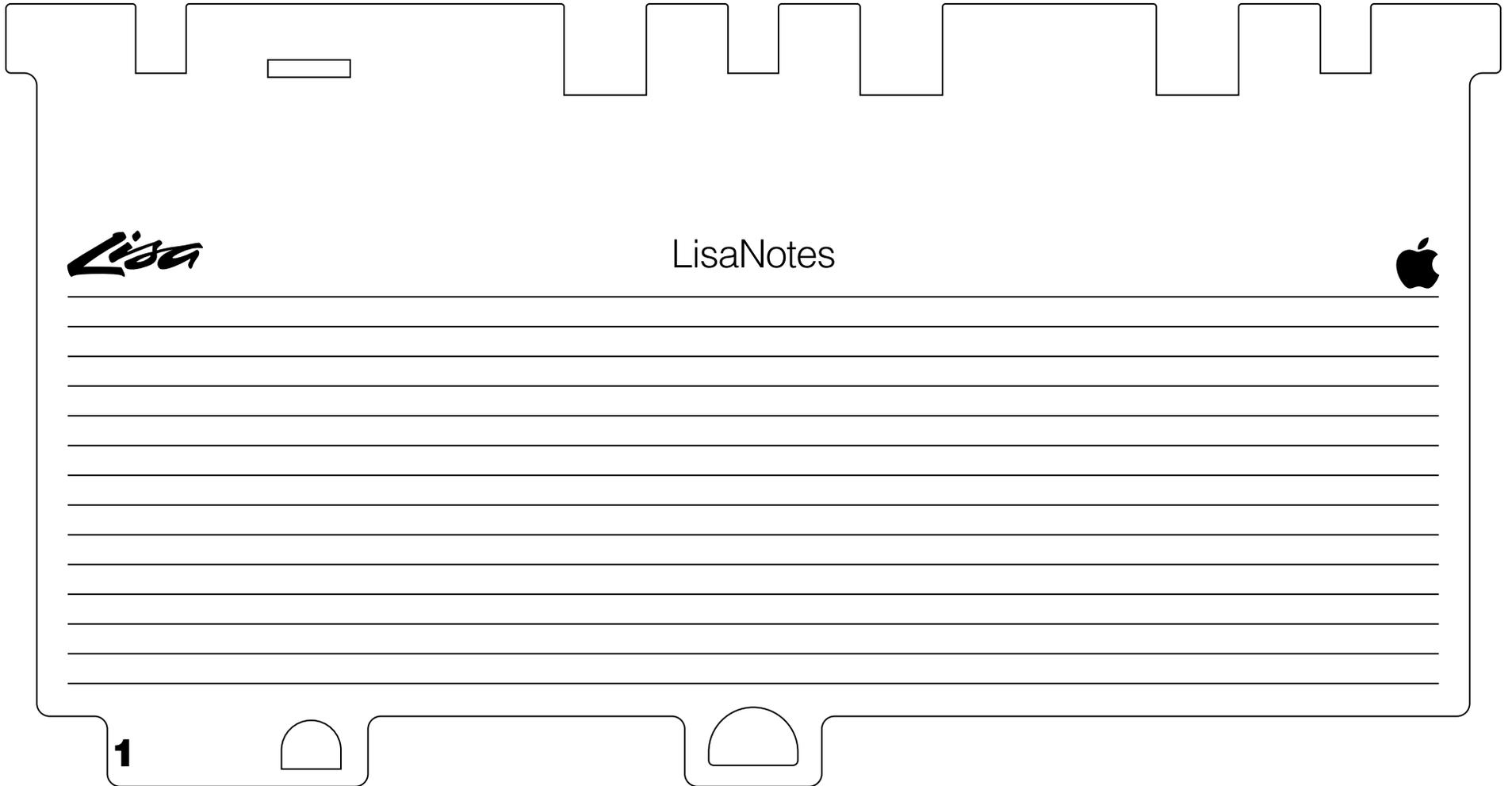


Lisa Keyboard Reference Card Replacements | Card 1: LisaNotes

Created by Rocky Bergen (rockybergen.com) - Reformatted by Andrew Yaros (yaros.ae)

