

# UNIPLEX COMMANDS - QUICK REFERENCE

All the commands in the quick reference pages are relevant to the Uniplex Word Processor. Many commands will work across all applications although their description here relates to Word Processor use.

## Function Keys

Function Key	Usual Function	Alternative Key Sequence
<b>F1 to F8</b>	<i>Context Sensitive</i>	<b>Esc 1 to Esc 8</b>
<b>F9</b>	Main DESK	<b>Esc 9</b>
<b>F10</b>	HELP	<b>Esc 0</b>
<b>F11</b>	Home Softkey	<b>Esc Esc 1</b>
<b>F12</b>	Utilities DESK	<b>Esc Esc 2</b>
<b>F13</b>	Switch Window	<b>Esc Esc 3</b>
<b>F14</b>	WINDOWS Softkey Menu	<b>Esc Esc 4</b>
<b>F15</b>	RECORD Softkey Menu	<b>Esc Esc 5</b>
<b>F16</b>	KEYTAPES Softkey Menu	<b>Esc Esc 6</b>
<b>F17 to F19</b>	<i>Not Used</i>	<b>Esc Esc 7 to Esc Esc 9</b>
<b>F20</b>	X/OPEN Prefix Key	<b>Esc Esc 0</b>

### Moving Around

up line/cell.....	<b>up arrow</b>
down line/cell.....	<b>down arrow</b>
left character/cell.....	<b>left arrow</b>
right character/cell.....	<b>right arrow</b>
next tab position/next screen.....	<b>Tab</b>
previous tab position/previous screen.....	<b>Backtab or Ctrl g</b>
start of next word.....	<b>Ctrl n</b>
start of previous word.....	<b>Ctrl p</b>
top of current screen/up to previous cell.....	<b>Esc up arrow</b>
bottom of current screen/down to next cell.....	<b>Esc down arrow</b>
left of current line/previous cell.....	<b>Esc left arrow</b>
right of current line/next cell.....	<b>Esc right arrow</b>
top of document/file.....	<b>Esc t</b>
bottom of document/file.....	<b>Esc b</b>
top left of screen/list (Home).....	<b>Esc Ctrl t</b>
up one screen.....	<b>Ctrl u</b>
down one screen.....	<b>Ctrl d</b>
first line of page.....	<b>Esc ps</b>
last line of page.....	<b>Esc pe</b>
start of next page.....	<b>Esc pn</b>
start of specified page.....	<b>Esc pp<i>n</i></b>
start of current paragraph.....	<b>Esc Esc bs</b>
end of current paragraph.....	<b>Esc Esc be</b>
start of next paragraph.....	<b>Esc Esc bn</b>
start of current sentence.....	<b>Esc Esc ss</b>
end of current sentence.....	<b>Esc Esc se</b>
start of next sentence.....	<b>Esc Esc sn</b>

## Short Cut Commands

<b>Abandon Global Commands</b> .....	<b>Ctrl \</b>
<b>Bold</b> .....	<b>Esc &lt; a</b>
<b>Box</b>	
draw.....	<b>Esc ( mark Esc ) *</b>
erase.....	<b>Esc ( mark Esc ) e</b>
<b>Calculation</b>	
start calculation.....	<b>Ctrl ]</b>
<b>Cancel</b> (see <i>Undo</i> )	
<b>Center</b> .....	<b>Esc c</b>
<b>Clipboard</b>	
paste.....	<b>Esc * option</b>
select clipboard.....	<b>Esc #n</b>
(see also <i>Cut and Copy</i> )	
<b>Convert Text</b>	
lowercase.....	<b>Ctrl fl</b>
uppercase.....	<b>Ctrl fu</b>
<b>Cut and Copy</b>	
block - mark top.....	<b>Esc ( mark</b>
block - mark bottom.....	<b>Esc ) option</b>
serial - mark top.....	<b>Esc { mark</b>
serial - mark bottom.....	<b>Esc } option</b>
<b>Delete</b>	
character to left.....	<b>Delete</b> or <b>Rubout</b>
current character.....	<b>Ctrl c</b>
current word/cell.....	<b>Ctrl w</b>
current line/row.....	<b>Ctrl x</b>
from cursor to	
start of line.....	<b>Esc dl</b>
end of line.....	<b>Esc dr</b>
delete a block	
mark top.....	<b>Esc ( or Esc { mark</b>
mark bottom.....	<b>Esc ) or Esc } b or r</b>
blank lines between text.....	<b>Esc db</b>
<b>Draw Box</b> (see <i>Box</i> )	

