

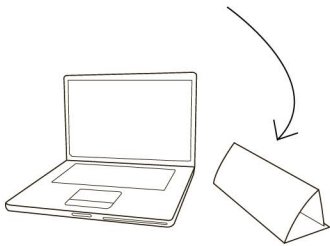
Option #1

Keyboard Shortcuts on your desk

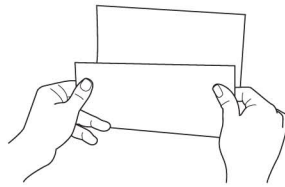
Step 1:

Step 2:

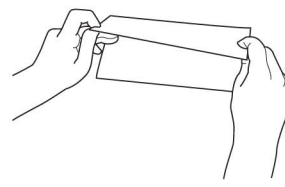
Step 3:



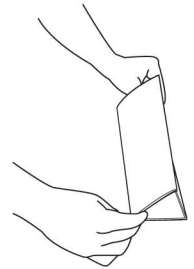
How to make a desk "keyboard Shortcut" Tepee.



Fold Top line



Fold Bottom line



Create a "Tepee" with shortcuts facing out

Top line

Thunderbird



Email Shortcuts

Compose New Message: **CTRL +n**

Reply to Message (sender only): **CTRL+r**

Reply to All in Message (all recipients):

CTRL+SHIFT+r

Send Message Now: **CTRL+Enter**

Send and Receive All Messages: **CTRL+t**

Forward Message: **CTRL+I**

Open Message (in new window): **CTRL +o**

Save Message as File: **CTRL+s**

Search Messages: **CTRL+SHIFT+f**

Get New Messages (All Accounts) **CTRL+SHIFT+t**



www.rackspace.com/apps

Bottom line

Option #2

Keyboard Shortcuts on your wall

Step 1:

Step 2:

Step 3:

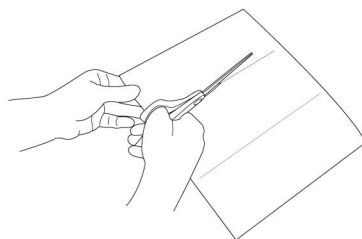


tape

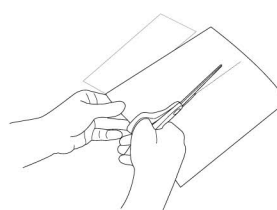


scissors

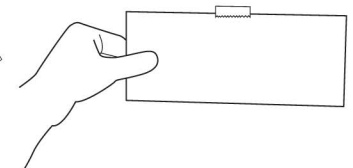
Tools needed for the Wall Keyboard Shortcuts



Fold Top line



Cut Bottom line



Tape the keyboard shortcut list to the wall.