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Q-Clips - Overview



The native clipboard in Windows will only cut and paste a single item at a time, but if you want to capture a series of items or save items for later use then you need the **award winning** **Q-Clips® - A Windows Clipboard Extender!**

Rather than working with one piece of clipboard data at a time, Q-Clips enhances the native clipboard functionality by remembering all items (both text and graphic) that are copied to the clipboard and storing them in a collection for later pasting... even after you shut off your computer. With Q-Clips custom load and save option you have an **unlimited** amount of clips available to you with just a couple mouse clicks. With Q-Clips as a Windows companion, you'll never accidentally lose a piece of clipboard data again.

Auto-Pasting into Windows Programs: With Q-Clips you can work in virtually any Windows program while Q-Clips sits in your windows system tray... capturing all data that is copied to the Windows Clipboard. When you need to access those clips a simple press of a HotKey and a click on the desired clip will automatically paste your selected clips directly into that program. No more copying to the clipboard and then switching back to your program window and then paste. Q-Clips knows what program you're working in and will automatically paste the clip into your program. This feature works with most any Windows program that uses text and graphics. That includes programs like Microsoft Word, Paint, Wordpad, WordPerfect, Notepad, Outlook, Outlook Express and of course our own editor and word processor **iQ WordPad** and **iQ NotePad**. If you wish you can also paste your clips back into the Windows clipboard.

Custom Screen Captures: In addition, Q-Clips comes with a Screen Capture tool. Press the Capture Hot Key or the Screen Capture button and you will be able to capture any part of any screen and the result will be saved as one of your clips. The Screen Capture utility also features a magnified window for precision screen captures.

Capture Color Numbers: Q-Clips also includes a color number (RGB, long and hex) capturing tool. Press the Color Hot Key or Color Pick button and choose any color on your screen with an eyedropper and the color number will be saved as one of your clips.

Viewing and Editing Your Clips: You can immediately view and edit all text and graphic clips captured by Q-Clips just by left clicking the thumbnail clip or right clicking on the list item and choose Open from the pop-up menu. And if you've captured an Internet address (URL) you can click on the Thumbnail of that clip in the ViewPane and your Internet Browser will open and take you directly to that page.

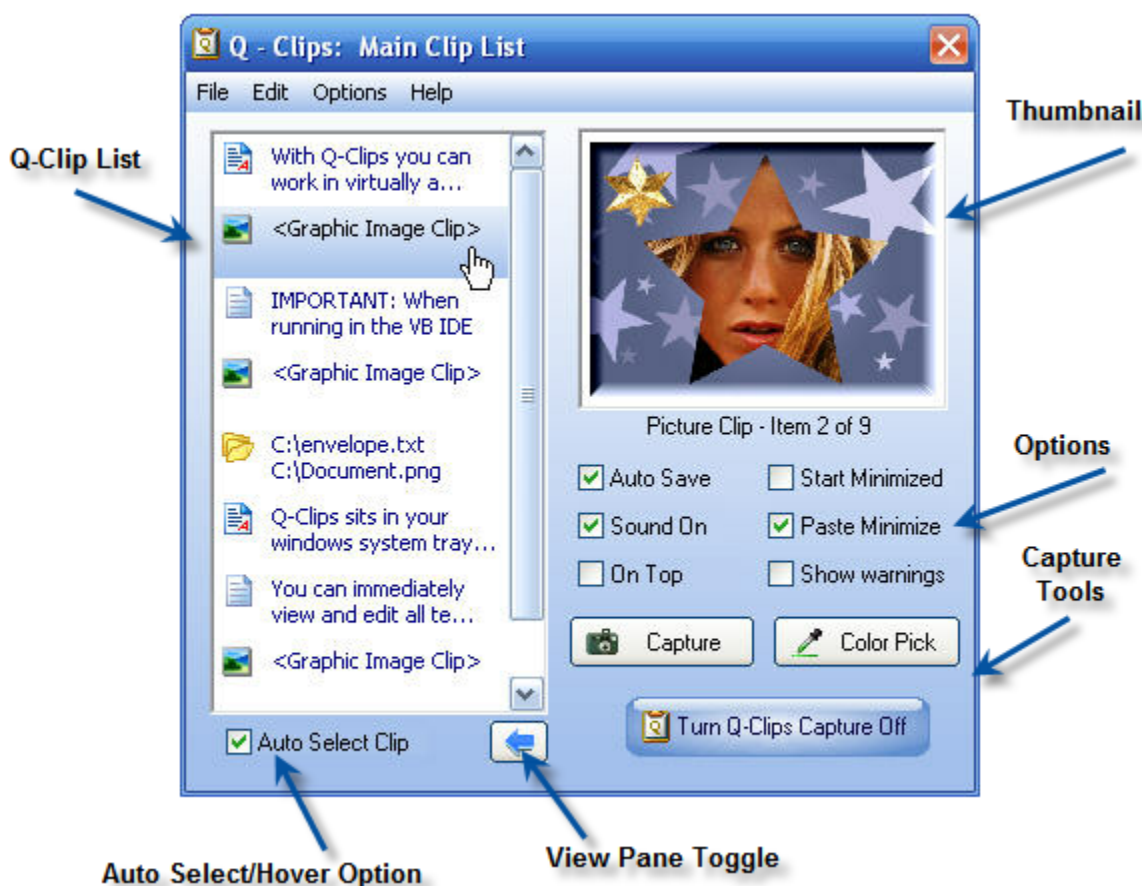
Requirements: This program requires Windows NT, 2000, XP or Vista operating systems.



