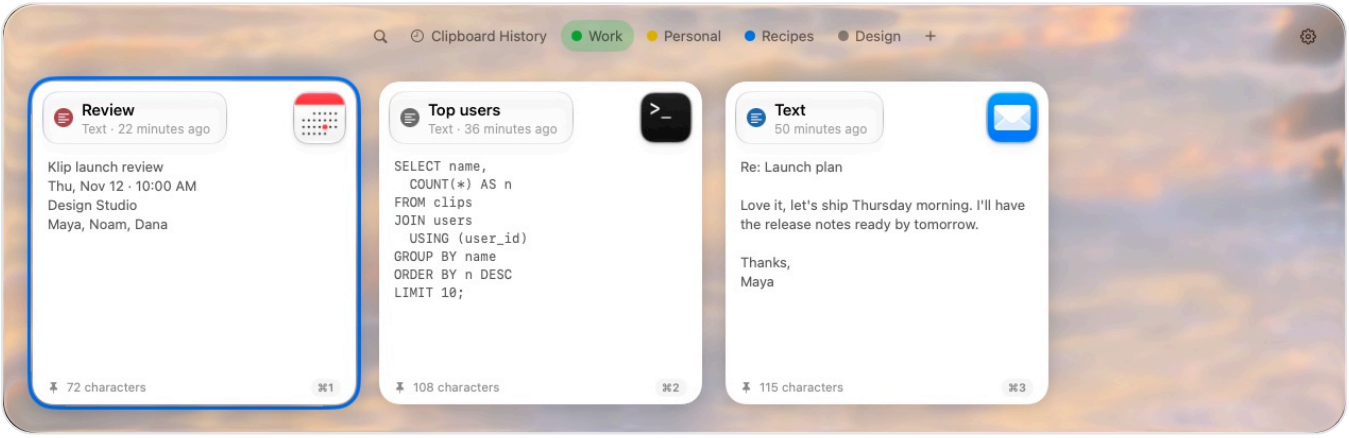
KlipLoft for Business

Team collaboration guide

PINBOARDS · IMPORT & EXPORT

Share what your team copies every day

Every company has snippets that live in someone's head or clipboard: the SQL query that finds a customer, the command that resets a test environment, the reply support sends ten times a day. This guide shows how to turn them into shared KlipLoft pinboards, how teammates import and update them, and exactly what happens on each import.



No server needed

A pinboard travels as a small `.klip` file through the tools you already use: Slack, Teams, email, a shared drive or Git.

Safe to re-import

KlipLoft matches clips it already has, so importing an updated file adds what's new without making duplicates.

Great for onboarding

A new engineer imports one file on day one and gets every command, query and link the team relies on.

THE BASICS

How sharing works

KlipLoft has no accounts or company server. Everyone's history and pinboards stay on their own Mac. To share, one person **exports** pinboards to a `.klip` file and teammates **import** it. The file is the unit of collaboration: you send it, store it and version it like any other document.

STEP 1

Curate

Pin the useful clips to a pinboard, give each one a name (⌘R) and keywords.

STEP 2

Export

Menu bar icon → *Pinboards* → *Export…*, pick the pinboards, save a `.klip` file.

STEP 3

Share

Post the file where your team keeps shared docs: a channel, wiki page, shared drive or Git repo.

STEP 4

Import

Teammates double-click the file (or *Pinboards* → *Import…*), check the boards they want, click *Import*.

> **iCloud sync is personal, not team sharing.** Sync keeps one person's Macs, iPhone and iPad in step through their own private iCloud. It never shares with colleagues. For company Macs the recommended configuration keeps iCloud sync off, and export/import is how teams share.

What a .klip file contains

Included

- Each chosen pinboard: its name, color and ID
- Its clips: text, rich text, links, colors, images and file paths
- Each clip's name, keywords, emoji icon and when they were last edited
- Icons and header colors of the apps the clips came from, so cards look right on Macs without those apps

Not included

- Clipboard history that isn't pinned
- Pinboards you didn't select in the export
- Settings, shortcuts or any account information
- Encryption: the file is readable JSON. Treat it like a text document and share it only where the content may go.

KlipLoft writes the JSON with sorted keys and one field per line, so text changes show up as readable diffs when the file is kept in Git. Images and app icons are stored as base64 and make diffs noisier, so prefer text clips for shared boards.

On iPhone and iPad

In KlipLoft's Settings → Pinboards, swipe left on a pinboard and tap *Share* to send it as a `.klip` file. Tapping a `.klip` file in Messages, Mail or Files opens it in KlipLoft. If a pinboard with the same name already exists, its clips are added to it.

UNDER THE HOOD

What happens when you import

Before changing anything, KlipLoft compares the file with what's already on the Mac and shows a summary for each pinboard, for example *"3 new, 1 updated, 12 unchanged"*. You choose which pinboards to import. If the file has nothing new, KlipLoft tells you, along with when you last imported that file.

