CopyPaste for Mac - Manual

Time Machine For Your Clipboard

Version Changes Info (https://plumamazing.com/product/copypaste/#changelog)

Overview

Once upon a time apps were not multi-tasking. You could run and use only one app at a time. To overcome this Mac OS was the first to use a system clipboard. The system clipboard allowed copying text or graphic into a 'system clipboard' in one app, quitting that app, launching another app and pasting from that same 'system clipboard'. Necessity was the mother of this invention. The clipboard was a revolutionary invention and time saver of that time. Mac OS became multi-tasking and the clipboard became even more important. About that time we came out with the original CopyPaste which allowed the Mac to use and remember multiple clipboards from within any app. The simple addition of CopyPaste took the clipboard and made it even more useful.

This 2021 version of CopyPaste gives you a whole new level of power & organization to ye olde humble single clipboard.

Requirements

Mac OS 10.15 or higher.

License

After the 30 day full featured trial CopyPaste continues working but not all features are available.

To purchase CopyPaste go to:

Plum Amazing (https://plumamazing.com)

Your purchase helps the app to continue evolving and improving, benefiting you and every user.

Install/Uninstall

1. Download the app from Plum Amazing
2. Put in the Application folder
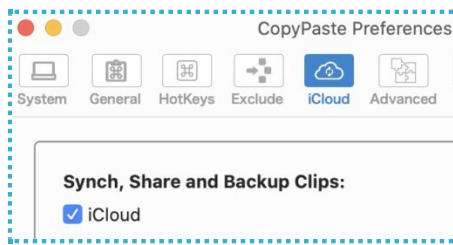3. Double-click to launch the app.
4. CopyPaste is ready to go.

Optional: Use Apple iCloud for automatic backups and to connect with CopyPaste iOS. Details below.

Setting Up iCloud

Why use iCloud? Using iCloud with CopyPaste allows backing up settings and clips to iCloud. Even more important iCloud allows sharing clips with the new iOS version of CopyPaste.
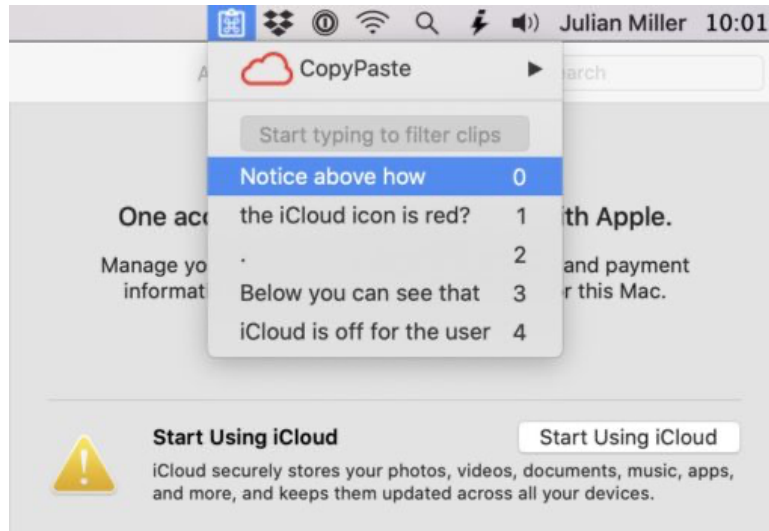
2 things are needed to hook up CopyPaste and iCloud.

1) iCloud setting need to be checked on (screenshot below) in CopyPaste preferences.

