

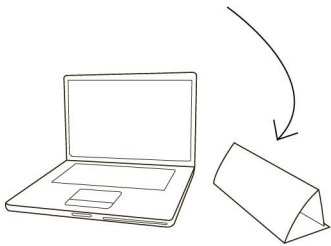
Option #1

Keyboard Shortcuts on your desk

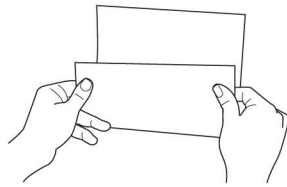
Step 1:

Step 2:

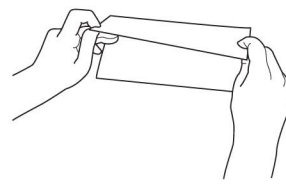
Step 3:



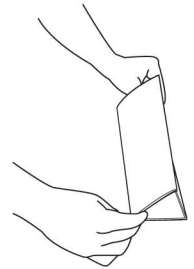
How to make a desk "keyboard Shortcut" Tepee.



Fold Top line



Fold Bottom line



Create a "Tepee" with shortcuts facing out

Top line

Entourage



Email Shortcuts

Compose New Message: **Apple+n**

Reply to the Sender of the Message: **Apple+r**

Reply to All: **SHIFT+Apple+r**

Forward the Message: **Apple+j**

Send the Open Message: **Apple+RETURN**

Open the Selected Item: **Apple+o**

Save an Item: **Apple+s**

Delete the Message: **Apple+DELETE**

Go to the Address Book: **Apple+2**

Go to the Calendar: **Apple+3**



www.rackspace.com/apps

Bottom line

Option #2

Keyboard Shortcuts on your wall

Step 1:

Step 2:

Step 3:

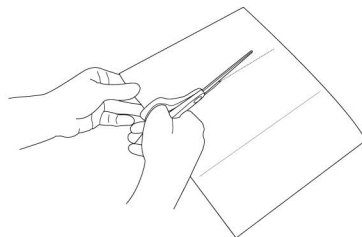


tape

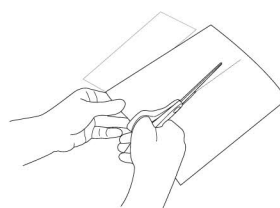


scissors

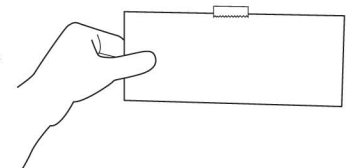
Tools needed for the Wall Keyboard Shortcuts



Fold Top line



Cut Bottom line



Tape the keyboard shortcut list to the wall.