Q-Clips... Making Your Computer Time More Productive!




Q-Clips - Quick Start

When you start Q-Clips for the first time the main window, similar to that pictured below, will appear on your screen. The first time means that you have no clips in your collection so the list and thumbnail areas will be empty. As you start to copy data the clips will appear in the Q-Clip List and in the Thumbnail Window.

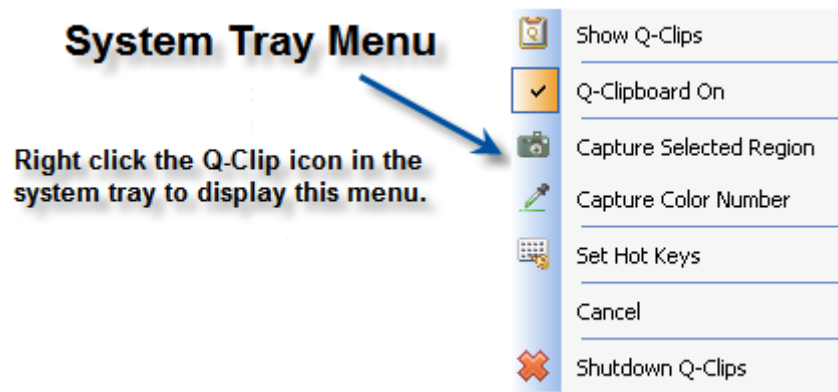


View Pane Toggle Button: Clicking the View Pane Toggle button  will collapse the view pane. Only the Q-Clip List will be visible on your screen. To restore the view pane simply click the right arrow  view pane toggle button. This feature is helpful when you're working largely with a list of text clips and you need to conserve space on your screen.




When started, Q-Clips also appears in your system notification area better known as the system tray. The Q-Clips icon will appear in your tray. Q-Clips is a memory resident program. That means even when you Close Q-Clips  the window disappears but the program does not end. It continues to sit in your system tray to capture any data copied to the Clipboard. To restore the Q-Clips Window, left click on the icon in the system tray or press the Q-Clips hotkey (the default is Ctrl+Q).

Right clicking on the icon in the System Tray will bring up the menu shown below. This menu has several choices including starting a Screen Capture, resetting the Hot Key, or, simply displaying the Q-Clips main screen.



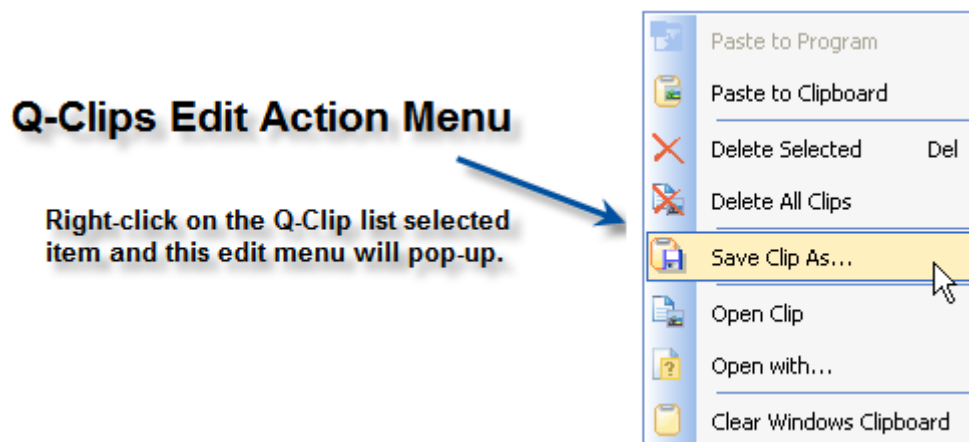
To actually shutdown Q-Clips choose the Shutdown Q-Clips option either from the System Tray Menu or from the Files Menu in the main program window.

Auto-Select or Hover Option: There are two ways to navigate the list portion of Q-Clips. By default navigation is set to Auto-Select. That means as you move the hand cursor  over the items in the list each item under the cursor will be selected and the data (text or image) will appear in the thumbnail window. This feature lets you quickly identify the clip contents without having to click any buttons or copy the clip back to Windows clipboard.

