

## 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  
down line/cell  
left character/cell  
right character/cell  
next tab position/next screen  
previous tab position/previous screen

**up arrow**  
**down arrow**  
**left arrow**  
**right arrow**  
**Tab**  
**Backtab** or **Ctrl g**

start of next word  
start of previous word

**Ctrl n**  
**Ctrl p**

top of current screen/up to previous cell  
bottom of current screen/down to next cell  
left of current line/previous cell  
right of current line/next cell

**Esc up arrow**  
**Esc down arrow**  
**Esc left arrow**  
**Esc right arrow**

top left of screen/list (Home)

**Esc Ctrl t**

up one screen  
down one screen

**Ctrl u**  
**Ctrl d**

top of document/file  
bottom of document/file

**Esc t**  
**Esc b**

first line of page  
last line of page  
start of next page  
start of specified page

**Esc ps**  
**Esc pe**  
**Esc pn**  
**Esc ppn**

start of current paragraph  
end of current paragraph  
start of next paragraph  
start of current sentence  
end of current sentence  
start of next sentence

**Esc Esc bs**  
**Esc Esc be**  
**Esc Esc bn**  
**Esc Esc ss**  
**Esc Esc se**  
**Esc Esc sn**

## Short Cut Commands

### Abandon Global Commands

Ctrl \

### Bold

Esc < a

### Box

draw  
erase

Esc ( mark Esc ) \*  
Esc ( mark Esc ) e

### Calculation

start calculation

Ctrl ]

### Cancel (see *Undo*)

### Center

Esc c

### Clipboard

paste  
select clipboard  
(see also *Cut and Copy*)

Esc \* option  
Esc #n

### Convert Text

lowercase  
uppercase

Ctrl fl  
Ctrl fu

### Cut and Copy

block - mark top  
block - mark bottom

Esc ( mark  
Esc ) option

serial - mark top  
serial - mark bottom

Esc { mark  
Esc } option

### Delete

character to left  
current character  
current word/cell  
current line/row

Delete or Rubout  
Ctrl c  
Ctrl w  
Ctrl x

from cursor to:  
start of line  
end of line

Esc dl  
Esc dr

### Delete (continued)

delete a block:  
mark top  
mark bottom

Esc ( or Esc { mark  
Esc ) or Esc } b or r

blank lines between text

Esc db

### Draw Box (see *Box*)

### Effect Text

begin effect  
end effect  
check effect  
effect a block  
mark top  
mark bottom

Esc < effect\_character  
Esc >  
Esc @

Esc (  
Esc ) oe effect\_character

### Erase Box (see *Box*)

### Execute/Enter/Save and Exit

Esc e

### File (see *Merge and Save*)

### Fill Area

mark top left  
mark bottom right

Esc (  
Esc ) of fill\_number

### Find Text

search forwards  
search backwards  
find next occurrence  
interactive search and replace  
global search and replace  
interactive formfill search

Esc f string  
Esc lb string  
Esc n  
Esc lri string  
Esc lrg string  
Esc lrf string

### Footnote

set footnote marker

Esc ^ (circumflex)

### Format Text

center line  
current paragraph  
document

Ctrl fc or Esc c  
Ctrl fp  
Ctrl fd

**Format Text** *(continued)*

|                    |                |
|--------------------|----------------|
| split line         | <b>Ctrl fs</b> |
| join line          | <b>Ctrl fj</b> |
| right-justify line | <b>Ctrl fr</b> |

**Go To**

|                            |                               |
|----------------------------|-------------------------------|
| top of document            | <b>Esc gt</b> or <b>Esc t</b> |
| bottom of document         | <b>Esc gb</b> or <b>Esc b</b> |
| specified page             | <b>Esc gp<math>n</math></b>   |
| last-used ring menu option | <b>Esc gl</b>                 |

**Hard Characters**

|        |                     |
|--------|---------------------|
| return | <b>Esc Return</b>   |
| space  | <b>Esc Spacebar</b> |
| tab    | <b>Esc Tab</b>      |

*(see also **Special Characters**)***Help**

|         |                            |
|---------|----------------------------|
| call up | <b>Esc h</b> or <b>F10</b> |
| cancel  | <b>Esc q</b>               |

**Insert**

|                               |                                |
|-------------------------------|--------------------------------|
| blank line                    | <b>Ctrl o</b> or <b>Esc al</b> |
| blank lines to end of screen  | <b>Esc ab</b>                  |
| space                         | <b>Ctrl e</b>                  |
| toggle insert/overtyping mode | <b>Esc i</b>                   |

**Italic****Esc < i****Join****Ctrl fj****Keypunch Commands**

|                                 |               |
|---------------------------------|---------------|
| begin recording                 | <b>Esc kb</b> |
| end recording                   | <b>Esc ke</b> |
| playback keypunch               | <b>Esc kp</b> |
| continue recording a keypunch   | <b>Esc kc</b> |
| recall keypunch                 | <b>Esc kr</b> |
| save keypunch                   | <b>Esc ks</b> |
| assign keypunch to softkey      | <b>Esc ka</b> |
| access keypunch softkey menu    | <b>Esc km</b> |
| create a prompt within keypunch | <b>Esc ki</b> |
| list keypunch library           | <b>Esc kl</b> |