## Effect Text

begin effect.....	Esc < <i>effect_character</i>
end effect.....	Esc >
check effect.....	Esc @
effect a block	
mark top.....	Esc (
mark bottom.....	Esc ) <i>oe effect_character</i>

## Erase Box (see *Box*)

Execute/Enter/Save and Exit..... Esc e

## File (see *Merge and Save*)

### Fill Area

mark top left.....	Esc (
mark bottom right.....	Esc ) <i>of fill_number</i>

### Find Text

search forwards.....	Esc f <i>string</i>
search backwards.....	Esc lb <i>string</i>
find next occurrence.....	Esc n
interactive search and replace.....	Esc lri <i>string</i>
global search and replace.....	Esc lrg <i>string</i>
interactive formfill search.....	Esc lrf <i>string</i>

### Footnote

set footnote marker.....	Esc ^ (circumflex)
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### Format Text

center line.....	Ctrl fc or Esc c
current paragraph.....	Ctrl fp
document.....	Ctrl fd
split line.....	Ctrl fs
join line.....	Ctrl fj
right-justify line.....	Ctrl fr

### Go To

top of document.....	Esc gt or Esc t
bottom of document.....	Esc gb or Esc b
specified page.....	Esc gpn
last-used ring menu option.....	Esc gj

### Hard Characters

return.....	Esc Return
space.....	Esc Spacebar
tab.....	Esc Tab

(see also *Special Characters*)

### Help

call up.....	Esc h or F10
cancel.....	Esc q

## Insert

blank line.....	Ctrl o or Esc al
blank lines to end of screen.....	Esc ab
space.....	Ctrl e
toggle insert/overtyping mode.....	Esc i

**Italic**..... Esc < i

**Join**..... Ctrl fj

## Keypape Commands

begin recording.....	Esc kb
end recording.....	Esc ke
playback keytape.....	Esc kp
continue recording a keytape.....	Esc kc
recall keytape.....	Esc kr
save keytape.....	Esc ks
assign keytape to softkey.....	Esc ka
access keytape softkey menu.....	Esc km
create a prompt within keytape.....	Esc ki
list keytape library.....	Esc kl

**Lower Case** (see *Convert Text*)

## Merge

insert at cursor position.....	Esc mi filename
overlay at cursor position.....	Esc mo filename

**Numbering** (see *Page, Paragraph, and Section*)

**Operating Modes**..... Esc op

**Overtyping/Insert**..... Esc i

## Page

include page number in header or footer.....	#
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## Paragraph

force paragraph numbering.....	#^format
include paragraph number.....	##n

## Paste

paste from clipboard.....	Esc * option
select clipboard to copy from.....	Esc #n

(see also *Cut and Copy*)

**Process Switch** (see *Windows*)

**Quit (without saving)**..... Esc q

**Redraw**..... Esc v

**Redo**..... Esc .

**Reset Form Field**..... Esc ds

**Ring Menu (go to last used option)**..... Esc gj

### Rulers

recall existing ruler..... Esc rrrn

recall current ruler..... Esc rr.