Which pinboard the clips go into

1. A pinboard with the **same ID**, meaning it came from an earlier import of this pinboard, even if someone renamed it since.
2. Otherwise, a pinboard with the **same name** (not case-sensitive).
3. Otherwise, KlipLoft creates a **new pinboard** with the file's name, color and ID.

> **Use a team prefix in shared pinboard names.** Because names are matched, a company file named "Work" would merge into everyone's personal *Work* pinboard. Names like *Eng · Onboarding* or *Support · Replies* keep shared boards separate from personal ones.

How each clip is handled

Each clip in the file is matched first by its **ID**, then by its **content**. Nothing is ever duplicated, and an import never deletes a clip.

SITUATION ON YOUR MAC	WHAT THE IMPORT DOES
Clip isn't on this Mac	Added and pinned to the pinboard, keeping its name, keywords, icon and original dates.
Clip is in your history but not pinned	Pinned to the pinboard. Counted as new in the summary.
Clip is already on this pinboard	Kept. Its name, keywords and icon are updated if the file's were edited more recently (see below). Otherwise "unchanged".
Clip is pinned to a different pinboard	Left where it is, and the summary says so. With *Match the file* on, it moves to the imported pinboard.
Clip is on your pinboard but not in the file	Left alone. With *Match the file* on, it's unpinned after you confirm. It stays in your clipboard history.
The same clip is on two pinboards in the file	Added once, to the first of those pinboards.

When both sides edited the same clip

KlipLoft records when a clip's **name, keywords or icon** were last changed on each Mac, and saves that time in the file. On import, the **newer edit wins**, clip by clip. If you renamed a clip after the maintainer last did, your name is kept. If the maintainer edited it more recently, theirs replaces yours. For files from before KlipLoft 1.72, which have no edit times, KlipLoft only fills in a missing name or icon and adds the file's keywords to yours.

The "Match the file" option

When a pinboard already exists, the import dialog offers *"Match the file: its order, name and color, and unpin clips it doesn't have."* Turn it on when the file is the source of truth and you want an exact mirror. KlipLoft asks before unpinning anything, and unpinned clips stay in your history until it's pruned.

KEEPING BOARDS CURRENT

Modifying and re-sharing a pinboard

A shared pinboard works best with **one maintainer**, like a wiki page with an owner. Anyone can suggest a clip, and the maintainer adds it, exports a new file and posts it. Teammates import the new file over the old one. New clips arrive, updated names and keywords replace older ones, and nothing gets duplicated.

CHANGE BY THE MAINTAINER	WHAT TEAMMATES GET WHEN THEY IMPORT THE NEW FILE
Adds a clip	The clip is added. Automatic
Renames a clip, changes its keywords or emoji icon	Updated, unless the teammate changed that clip more recently. Automatic
Renames or recolors the pinboard	Matched by ID, so it still lands in the same pinboard. The new name and color apply with *Match the file*. Option
Removes a clip	Unpinned only with *Match the file*, after confirmation. Option
Edits a clip's text (preview → *Edit*)	Teammates who already have that clip keep the **old text**: the import matches it by ID and updates only its name, keywords and icon. Needs a workaround

> **Changing a snippet's text?** Don't edit the clip in place. Copy the corrected text, pin it as a new clip with the same name, and delete the old clip from the pinboard. Ask teammates to import with *Match the file* on, so the new version is added and the old one is unpinned.

A simple routine for maintainers

1. **Name every clip** with ⌘R so it reads as what it's for ("Find customer by email"), not just "Text". Add keywords people will search for: the table name, the service, the ticket type.
2. **Export with a date in the file name**, for example `Eng-Onboarding-2026-11-10.klip`, so everyone can tell which version they have.
3. **Keep the file in one known place**: a pinned message in the team channel, a wiki page or a folder in the team repo. Replace it there instead of sending copies around.
4. **Post a one-line changelog** with each new file ("Added 3 Grafana links, renamed the staging reset command").
5. **Say when to use Match the file**. Use it after removing or replacing clips, and skip it for additions only.