(https://plumamazing.com/wp-content/uploads/2019/09/turning-on-icloud-for-mac-copypaste.jpg)

2) iCloud needs to be turned on in the Macs System Preferences. To use iCloud with CopyPaste. Go to the CopyPaste menu at top right in your menubar. It looks like this:

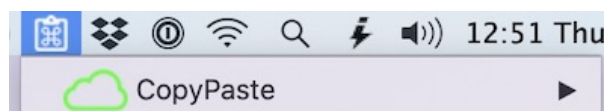(https://plumamazing.com/wp-content/uploads/2020/07/iCloud-is-off.jpg)

Notice above that iCloud is off shown by the red cloud icon. Tap the red cloud icon and you will be taken to the system preferences. Tap on 'Start Using iCloud' sign-in, then it looks green (like below) in a few minutes. If iCloud is not on for more info tap here for Apple's instructions for turning on iCloud. (https://support.apple.com/en-us/HT208682)
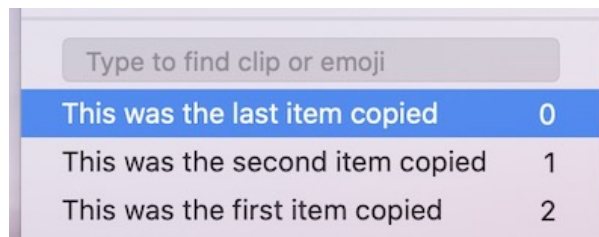
Quick Start

By browsing this 'quick start' and trying features you will totally grok CopyPaste.

Download the latest version which is always on our site plumamazing.com (https://plumamazing.com) Put the app in your application folder. Double click the app to launch it.

Once launched the CopyPaste looks like the screenshot below. Notice the clipboard icon with command key symbol appears at top right in the Mac's menu bar. Clip 2 below was the first copy, clip 1 the second copy and clip 0 was the most recent copy. This the Clip History Menu it keeps track of every copy you make. It's a time machine of all your copies. As you will see this is very handy.

(https://plumamazing.com/wp-content/uploads/2020/09/copypaste-the-clip-history.jpg)

Go ahead and copy a few things as you usually do. For starters copy text like in from email or your word processor. To copy select/highlight a word (with a double-click), or a paragraph with a triple, select 'Copy' from the edit menu or hold down the command key and tap c. You will then see the item you copied appear at the top of the CopyPaste menu. It might look something like the above screenshot. Try it, copy an item then look at this menu to see where it appears. Before CopyPaste you could only copy 1 item at a time and when you copied again your prior copy was replaced. Now, with CopyPaste you can use the clipboard to remember copies. Experiment, you can't hurt anything. Get comfortable with your new powers.

Paste as usual by going the edit menu and choosing 'Paste' or you can hold command key down and tap v to paste that first item, clip 0. When you copy it goes to clip 0. When you paste it comes from clip 0. This shows the regular clipboard called the system clipboard behaves and works exactly the same way as usual.

Now we start to look at what CopyPaste adds to the old Apple clipboard.

Clip 0

Make a few more copies and you'll see something like this (below). The first line of this 'clip history' is clip 0. Clip 0 is the system clipboard. Copy something new and the content in clip 0 is moved to clip 1 and so on each time you copy. It's a stack of copies with the most recent on top.

Clip History

The most important thing to understand is that CopyPaste now has your back. It remembers ALL your copies. Usually on the Mac (without CopyPaste) there is only one copy in the clipboard and once you make another copy the previous one is lost forever. To get it back you have to remember and type it

all over again. That can be frustrating. CopyPaste eliminates that frustration. You will find that keeping a history of all your copies and cuts allows you find and refer back to them anytime. CopyPaste is a database of copies and cuts.

Filter/Search Clips

Next, open the menu by clicking on it and type a few letters. Starting from the screenshot above I'll type 'ter' and you'll see (below) that the above list of copies is filtered in real time and only items with 'ter' in the content (seen below) will display. This filtering of the clips is handy when you want to find that important paragraph you wrote 3 days ago when you have 500 clips to look thru. Now you can search to find clips instantly. If what you type is found anywhere in a clip it will continue to be visible. To make all clips visible again click on the CopyPaste icon in the menubar. Or backspace the keyword you entered.

Ways To Paste

Click To Paste

With CopyPaste you can paste the last item copied as usual and but also paste any of the copies you can see in this 'clip history' menu. To paste first place the cursor in any field or document where you can type. Then open the CopyPaste menu, single-click on any clip to paste it. Let say you copied 10 email address in the CopyPaste menu, now just single click on the one you want to paste. Try it a couple of times. Handy!

