-services/help-desk-hours/) for details.

Windows Clipboard history

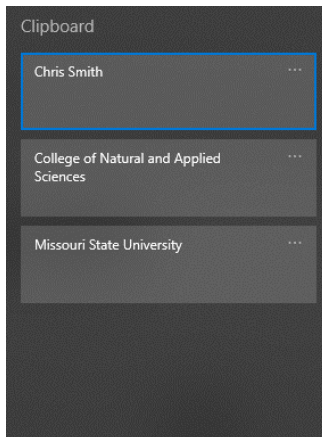
You are probably aware how to use the clipboard to copy and paste text, pictures, and other items. You can highlight some text and press Ctrl-C to copy it to the clipboard. Then you position your mouse and cursor into another document and press Ctrl-V to paste it into that document. This has worked for years but only worked for one item. Now there is a feature in Windows called Clipboard History. This allows you to use anything you have copied to the clipboard since the last time you rebooted or powered up your computer. This feature is not turned on by default so here are the steps to turn it on:

1. Click the Start button and click Settings (the gear symbol).
2. Click System.
3. Click Clipboard on the left menu.
4. Under Clipboard history click the slider button to turn it on.



At the bottom of this page you will see an option to Clear clipboard data if you want to clear all of the items in your clipboard history. Rebooting or powering off your computer will do the same thing.

Now that Clipboard history is on, whenever you highlight text or pictures and press Ctrl-C those items will be added to the history. To use what is in your clipboard history, position your cursor to a place you want to paste then hold the Windows key and press “V”. Now you will see all the items that have been copied to the clipboard.



Click one of the items and it will be pasted into your document. You will notice three dots in the upper corner of each item. Clicking that brings up a menu with three options; Delete, Pin, and Clear All. The Delete option removes that single item from the history. Pin will keep the item in history even if you reboot or power down your computer. This can be handy for phrases that you use frequently like “Missouri State University” or “College of Natural and Applied Sciences”. They will always just be a Windows-V away. The third option on the menu is Clear All. This clears all items in history that are not pinned. To clear pinned items, you can click the three dots for that item and select Delete. If you click Unpin it stays in history until you Clear All or reboot or power down. This clipboard history works for images as well as text. Now you have the ability to Copy and Paste more than one item!