Auto-Select mode On: Left clicking on a list selection will copy it to the clipboard or directly paste it into the Windows program you were working in when you pressed the Q-Clips HotKey.


Auto-Select mode Off: Left clicking on a list clip will simply select that clip and the associated text or graphic will appear in the Thumbnail window. To perform an edit action on that clip you will need to right click on the list item and the Edit Menu will appear.

Right clicking on a selected item in the Q-Clip list will pop-up the Edit Menu pictured below.



You now can perform any edit feature on the selected clip. This includes pasting to a Windows program, pasting back in the Windows Clipboard, deleting the selected clip or even opening the clip for editing.

When **Auto-Select is off** you will need to left click on the desired list item. The list selection will become highlighted, a thumbnail of the selection will appear, and the selection is copied back into the Windows clipboard. To perform an edit action you need to click the right mouse button on the selected item.

 **Note:** *When first using Q-Clips it's a good idea to make sure the **Show Warnings** option is checked. That way you won't accidentally delete clips from your list unintentionally.*

Sounds: There are 6 distinct sounds associated with Q-Clips. Anytime a clip is copied, pasted, deleted or captured a short, unique, sound will play. You can choose to have sounds play or not by checking/unchecking the Sound On option in the view pane.



Q-Clip Collections

Every time data is captured it is added to a Q-Clip Collection. That data can be plain text, formatted text, a mixture of text and graphics, graphic images and a list of files designated to be copied by programs like Window Explorer. In this version of Q-Clips each collection can contain 25 different clips. There is no limit on the number of collections.

When a 26th clip is captured the oldest clip (the first one) in a collection will be deleted and the new clip is added to the bottom of the clip list. If the Show Warnings option is on you will be prompted when you reach the 25th clip in a collection. If the Show Warnings option is off the add/delete action will occur with no message prompt.

There are two types of collections:

1. **Main List Collection:** This is the clip list that appears each time you start Q-Clips. This is where you begin to add clips. If your main list collection contains clips you wish to use in the future then you should save the list as a custom Q-Clips list. If these clips are temporary in nature then there is no need to convert the captured items to a custom list.

2. **Custom List Collection:** At any point you can save your Main List Collection as a custom collection. Each custom collection can contain up to 25 unique clips. Most users create specific types of collections. For example, if you needed to capture a series of web addresses while browsing the internet you can create a custom collection just for internet links.

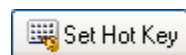
A. **Saving a Collection:** The default file extension of a Q-Clip custom collection file is **.qcl** and while that can be changed we suggest you use this extension when creating and saving custom collections to maintain uniformity. To save as, or create, a custom collection, choose **Save Custom Clip List As...** found in the File Menu of Q-Clips. Create a unique and easily identifiable name for your collection remembering to keep the .qcl extension. For example, if you are creating a clip list of web addresses you might name your file *mywebURL.qcl*. We suggest you create a separate folder for your custom collections probably directly underneath your Q-Clips program folder. An example would be: **c:\program files\qclips\customcollections**.

B. **Loading A Collection:** To open/load an existing collection choose **Open Custom Clip List** option from the File Menu of Q-Clips. You can also use the Ctrl+O shortcut key for this option. A dialog box will appear where you will locate the file and then press the Open button. The file and associated clips will now be active in Q-Clips. You can quickly return to the Main List collection by pressing the Ctrl+Z shortcut key or by choosing **Open Main Q-Clip List** option from the File Menu of Q-Clips.

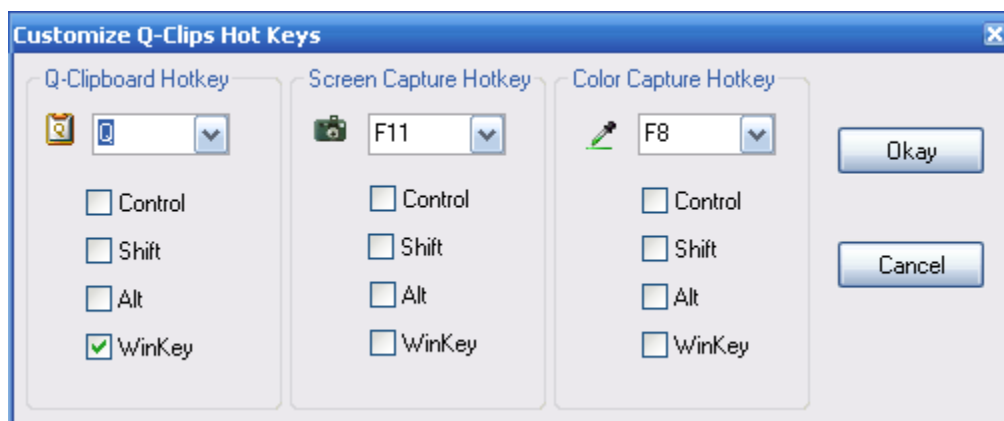
3. **Recent Custom Clip Lists:** Q-Clips keeps track of the last eight (8) custom clip lists you've opened and stores them in a recent file list. To quickly open a previously created custom clip list choose the **Recent Custom Clip Lists** option from the File Menu of Q-Clips and then click on the desired custom list.