Using Clip Numbers To Paste

Click in the menu bar somewhere else then click on the CopyPaste menu again to display the stack of clips. Notice the numbers on the far right of the clips (see below). They start at 0 (selected in the screenshot below) and in our example increment to 4. Put your cursor in a text field or document then hold down the control key and tap 1. CopyPaste will paste the contents of clip 1 (in this case the word 'Terminology') into your document. You may be wondering why someone didn't do this before? Very handy but only the beginning!

Paste Sequence of Clips

Take this a step further. This time hold down control and type 1-4 then release the control key and you'll see and hear clip 1 through 4 pasted all together and at once. Very handy?

Preview Clips

Click on the CopyPaste icon in the menubar. Then hold down the shift key and as your cursor is over a text clip it will swing out with a preview of the text, image, link, etc. A quick way to get a larger view of that clip.

Find Emoji

With the clip menu closed hold control and tap the spacebar to open the clip menu. Type just the word 'hand' which will look like this.

That will show in the menu all the clips that contain the word 'hand' but if you tap the return or enter key the emoji palette below will appear with all the hand icons displayed. Tap on the one you want and it will be put in clip 0 (or will paste direct to cursor location depending on pref setting) which you can easily paste in any application when you're read to use it.

(https://plumamazing.com/wp-content/uploads/2020/08/copypaste-emoji-palette-2.jpg)

Grab/OCR

This tool will save your time. What it does is Optical Character Read (OCR) text in a picture or editable text. To you use it select it from the CopyPaste secondary menu (below). Select the Grab/OCR Text item in the menu and it will change the cursor to a crosshair icon. Drag the cross across a picture to OCR the text in that picture or website. Crosshair icon looks like this:

How long would it take to type in the screenshot above? Try it now with the Grab/OCR tool. First put your cursor in a text document where you will save the text. Next select the Grab/OCR menu item then drag the bullseye cursor   over the screenshot. The text will be OCR'ed and open up in Clip 0 in the Clipboard Manager. Try it out on the screenshot and pictures and on websiters. Test and see how accurate the OCR is.

Clip Manager

The Clip Manger lets you edit, display, modify and manage your clips. It gives you a whole new level

of power & organization to the humble single clipboard.

In the menu above select the menu item 'Clip Manager' and it will display a hierarchical menu that says 'Add' and select that.

The Clip Manager will appear on screen and will look like this.

The first column are Clip Sets. History is a Clip Set of the history of all copies. It is always changing as you copy. The default Clip Set is History which is created when you make first copy some text. A Clip Set for favorites is a good idea. Other possibilities are Clip Sets for Screenshots, Quotes, Reviews, Boilerplate Text (often used replies to people), Favorite Pictures, Icons, Book Info, Audible Book Info, Research, References, Links, etc. Any kind of database of items you want to keep and integrate with copy and paste on your Mac.

Clip Actions in the Clip Manager

To use Clip Actions on clips in the Clip Manager hold down the control key and click on a clip to access all Actions. When a clip is acted upon it puts the result in clip 0 and pushes all other clips down a stop. Try it. Control click on a clip and in the drop-down menu select UPPERCASE then look at clip 0 to see and/or paste the uppercased text.

Clip Actions

Clip Actions transform the data in clips in a variety of useful ways.

Click on the CopyPaste icon in the menubar. Then hold down the control key and as your cursor is over a text clip which highlights it you'll see this new menu below. This new menu is the 'Clip Actions'. Click on one of these to act on a clip. Select UPPERCASE and it will copy and uppercase all the content of the selected clip then insert it at clip 0 which moves all the other clips down. The now uppercased content can instantly be pasted wherever you place the cursor. Because the transformed content is in clip 0 (the system clipboard) it can be pasted with the regular command v as usual.

Here's the menu of built in tools and custom scripts available for text clips.

