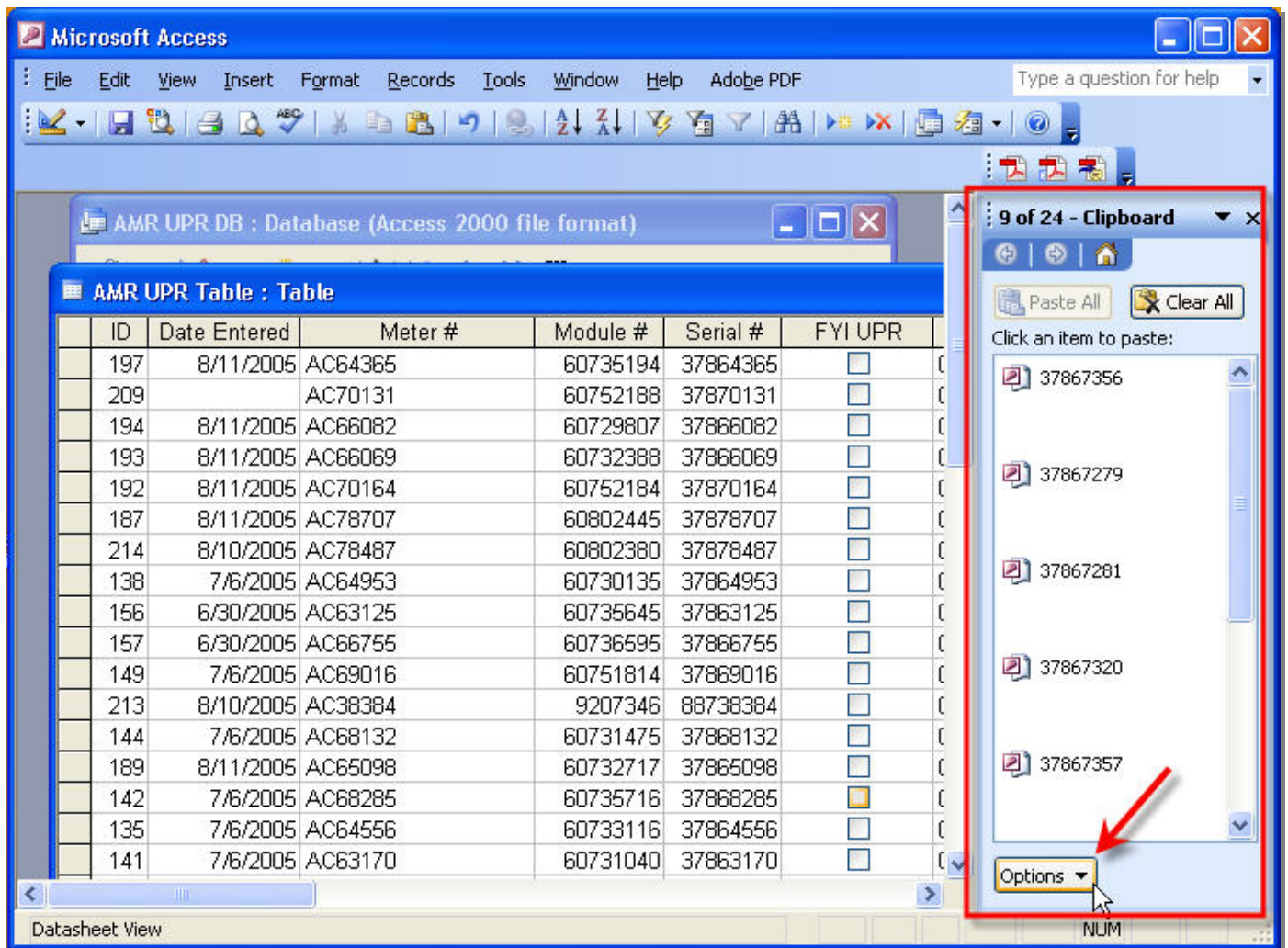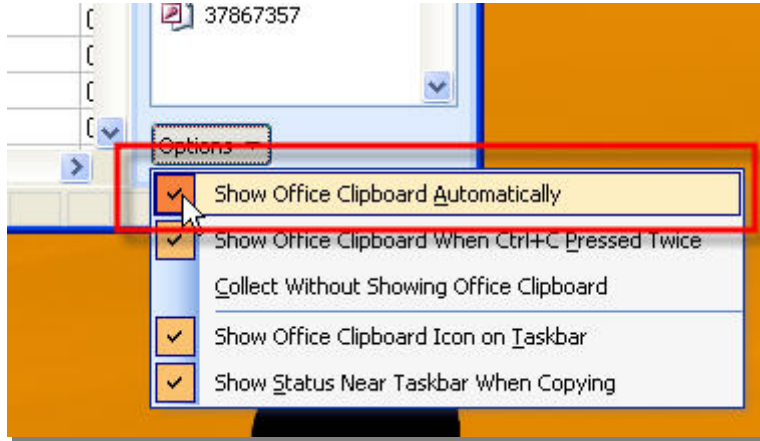## Guide - How to Get Rid of the Sometimes Annoying Clipboard in Microsoft Office

This step-by-step visual guide will show you how to disable the Clipboard in Microsoft Office from automatically popping up whenever you copy more than two items. Sometimes this feature can be really annoying when you're working in Access or Excel, when screen space is very precious. If you're like me and you hardly use this feature, read on. If you have any questions/comments let me know.
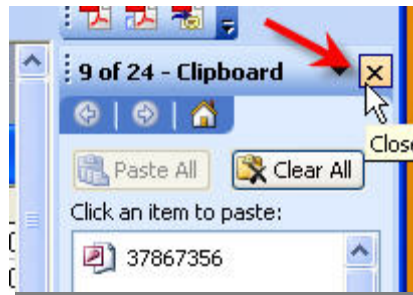
1. Assuming you have a Microsoft Office product (I'm using Access 2003) open and the clipboard is present, click on 'Options'.

2. Click on 'Show Office Clipboard Automatically'

3. Now Close the Clipboard and you shall never see the clipboard again!

4. If you wish to re-enable the clipboard – go to 'Edit > Office Clipboard…' and repeat Step 2 above