4. **Q-Clip HotKey:** The Q-Clip HotKey is a Windows system wide hotkey. That means you can press the HotKey while working in virtually any Windows program and Q-Clips will open, ready to paste any desired clip. The HotKey serves two purposes. **First:** It will restore and show the Q-Clips Window from the system tray or bring it to the foreground if it's already displayed in the background. **Second:** If you are working in any Windows program when you press the HotKey it tells Q-Clips what program you are in and can quickly paste any desired clip directly into that program with a single mouse left-click.

Example: With some captured clips in Q-Clips list, close Q-Clips to the system tray. Now start a program like **iQ-WordPad** or Microsoft Wordpad. Type a few words in the program. Press the HotKey (Ctrl+Q is the default). The Q-Clips window will appear. Now left click any clip on your Q-Clip list and that clip will be automatically pasted at the cursor location of the program in which you are working. If you've checked the Paste Minimize option Q-Clips will go back to the system tray and you can continue working in your program.



Setting the HotKey: The default HotKey for Q-Clips has been preset as **Ctrl+Q** keys. For the Screen Capture the HotKey is the **F9** function key and for Color Capture the HotKey is the **F8** function key. You can change the HotKey's any time. Click on Set HotKey found in the Options Menu in Q-Clips. The window below will appear.





You can set the HotKey to any of the letters A-Z or Function Keys 1-12 in combination with the Control (Ctrl), Shift, Alt or WinKey keys. Click the Okay button and the new HotKey's are now active. Your choice will remain active for all future sessions of Q-Clips until you change it again.

5. **Pasting Clips:** As outlined in the Q-Clip HotKey paragraph above, there are two methods of pasting your stored clips. To paste any clip back to the Windows Clipboard press the right mouse button on the desired clip and choose Paste to Clipboard. To paste into a working program then choose Paste to Program. When pasting into a Windows program you must have first pressed the Q-Clips HotKey in that program to activate Q-Clips. You only need to do that one time. You can paste multiple clips simply by left-clicking each item on the clip list. Q-Clips will remember the calling program until you change it or the program no longer is active. Remember, left-click for pasting is only active when Auto-Select is On. If Auto-Select is Off you will then need to right-click and choose the paste method from the pop-up menu.

6. Editing and Viewing Clips: There may be times when you wish to view or edit the text or image clips in your Q-Clip collection. To open a clip for editing and viewing either move your mouse to the Thumbnail area of the View Pane and press the left mouse button. The selected clip will open in the Windows associated program. For example if MS Paint is the default program you use to view image files then left clicking on an image thumbnail will open that clip in MS Paint. Alternatively you can right click the Thumbnail and you will be presented with a list of programs to open the clip or you can further select any program on your computer.

Another method is to right click the desired clip in the Q-Clip list. Then choose the Open or Open With... option to display and edit the selected clip. To save changes you make in the clip be sure to copy the clip in that program to the clipboard so it will be added as a new clip in your Q-Clip collection. You can also save the clip as a new file in the associated program.

Pasting a  Files Clip: A Files Clip is a list of files to be copied that was sent to the clipboard by a program such as Windows Explorer (My Computer). This type of clip can be identified by the file folder icon that appears to the left of the clip in the Q-Clips list. This type of clip is designed to copy the files in the list to a specific folder. To paste a list of files to a folder start the files program (Windows Explorer or My Computer for example). Go to the folder where you wish to copy the files. Press the Q-Clips Hotkey, click on the Files Clip and those files will be copied to the selected folder. Alternatively you can paste the Files Clip to the Windows clipboard and manually copy them by choosing Paste from the Windows Explorer edit menu.

Editing and Viewing  File Clips: To view or edit a File Clip follow the procedure in paragraph 6 above. The list of files will open in your default text editor. Once loaded you can edit or save that list as a text file. It does not change the content of the actual Q-Clip file clip. If you copy the displayed list in your text editor it will appear as a new text clip and not a file clip.

Viewing URL Clips: If your clip is an Internet URL or web address then left clicking on the Thumbnail will open your Internet Browser and display that web site address. This only works in the Thumbnail. Choosing the Open or Open with... edit menu items on a URL clip will open an editor with the address appearing as text.

7. Deleting Clips and Collections: You can delete single clips from any collection or you can delete the entire collection in one action. To delete a single clip, right click the desired selection. The edit pop-up menu will appear. Choose Delete Clip. If Show Warnings option is on you will be asked to confirm the delete. If not, choosing this option will delete the clip from the collection. The same procedure is used to delete all items in a collection except choose Delete All Clips from the Edit pop-up menu.