(https://plumamazing.com/wp-content/uploads/2020/09/copypaste-clip-action-menu.jpg)

Under the heading 'General' are the built in tools. The heading 'Text (scripts)' are all scripts below. They are all written in the Swift programming language. There is an appendix with more detail for people who want to copy and alter the example scripts or that want to create their own scripts written in Swift.

The script tools editor and archive is in a section in the Preferences.

Anyone can alter a script. One you can copy and change is the 'Translate Language' script. By default it is set to translate English to Italian but you can figure out how to change to another language.

Preferences

One last very important item is the Preferences. They are found in the menu here. More about the prefs can be learned below.

As important as the original clipboard was CopyPaste makes in 10x or a 1000x more powerful. A clip history is incredible handy. Clip tools to act on clips saves time. CopyPaste is a hub for content. Never lose and have to retype a copy ever again.

Summary

1. CopyPaste remembers your copies and cuts.
2. With the menu open you can type to filter all clips whose content matches or hit the enter key to

   find emoji.
3. Paste anything by double-clicking a clip in the CopyPaste menu
4. Hold down control and type the number of a clip you want to paste

5. To paste a group of clips hold down control 0-3 or whatever start and stop numbers you choose.
6. Select a clip and an item in the action menu. Then paste the new clip with command v. More about the Script Tools is below.
7. The CopyPaste preferences is where all the settings and the Script Tools are located.

Menus

CopyPaste

This is the CopyPaste Menu.

Preferences – this takes you all preferences, the place to control the settings.

- **Online Help…** – goes to this manual
- **Check for Updates…** – allows checking for a newer version. We recommend always using the latest version of CopyPaste.
- **Send Feedback…** – takes you to a contact form where you can pass on your suggestions and let us know if you experienced a issue. Spelling/grammar mistakes in the manual and ways you think we can make mo'beta are also useful. Details and screenshots help.
- **iCloud Status** – is handy if you are having a connection problem with iCloud, it presents the status on Apple's iCloud services, whether up or down.
  Purchase/License – shows how to pay for the app and install the license.
  _____
- **Grab/OCR Text** – select this handy tool, it will change the cursor to crosshairs. Then, like you're taking a screenshot, drag across any text anywhere on your monitor. The text can be in a picture, website, receipt, pdf, document, whatever, and it will Optical Character Read (OCR) that text and push it to clip 0 and open the clip editor for you to view that text. This saves having to type in text.

  _____
- **Emoji** – you can open the emoji palette from here but…it is much more hand to use the command to open the CopyPaste Menu (the default is control spacebar) then just start typing the name of the emoji you are looking for, like 'hand' or 'tree', etc. It also allows find the skin color you want to use by typing tone1 = light skin to tone5 = dark skin. So type 'waving hand tone4' to show/select the waving hand in medium-dark tone.

  _____
- **Clip Manager** – is new way to organize, display, edit and transform your clips. Create new Clip Sets and add new Clips to Clip Sets. You can open multiple Clip Manger windows to view different Clip Sets simultaneously, drag & drop between windows and switch between Clip Sets.

Clip History

The 'Clip History' is a history of all your copies, cuts and pastens in a kind of timeline. At the top is the most recent copy, the main clipboard (what you copy to and paste from) sometimes called the system clipboard, we call it Clip 0. The next in this stack is clip 1 then clip 2, 3, 4, etc. When you copy that goes into clip 0. When you copy something new it's pased in clip 0 pushing the older contents to clip 1. As you copy it keeps popping this new clip on the stack of clips. All are clips are remembered, creating a history of all your copies.

Clip Favorites

Just 'Favorites' for short. This is where you can save clips from the 'Clip History' that are more important and you want to keep around to reuse. These clips don't move over time, they stay in one place. You can depend on them sticking around if you purchased or subscribed to CopyPaste settings, clips and favorites are saved forever. If you haven't purchased or subscribed then saving is lost when the app is restarted.