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

|                            |                               |
|----------------------------|-------------------------------|
| insert at cursor position  | <b>Esc mi</b> <i>filename</i> |
| overlay at cursor position | <b>Esc mo</b> <i>filename</i> |

**Numbering** *(see **Page, Paragraph, and Section**)***Operating Modes****Esc op****Overtyping/Insert****Esc i****Page**

|   |          |
|---|----------|
| include page number in header or footer | <b>#</b> |
|---|----------|

**Paragraph**

|                           |                         |
|---------------------------|-------------------------|
| force paragraph numbering | <b>#*</b> <i>format</i> |
| include paragraph number  | <b>##<math>n</math></b> |

**Paste**

|                               |                            |
|-------------------------------|----------------------------|
| paste from clipboard          | <b>Esc *</b> <i>option</i> |
| select clipboard to copy from | <b>Esc #<math>n</math></b> |

*(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 gl****Rulers**

|                       |  |
|-----------------------|--|
| recall existing ruler | <b>Esc r<math>rn</math></b>                                |
| recall current ruler  | <b>Esc rr.</b>   |
| store a ruler         | <b>Esc r<math>sn</math></b> or <b>Esc s<math>rn</math></b> |

## Save Area

block

**Esc ( mark Esc ) w**  
*filename*

serial

**Esc { mark Esc } w**  
*filename*

## Save Document

save and continue

save and exit

copy to new document/file

**Esc w** or **Esc sf**

**Esc e**

**Esc sx**

## Save Screen (to clipboard)

**Esc ss** or **Esc :d**

## Scroll

up line

down line

up one screen

down one screen

**Ctrl y**

**Ctrl v**

**Ctrl u**

**Ctrl d**

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

## Section

include section number in header or footer

**#S**

## Shade (see *Fill Area*)

## Shell

invoke from Uniplex

return to Uniplex

**Esc Esc \$**

**Ctrl d** or **exit**

## Special Characters

£ sign

© symbol

® symbol

° symbol

± symbol

¼

½

¾

**Esc % #**

**Esc Esc 0 c O**

**Esc Esc 0 r O**

**Esc Esc 0 \*\***

**Esc Esc 0 + -**

**Esc Esc 0 14**

**Esc Esc 0 12**

**Esc Esc 0 34**

(see also *Hard Characters*)

## Spell

from current line to end  
entire document

**Esc ls** or **Esc \$**  
**Esc t Esc \$**

block text:

mark top left of block

mark bottom right and spell

**Esc ( mark**  
**Esc ) os**

serial text:

mark top left of block

mark bottom right and spell

**Esc { mark**  
**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

close a window

open integration menu

switch windows

**Esc yo**

**Esc yc**

**Esc yi**

**Esc ys**

## Windows (external)

access Desk popup

access Utility popup

list current processes

switch processes

**F9** or **Esc xd**

**F12** or **Esc xu**

**Esc xp**

**Esc xs**

## Print Time Commands

set font **.FN** *style,typeface,pointsize*  
reset font **.FN NORMAL**  
change effect of font **.FN** *style*

set footer (right and left) **.FOn**  
set righthand footer (odd) **.FOn>**  
set lefthand footer (even) **.FOn<**  
set footer margin **.FMn**

start footnote text **.FS**  
end footnote text **.FE**  
save subsequent footnotes **.FTS**  
print saved footnotes **.FTD**

merge graphics at print-time **.GR** *filename [,n] [b s r]*  
*[width height offset]*

set header (right and left) **.HEn**  
set righthand header (odd) **.HEn>**  
set lefthand header (even) **.HEn<**  
set header margin **.HMn**

enter a table of contents entry **.IC** *entry>sub-entry...*  
enter an an index entry **.IX** *entry>sub-entry...*

allow reformatting **.JY**  
disallow reformatting **.JN**

merge document at print-time **.ME** *filename*  
merge paragraph from glossary **.ME** *glossary,para*  
merge result of command **.ME!***command*

set marker numbering style **.NS #F** *style [n]*  
set page numbering style **.NS #** *style [n]*  
set paragraph numbering style **.NS #P** *style [n]*  
set section numbering style **.NS #S** *style [n]*

force new page **.PA**  
force page number to *n* **.PNn**  
set page length to *n* **.PLn**

keep *n* lines together **.PMn**  
start block to keep together **.PMS**  
end block to keep together **.PME**

set ruler pitch to *n* **.PTn**

remark or comment, to enter **.RE** *remark*

start single change bar **.SNCS**  
start continuous change bar **.SNCC**  
end change bar **.SNCE**

set line spacing to *n* **.SPn**  
set line spacing to default **.SP**  
use absolute line spacing **.SPna**

dictionary, select language **.UP 1** *n*  
stop spell **.UP 2 0**  
restart spell **.UP 2 1**