8. Save Clip As...: You can save any captured clip to a file. Images can be saved as a Windows bitmap (bmp) file, JPEG (.jpg), PNG (.png), GIF (.gif) or TIFF (.tif) file ; plain text to a text (txt) file; formatted text to a rich text (rtf) file. File clips will save paths and filenames to a plain text (txt) file.

9. Clear Windows Clipboard: This option is used primarily to clear out any sensitive material you may not want available to others in the system clipboard.



Q-Clip Options

Q-Clips features nine primary, and very important, options. We've purposely kept these options easily and immediately accessible in the main Q-Clips screen. How you are working with Q-Clips at any given time will dictate which options you've selected. Instead of burying them away in some separate preference window they are always available and can be changed at any time with a single mouse or button click. Your last options selected will be active the next time you start Q-Clips.

1. **Auto-Select/Hover Option:** This is one of the most important options of Q-Clips. We suggest you always choose Auto-Select On as the method for selecting and viewing items in a clip collection. As mentioned in the Quick Start chapter, when you move the mouse hand cursor  over the items in the list each item under the cursor will be selected and the data (text or image) will appear in the thumbnail window. This feature lets you quickly identify the clip contents without having to click any buttons or copy the clip back to Windows clipboard.

When Auto-Select mode is On:

A single **left click** on a list selection will copy it to the clipboard or directly paste it into the Windows program you were working in when you pressed the Q-Clips HotKey.

When Auto-Select mode is Off:

Left clicking on a list item clip will simply select that clip and the associated text or graphic will appear in the Thumbnail window. To perform an edit action on that clip, like pasting, you will need to right click on the list item and the Edit Menu will appear.

The **right-click** pop-up menu is active whether or not Auto-Select mode is On.

2. **Auto-Save Option:** As important is the Auto-Save option. We strongly suggest you always keep the Auto-Save option active. When Auto-Save is On Q-Clips will always be sure to save your current Q-Clips collection as you switch between collections or shutdown the Q-Clips program. That way you won't accidentally lose any data you've captured to your collection.

3. **Sound On/Off Option:** There are six (6) distinct sounds associated with Q-Clipboard actions. These sounds aurally inform you of specific actions occurring in Q-Clips. This is helpful as it informs you when clips are copied or pasted... especially when you have Q-Clips minimized to the system tray. If you work in an environment where sounds may cause distraction then you can simply uncheck the Sound On option box.

The sounds and associated Wave files are:

Q-Clip Action	Wave File Played
Data copied to Q-Clips	<i>clipcopied.wav</i>
Data pasted from Q-Clips	<i>copyclip.wav</i>
Single Item Deleted	<i>delete.wav</i>
All Items Deleted	<i>deleteall.wav</i>
Screen Capture copied	<i>capture.wav</i>
25 th Clip Added (Max)*	<i>25clips.wav</i>

**The first time you add the 25th clip to a collection and the Sound Option is checked Q-Clips will play the 25clips.wav sound instead of the clipcopied.wav file. If Q-Clips is hidden the window will be restored. This only happens the first time a clip collection adds the 25th clip.*

These sound files are very short (a second or less) and are very distinct. The files should be copied to the application folder where the Q-Clip program (qclip.exe) resides.

You can certainly change the sound files. Copy the Wave sound file you wish to use for a specific task to the Q-Clips application directory and rename it to the file name listed in the table above.



4. **Stay On Top:** This option will force your Q-Clips main Window to stay on top of all other program Windows on your system. This can be helpful if you are pasting multiple clips to another Windows application. This option has no effect if you have minimized Q-Clips to the system tray.

5. **Start Minimized:** This option, when checked, will force Q-Clips to appear only as an icon in the system tray each time you start the Q-Clips program. When unchecked the main Q-Clips Window will appear each time you start the program.

6. **Paste Minimize:** Choosing this option means that any time you paste a clip item into another Windows program, Q-Clips will automatically minimize to the system tray moving out of the way so you may continue to work in your other program. If unchecked, Q-Clips will continue to be displayed on your screen after pasting.

7. **Show Warnings:** When the show warnings option box is checked a "Are you sure..." message box will appear during critical actions such as deleting a clip or deleting the entire clip collection. If the show warnings option box is unchecked the action will occur with no warning.

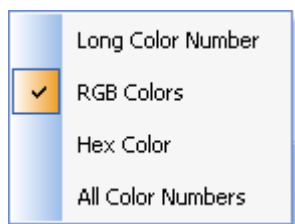
8. **Q-Clips Capture On/Off:** There may be times when you wish to suspend the clip collection activity of Q-Clips. To turn off clip capturing click the Q-Clips Capture Off button, or click the Q-Clips Capture On menu option from the Options menu or the system tray right-click pop-up menu. Clicking any of these options again will turn clip collection back on. Q-Clips will store the state of this button upon closing the program and restores it to the same state the next time the program starts.

