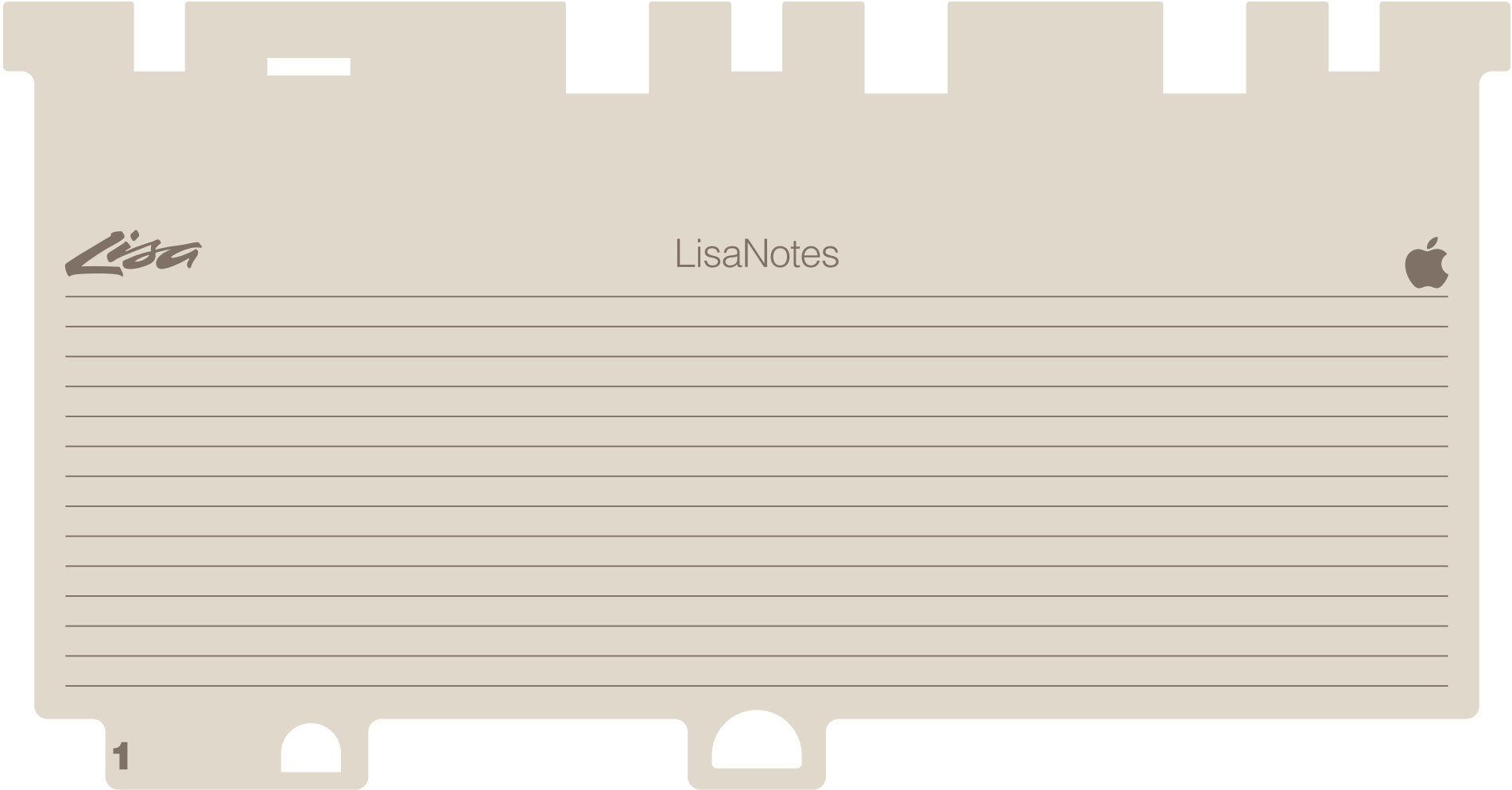


Lisa Keyboard Reference Card Replacements | Card 1: LisaNotes

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



1

Lisa Keyboard Reference Card Replacements | Card 1: Keyboard

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- Primary Keyboard
- Option Keyboard
- " Æ — Shifted
- ' œ — 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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Icons

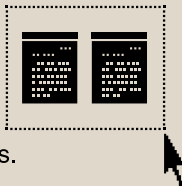
Select one:

- 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

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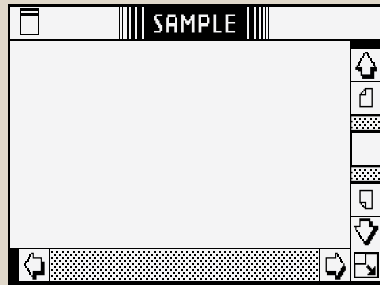
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Windows

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 Υ -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**