Clip Action

(https://plumamazing.com/wp-content/uploads/2020/09/copypaste-clip-action-menu.jpg)

This menu has menu items that when selected act on a clip or clips. For example if from a clip you chose 'UPPERCASE' that clip will be all transformed into uppercase letters and put into clip 0 and the original clip is unchanged. 'lowercase' in the menu above would transform a clip to lowercase.

At the top under the 'General' heading are items which are compiled code, functions that are built in. Whereas below that starting at the 'Text' heading all those are uncompiled scripts written in the Swift language that Apple created.

- Open With… – shows all your apps that can open the contents of the selected clip
- Share To… – gives you a variety of ways to share your clips
- Copy to Favorites – moves the clip from the History to the Favorites.
- Paste as Plain Text – removes all fomatting and pastes that clip.

We created these scripts to do handy and interesting things. We hope you will join us in creating scripts for yourself and perhaps that are useful to everyone. You do have to have some understanding of programming or if you are quick to pick things up and logical you can figure it out.

Most of scripts are pretty obvious. Here are some explanations for some that are not so obvious.

- Extract Email Addresses – this grabs all email addresses in the clip and puts the entire list into

clip 0.

- **Extract URL's** – grabs all URL's in the clip no matter how big it is and puts the entire list into clip 0.
- **Shorten URL** – makes any long boring, unrememberable and hard to type URL into a very compact URL which is easy to type and pops it into clip 0
- **Word Count & Frequency** – places every word and the number of times it appears in a clip into a report in clip 0
- **Date & Time** – this put's the current date & time into clip 0
- **Translate Language** – translates the clip into Italian (the language of romance)
- **Sort Text by Line** – takes a clip that has words or sentences and sorts it alphbetically by line.

The important thing to remember is that you can alter the scripts yourself. Copy the script you want to change and give it a new name. If you want to translate to French or German then change the translate script it just needs a two letter code for the language changed. Or make 'Date & Time' have both of those in exactly the format you like.

Preferences

The preferences for CopyPaste allow customizing it for your use. Here you can turn settings on or off, add features, write new scripts or modify old ones, reset the app, backup the app and enter your license info in the registration area.

System

Here you can set a few items and check one.

- Launch CopyPaste at login – starts the app automatically at startup.
- Check for updates once a week – does that automatically
- Show icon and menu in the Dock – has the icon and menu accessible from the dock.
- Check for Updates Now – when tapped lets you know if there is a new version.

General

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Clips-Prefs-.jpg)

- Save clips when quitting – After you purchase and register the app then all the clips and settings are saved thru restart.
- Open menu at cursor location – using the hotkey to calls up the CopyPaste menu where your cursor is not up in the menu bar.

HotKeys

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Hotkeys-Prefs.jpg)

Exclude

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Exclude-Prefs.jpg)

Exclude allows you to turn off the use of CopyPaste in an app. It shows all the apps in your application folder. If you don't want CopyPaste to work with that app then tap to checkmark that app. Now that app will only use the system clipboard.

iCloud

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-iCloud-Prefs.jpg)

Here you can turn iCloud on and off.

Use iCloud to backup CopyPaste & connect with CopyPaste for iPhone/iPad.

Advanced

Here you can click one of the buttons above to:

- Reset to Defaults – tapping that will remove all clips and setting you have have added. It will return the app to the way it was when you first downloaded it.
  - Settings – just resets the settings
  - Scripts – just resets the scripts. Handy if you modified an example and want to get it back to the way it was, the default script. Usually better to copy a script and give it a name than modify it as you wish.
- Clear Clips
  - History – this clears all the clip history list
  - Favorites – this clears the clip favorite list
- Show File
  - Preferences – this display the pref file for CopyPaste
- Export/Backup Clips
  - All – this exports on disk all clips for backup.
- Import CopyPaste (new, 2020+)
  - All – this imports the exported CopyPaste backup on disk.
- Import CopyPaste Pro (1996-2020+)
  - History – this imports the clip history from the old CopyPaste Pro.
  - Archives – this imports the clip archives from the old CopyPaste Pro.