9. **View Thumbnail Pane:** You can reduce the size of the Q-Clips Window to display only the list portion of the program. Clicking the View Pane Toggle button  will collapse the view pane. Only the Q-Clip List will be visible on your screen. To restore the view pane simply click the right arrow  view pane toggle button. This feature is helpful when you're working largely with a list of text clips and you need to conserve space on your screen.

10. **Run on Windows Start Up:** To have Q-Clips automatically start every time you turn-on your computer, click on this menu option found in the Options Menu. A check mark will appear next to the option when you click on the menu item indicating Q-Clips will auto-start when the computer is turned-on. To remove Q-Clips from auto-starting click the menu option again and the menu item will be unchecked. You can use this auto start feature in combination with the Start Minimized option to have Q-Clips automatically start in the system tray ready to capture everything copied to Windows clipboard.

11. **Select Screen Capture Type:** There are three types of screen captures available in Q-Clips: Capture Region, Capture Desktop and Capture Active Window. The default is Capture Region. See the chapter, Screen Capture, for full details on using the screen capture utilities.

12. **Select Color Capture Type:**



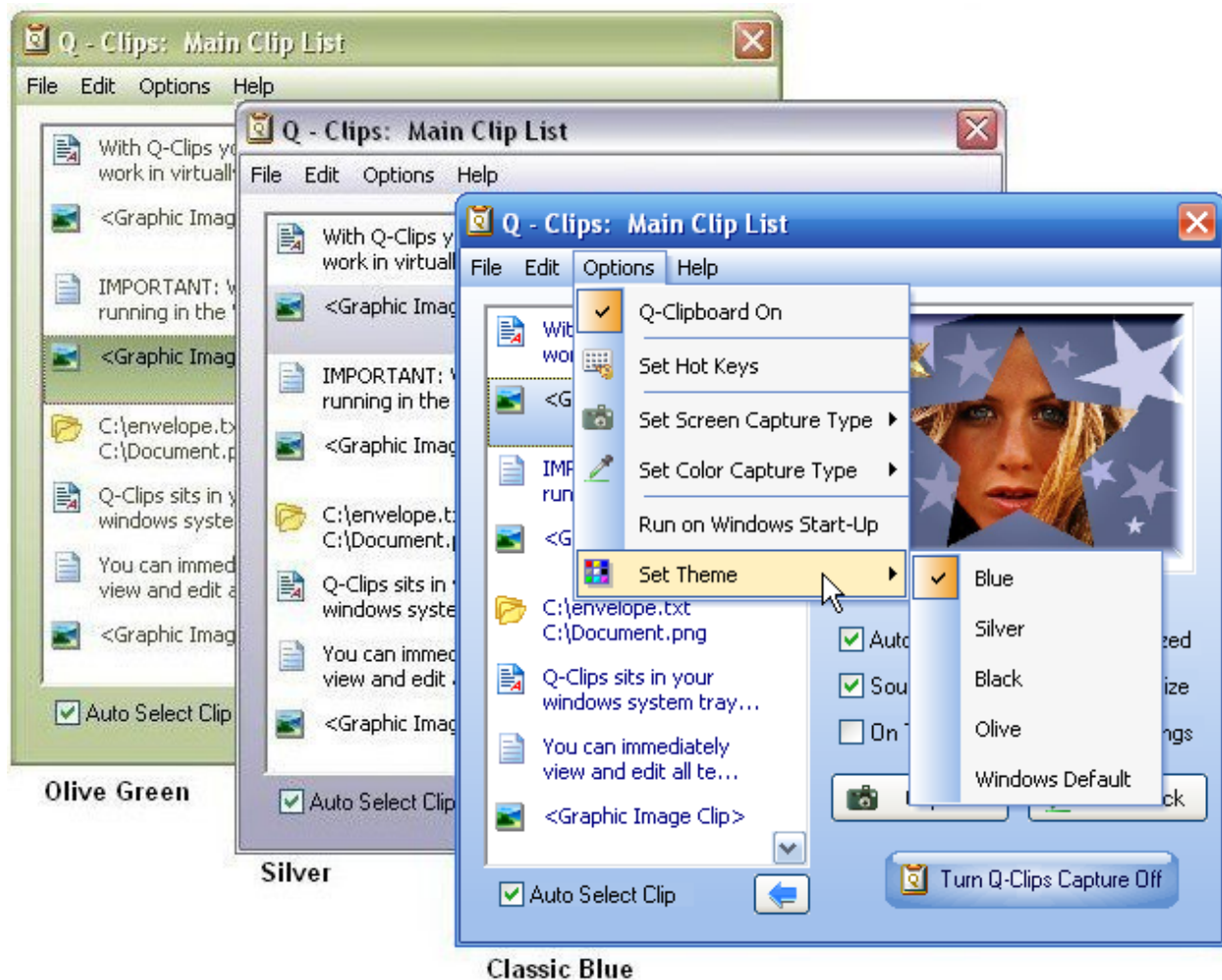
There are four color number capture options: Long number, RGB Numbers, Hex Number and All Color Numbers. The default is All Color Numbers. See the chapter **Color Pick/Capture** for details on using the Color Capture tool.