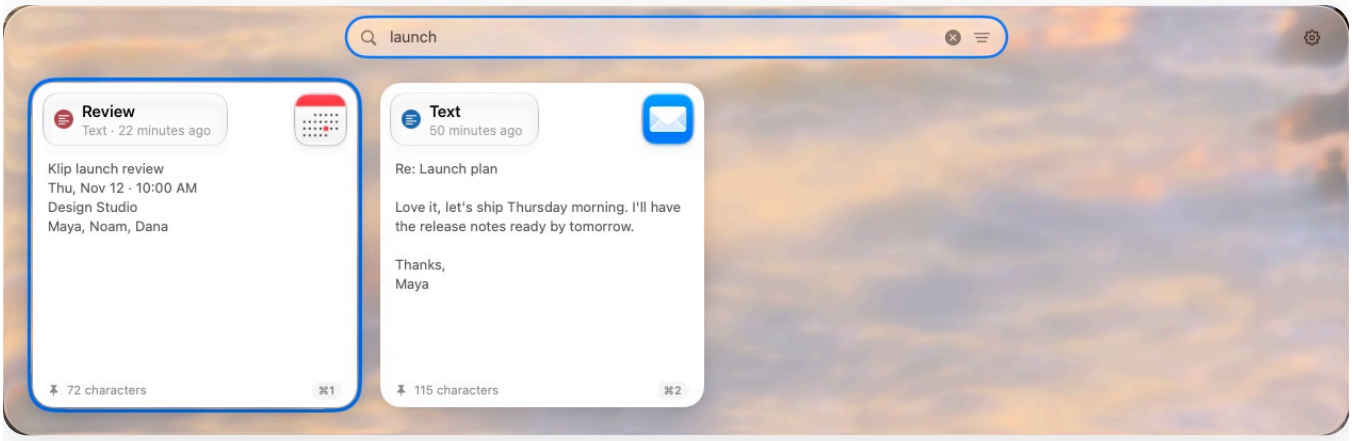
Several teams, several boards

Export each team's pinboard as its own file (*Eng · Onboarding*, *Eng · On-call*, *Support · Replies*, *Sales · Links*). People import only the boards they need, and each board keeps its own maintainer. One export can include several pinboards, which is handy for a "starter pack" that bundles the boards a new hire needs.

PLAYBOOK

Onboarding a new engineer with one file

New engineers spend their first weeks asking where things are and copying commands out of old Slack threads. An *Eng · Onboarding* pinboard puts the answers one shortcut away, searchable by name and keyword.



Typing in KlipLoft searches clip text, names, keywords and source apps, so “staging” or “customers” finds the right snippet.

What to put on the board

Commands and setup

- Clone and bootstrap commands for the main repos
- Build, test and lint commands
- How to point the CLI at staging vs. production
- Log locations and common `grep` or `tail` lines

Queries and links

- Read-only SQL for everyday questions
- Saved issue-tracker queries (JQL and filters)
- Dashboards, runbooks, the on-call rota, the design system
- The PR description template and commit message format

Example: sharing SQL safely

Name each query for the question it answers, keep it read-only, and use placeholders instead of real values so the file never carries customer data:

```
-- Name: Find customer by email   Keywords: customers, support, lookup
SELECT id, name, plan, created_at
FROM customers
WHERE email = :email
LIMIT 20;

-- Name: Failed jobs, last 24h   Keywords: jobs, on-call, errors
SELECT job_type, COUNT(*) AS failures
FROM jobs
WHERE status = 'failed'
  AND finished_at > NOW() - INTERVAL '24 hours'
GROUP BY job_type
ORDER BY failures DESC;
```

Paste with ↩, or ⇧↩ for plain text, then fill in the placeholder. The first nine clips on a pinboard also paste directly with ⌘1–⌘9.

Day-one steps for the new hire

1. Install KlipLoft (DMG or `brew install --cask ronier83/tap/kliploft`) with the company's approved settings.
2. Download the latest `Eng-Onboarding-*.klip` from the team's usual place and double-click it.
3. Keep all pinboards checked and click *Import*. The *Eng · Onboarding* tab appears in KlipLoft.
4. Press ⇧⌘V, press ⇥ to reach the pinboard, and start typing to search it.
5. When the maintainer posts a new version, import it the same way. Only new and changed clips are applied.

Checklist for the onboarding buddy

- ☐ Every clip has a name and at least two keywords
- ☐ No passwords, tokens, keys, connection strings with credentials, or real customer data
- ☐ SQL is read-only and uses placeholders such as `:email` or `:account_id`
- ☐ Commands target staging by default; production commands are named so clearly that nobody runs one by accident
- ☐ No file clips: a file path only works on the Mac it came from. Link to the file instead.
- ☐ The pinboard name has a team prefix and the file name has a date

IDEAS

More ways teams use shared pinboards

TEAM	WHAT GOES ON THE PINBOARD
Engineering on-call	Runbook links, triage queries, restart and rollback commands, the incident channel template
Support	Approved replies, escalation templates, knowledge-base links, lookup queries
Sales and success	Pricing page and deck links, meeting follow-up templates, security-review answers
Design and marketing	Brand colors (color clips), approved taglines, asset library links, UTM templates
IT and operations	Standard ticket replies, enrollment steps, links to approved software

Security notes

> **A .klip file is plain text.** Anyone who can open it can read every clip in it. KlipLoft's secret filter stops API keys and tokens from being *saved from the clipboard*, but it doesn't scan files you import. Keep credentials in your password manager or secret store, never on a shared pinboard, and share files only in channels where their content is allowed.

Importing changes only pinboards and clips. It never changes settings, never deletes clips, and asks before unpinning anything. For the full security picture and the recommended company configuration, see the **KlipLoft IT security review** at getklip.me/for-business.