store a ruler..... Esc rsn or Esc srn

### Save Area

block..... Esc ( mark Esc ) w filename

serial..... Esc { mark Esc } w filename

### Save Document

save and continue..... Esc w or Esc sf

save and exit..... Esc e

copy to new document/file..... Esc sx

**Save Screen (to clipboard)**..... Esc ss or Esc :d

### Scroll

up line..... Ctrl y

down line..... Ctrl v

up one screen..... Ctrl u

down one screen..... Ctrl d

**Search** (see *Find Text and Go To*)

### Section

include section number in header/footer..... #S

**Shade** (see *Fill Area*)

### Shell

invoke from Uniplex..... Esc Esc \$

return to Uniplex..... Ctrl d or exit

### Special Characters

£ sign..... Esc % #

© symbol..... Esc Esc 0 c O

® symbol..... Esc Esc 0 r O

° symbol..... Esc Esc 0 \*\*

± symbol..... Esc Esc 0 + -

¼..... Esc Esc 0 14

½..... Esc Esc 0 12

¾..... Esc Esc 0 34

(see also *Hard Characters*)

## Spell

from current line to end..... **Esc ls** or **Esc \$**  
entire document..... **Esc t Esc \$**

block text:

mark top left of block..... **Esc ( mark**  
mark bottom right and spell..... **Esc ) os**

serial text:

mark top left of block..... **Esc { mark**  
mark bottom right and spell..... **Esc } s**

**Split**..... **Ctrl fs**

## Thesaurus

find synonym..... **Esc lt**

**Underline**..... **Esc < c** or **d**

## Undo

last command..... **Esc u** or **Ctrl r**

## Uppercase (see *Convert Text*)

### Windows (internal)

open a window..... **Esc yo**  
close a window..... **Esc yc**  
open integration menu..... **Esc yi**  
switch windows..... **Esc ys**

### Windows (external)

access Desk popup..... **F9** or **Esc xd**  
access Utility popup..... **F12** or **Esc xu**  
list current processes..... **Esc xp**  
switch processes..... **Esc xs**

## Print Time Commands

set font.....	.FN <i>style,typeface,pointsize</i>
reset font.....	.FN NORMAL
change effect of font.....	.FN <i>style</i>
set footer (right and left).....	.FO <i>n</i>
set righthand footer (odd).....	.FO <i>n</i> >
set lefthand footer (even).....	.FO <i>n</i> <
set footer margin.....	.FM <i>n</i>
start footnote text.....	.FS
end footnote text.....	.FE
save subsequent footnotes.....	.FTS
print saved footnotes.....	.FTD
merge graphics at print-time.....	.GR <i>filename [,n] [b s r]</i> [ <i>width height offset</i> ]
set header (right and left).....	.HE <i>n</i>
set righthand header (odd).....	.HE <i>n</i> >
set lefthand header (even).....	.HE <i>n</i> <
set header margin.....	.HM <i>n</i>
enter a table of contents entry.....	.IC <i>entry&gt;sub-entry...</i>
enter an an index entry.....	.IX <i>entry&gt;sub-entry...</i>
allow reformatting.....	.JY
disallow reformatting.....	.JN
merge document at print-time.....	.ME <i>filename</i>
merge paragraph from glossary.....	.ME <i>glossary,para</i>
merge result of command.....	.ME! <i>command</i>
set marker numbering style.....	.NS #F <i>style [n]</i>
set page numbering style.....	.NS # <i>style [n]</i>
set paragraph numbering style.....	.NS #P <i>style [n]</i>
set section numbering style.....	.NS #S <i>style [n]</i>
force new page.....	.PA
force page number to <i>n</i> .....	.PN <i>n</i>
set page length to <i>n</i> .....	.PL <i>n</i>
keep <i>n</i> lines together.....	.PM <i>n</i>
start block to keep together.....	.PMS
end block to keep together.....	.PME
set ruler pitch to <i>n</i> .....	.PT <i>n</i>
remark or comment, to enter.....	.RE <i>remark</i>
start single change bar.....	.SNCS
start continuous change bar.....	.SNCC
end change bar.....	.SNCE
set line spacing to <i>n</i> .....	.SP <i>n</i>
set line spacing to default.....	.SP
use absolute line spacing.....	.SP <i>na</i>
dictionary, select language.....	.UP 1 <i>n</i>
stop spell.....	.UP 2 0
restart spell.....	.UP 2 1