13. **Viewing Color that was Captured:** If you can't remember the actual color represented by the color number captured you can invoke the color view tool to see the color. To view the color captured, highlight the color capture number in your Q-Clips list. Press the Ctrl-Key and click the list item with the Left Mouse Button. The background of the thumbnail will change to the color you captured. The background will change back when you move to another clip in your collection. See the chapter **Color Pick/Capture** for details on using the Color Capture tool.

14. **Set Themes:** Windows XP and Vista offer the user the option of setting different color themes. To change themes in Windows open the Windows Control Panel.

Next, click on the Display icon. Click on the Appearance Tab. In XP you will be presented with a choice of various color and style themes. Once you've chosen the theme you can now alter the color themes of Q-Clips to match your choice. There are five choices: Blue, Silver, Black, Olive and Windows Default. The Q-Clips default is Blue.

To change Q-Clips Color Themes choose Set Theme from the Q-Clips Options Menu. Choose the color theme desired. Your choice will be saved and will be displayed upon starting Q-Clips.







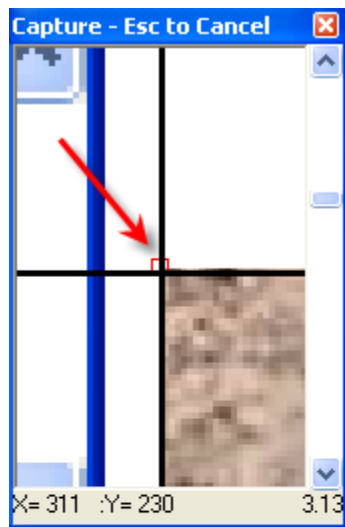
Screen Capture

Q-Clips features built-in Screen Capture utilities that give you the ability to capture any portion of your screen, the desktop, the active window and Internet images.

Setting Screen Capture Types: On the Options Menu you will see “Set Screen Capture Types”. When this menu is highlighted three options appear: Capture Region, Capture Desktop and Capture Active Window. Capture Selected Region is the default.

- **Selected Region Capture:** To capture a custom selected region of your screen you can press the HotKey (F9 is the default), clicking the Capture button on the  Capture Q-Clips Preview Pane or by clicking the Capture Selected Region option from the System Tray Menu.

When selecting this option your cursor will change to  hand with cross-hair. A small Magnified Window will appear with the portion of the screen underneath the cursor magnified for more precise positioning and screen captures.



The Magnify Window with cross-hair gives you a more precise screen capture clip.



When you have positioned the cursor at your start location press and hold the left mouse button. Now you can drag the mouse over the region you wish to capture.

As you drag you will see a rubber-band box appear defining the capture region. When you have positioned the cursor at the end location release the left mouse button to capture that region of your screen. The resulting capture will be sent to the Clipboard and added to your current Q-Clip collection.

Some important notes on using the Q-Clips Capture Region utility:

1. Pressing Esc will cancel the screen capture without saving anything in the clipboard.
 2. If the Magnify Window is in the way you can move it to another part of the screen by dragging the window without interrupting the screen capture process.
 3. If you would prefer not to have the Magnify Window present during a screen capture then click the red exit button on the title bar of the Magnify Window and it will disappear.
 4. You can activate a Screen Capture by pressing the assigned HotKey. The default is F9 function key. You can change the HotKey at any time. See Setting the HotKey's in the chapter ***Q-Clips Collection*** on page 8 of this manual for more details.
- **Capture Desktop:** Choosing this capture type will capture your entire screen also referred to as the Desktop. To activate, simply press the Screen Capture HotKey (F9) or click the Capture Button located on the Q-Clips Preview Pane. The image of your entire screen will be sent to the Clipboard and will be added to your Q-Clips current collection. Windows also has a fixed Desktop Capture HotKey. This is the Print Screen key (PrtScn) on your keyboard. This is usually located on the top row on your keyboard.
 - **Capture Active Window:** Choosing this capture type will capture an image of the currently active window. To activate this type of capture:
 1. Press the Q-Clips HotKey (default is Ctrl+Q) while working in the active window you wish to capture. The Q-Clips screen will pop-up.
 2. Click the Capture Button and an image of the active window will be sent to the Clipboard and will be added to your Q-Clips current collection.