Share

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Share-Prefs.jpg)

From this share page you can click a button to:

- email us questions, problems and suggestions.
- let friends know about CopyPaste and send them a link giving 15% off.
- put a review for CopyPaste up on MacUpdate to let others know what you think.
- send a tweet out into the twitterverse with info about and link to get CopyPaste

Script Tools

The Script Toolbox allows you to modify and create new Swift scripts. These scripts can act on the contents of clips in many useful ways to enhance your productivity.

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Share-Prefs.jpg)

(https://plumamazing.com/wp-content/uploads/2020/02/uppercase-lowercase-typesetting-history.jpg)

FUN FACT: The terms "uppercase" and "lowercase" come from the way in which print shops were organized hundreds of years ago. Individual pieces of metal type were kept in boxes called cases. The smaller letters, which were used most often, were kept in a lower case that was easier to reach.

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-Scripts-Prefs-1.jpg)List of Scripts

TEXT

- UPPERCASE
- lowercase
- Word Case
- Sentence case
- Extract email address
- Extract URL'S
- Shorten URL+
- Word count and frequency
- Open text in TextEdit
- Date and Time
- Translate language
- Sort text list

IMAGES

- Resize Image (200×200)

More details on modifying or creating custom scripts

The two letter codes that Google uses for each language are on this page (tap this link) in it's Translate API. (https://sites.google.com/site/opti365/translate_codes) That will open in a new tab.

Purchase & License

(https://plumamazing.com/wp-content/uploads/2020/08/CopyPaste-General-License-Prefs.jpg)

To purchase:

Purchase CopyPaste
(https://plumamazing.com/product/copypaste/)

Using Screenshot

You can capture the entire screen, a window, or just a portion of the screen.

Take a screenshot

1. To take a screenshot, press and hold these three keys together: Shift, Command, and 3.
2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot file to save to your desktop.
   OR to capture to the clipboard add the control key to the above like this. Controld Shift, Command, and 3

Capture a portion of the screen

1. Press and hold these three keys together: Shift, Command, and 4.

2. Drag the crosshair   (https://plumamazing.com/wp-content/uploads/2020/02/macos-mojave-screenshot-crosshair-inline-icon.png) to select the area of the screen to capture. To move the selection, press and hold Space bar while dragging. To cancel taking the screenshot, press the Esc (Escape) key.
3. To take the screenshot, release your mouse or trackpad button.
4. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot file to save to your desktop.
   OR to capture to the clipboard add the control key to the above like this. Control, Shift, Command, and 4 and tap the spacebar to flip capturing a portion of the window to a window or menu.

Capture a window or menu

(https://plumamazing.com/wp-content/uploads/2020/02/mac-key-combo-diagram-shift-command-4-space.png)

1. Open the window or menu that you want to capture.
2. Press and hold these keys together: Shift, Command, 4, and Space bar. The pointer changes to a camera icon . To cancel taking the screenshot, press the Esc (Escape) key.
3. Click the window or menu to capture it. To exclude the window's shadow from the screenshot, press and hold the Option key while you click.
4. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot file to save to your desktop.
   OR to capture to the clipboard add the control key to the above like this. Control, Shift, Command, and 4 and tap the spacebar to flip capturing a portion of the window to a window or menu.

Open Screenshot app

Shift Command 5

Where to find screenshots

By default, screenshots save to your desktop with the name "Screen Shot [date] at [time].png."

In macOS Mojave or later, you can change the default location of saved screenshots from the Screenshot app (Shift Command 5 to open the app) in the options menu. You can also drag the thumbnail to a folder or document.

Learn more about screenshots

- In macOS Mojave or later, you can also set a timer and choose where screenshots are saved with the Screenshot app. To open the app, press and hold these three keys together: Shift, Command, and 5. Learn more about the Screenshot app.
- Some apps, such as the Apple TV app, might not let you take screenshots of their windows.
- To copy a screenshot to the Clipboard, press and hold the Control key while you take the screenshot. You can then paste the screenshot somewhere else. Or use Universal Clipboard to paste it on another Apple device.

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