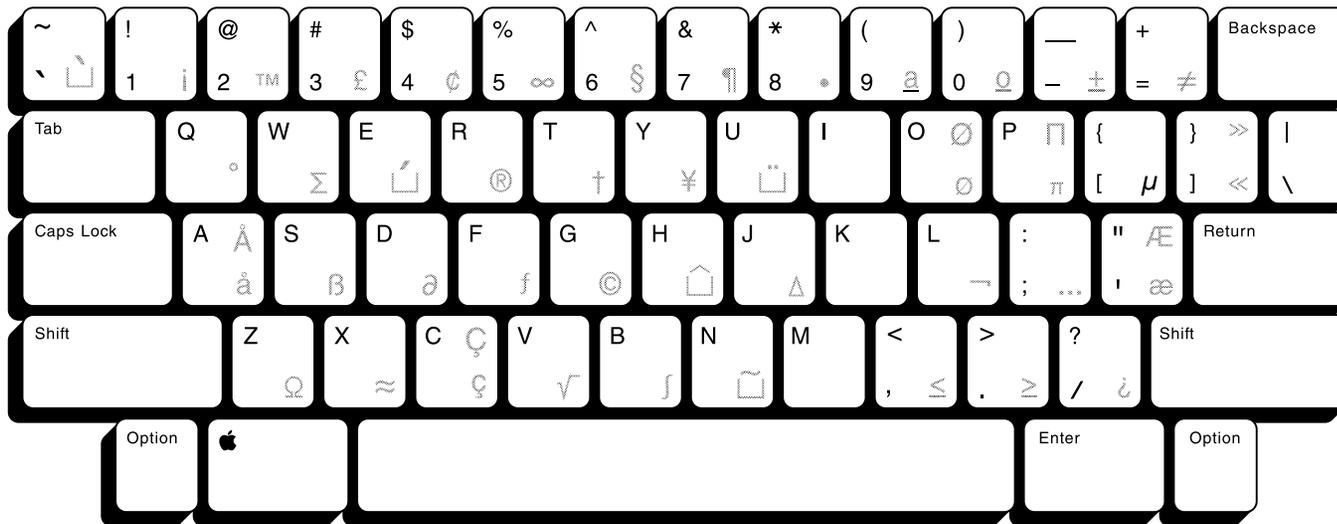


Lisa Keyboard Reference Card Replacements | Card 1: Keyboard

Created by Rocky Bergen (rockybergen.com) - Reformatted by Andrew Yaros (yaros.ae)

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- Primary Keyboard
- Option Keyboard**
- " Æ — Shifted
- ' æ — Unshifted
- — Delayed key, character generated when next key is pressed.

Hold down either **Option** key to select **Option Keyboard**

1 Keyboard

Lisa Keyboard Reference Card Replacements | Card 2: Icons

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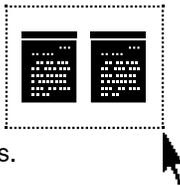
815-4102-A

Icons

- Select one:**
- Click in icon.



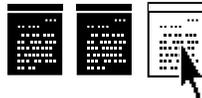
- Select several:**
- Hold and move to form box around icons. OR
 - Click in first icon.
 - (Shift)-click in others.



- Select all icons in window:**
- Activate window.
 - Choose **Select All Icons** from **Edit** menu.

Note For more information see your Lisa Owner's Guide.

- Deselect one:**
- (Shift)-click in icon.



- Deselect all:**
- Click on desktop.

- Open:**
- Click twice rapidly.



- Move:**
- Hold button down and move.



- Create document (or folder):**
- Click twice rapidly on stationery pad icon.
 - Type document name.
 - Click twice rapidly to open new document.



- File:**
- Move icon to a folder or disk.



- Discard:**
- Move icon to Wastebasket. (To retrieve, open Wastebasket and move icon out.)



- Duplicate:**
- Select icon.
 - Choose **Duplicate** from **File/Print** menu.
 - Move blinking icon.

- Create stationery pad:**
- Select icon.
 - Choose **Make Stationery Pad** from **File/Print** menu.

- Backup disk:**
- Move icon to disk.



Lisa Keyboard Reference Card Replacements | Card 3: Windows & Text

Created by Rocky Bergen (rockybergen.com) - Reformatted by Andrew Yaros (yaros.ae)

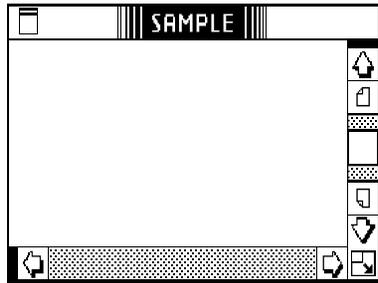
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Windows

Close:

Click twice rapidly in the bar icon.



Scroll line by line:

Click or hold in arrow.

Scroll quickly:

Hold and move elevator.

Scroll by windowful:

Click or hold in view button.

Resize:

Hold and move size control box.

Print:

Activate document window and choose **Print** from **File/Print** menu.

Text

Select insertion point:

- Place χ -pointer and click.

Insert:

- Select insertion point, type.

Select text:

- Hold and move through text.

Replace:

- Select text, type.

Delete:

- Select text.
- Choose **Cut** from **Edit** menu, OR
- Press the **Backspace** key.

Move text:

- Select text.
- Choose **Cut** from **Edit** menu.
- Select new location.
- Choose **Paste** from **Edit** menu.

Copy text:

- Select text.
- Choose **Copy** from **Edit** menu.
- Select new location.
- Choose **Paste** from **Edit** menu.

Correct errors:

- Wrong Selection.
- Start selection over.
- Otherwise:
- Choose **Undo Last Change** from **Edit** menu.

Lisa Keyboard Reference Card Replacements | Card 4: Configuration Support

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Lisa

LisaNotes



Configuration Data Device connections (from Preferences)

Support Information

Expansion 1:

Lisa Serial Number:

Expansion 2:

Support Contract Expiration Date:

Expansion 3:

Support Center Phone Number:

Parallel:

Notes:

Serial A:

Serial B:

Configuration
Support **4**