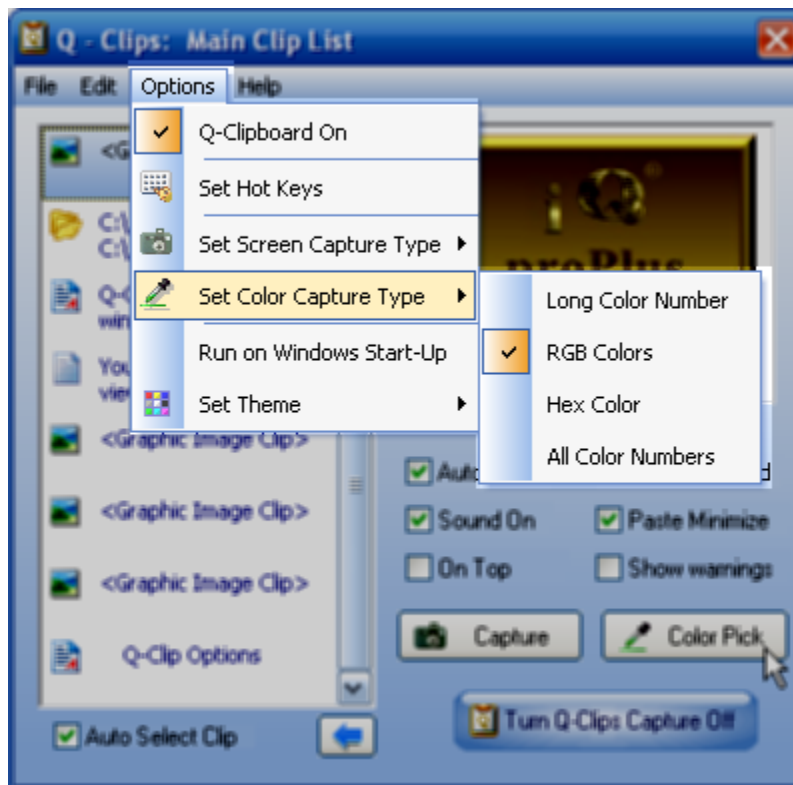
Windows also has a fixed active window HotKey. Press the Alt key and tap the print screen key (PrtScn). The image of the contents of the current window will be sent to the Clipboard and will be added to your Q-Clips current collection

- **Capture Internet Picture:** You can capture virtually any image that appears in your Internet browser. Place your mouse on the image desired and right click on the image. From the pop-up menu choose Copy. The image is copied to the Windows Clipboard and directly into your active Q-Clips Clipboard collection.

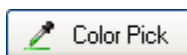


Color/Pick Capture

The Q-Clips Color Capture Tool is designed to aid those users who work with graphics programs and color palettes. Computer's display colors by interpreting a color number. A color number can be a long number, a hexadecimal number or RGB (Red, Green, Blue) number. The Color Capture Tool will allow you to get the color number of any graphic pixel color displayed on your screen at any time. The number will be captured as text in your Q-Clips collection. You may then paste the color number into graphic imaging, paint or other programs that require color numbers. To set the type of color number you wish to capture choose "Set Color Capture Type" from the Options Menu of Q-Clips.



Next, choose the color number type you desire. The type you choose will now be the default color capture type each time you start Q-Clips until you change it again.



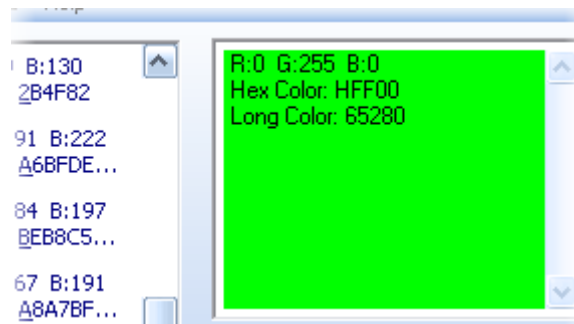
Activating the Color Capture: To activate a color number capture press the Color Capture HotKey (F8 is default) or click the Color Pick button on the View Pane. An eye dropper icon will appear along with a small window that will display the color and color numbers as you move the eyedropper.

R:128 G:163 B:208
Hex Color: &80A3D0
Long Color: 13673344

As you move the eye dropper with your mouse you will see the color displayed and each of the color number types for that color. When you've located the color you wish to capture, click the left mouse button and the color number, in the color number type you've chosen, will be captured to the Windows Clipboard and to your Q-Clips Collection.

Pressing the Esc key will cancel the color capture without saving anything in the clipboard.

Viewing Color that was Captured: If you can't remember the actual color represented by the color number captured you can invoke the color view tool to see the color. To view the color captured, highlight the color capture number in your Q-Clips list. Press the Ctrl-Key and click the list item with the Left Mouse Button. The background of the thumbnail will change to the color you captured (See graphic below). The background will change back when you move to another clip in your collection.



The Color Capture Tool is available any time in any program. Simply press the Color Capture HotKey and the color selection tool will appear. To change the default Color Capture HotKey please see "Setting the HotKey" on page 8 of this manual.



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 **Note:** This help manual was created in iQ WordPad and then converted to PDF format.