

## COMMON UNIPLEX SHORT CUT COMMANDS

<p><b>Cut and Paste</b>  mark top left of block      Esc (   mark bottom right of block      Esc )   paste insert      Esc *i   paste overlay      Esc *o</p> <p><b>Delete</b>  line/row      Ctrl x   word/cell      Ctrl w   character      Ctrl c</p>	<p><b>External Windows</b>  access Desk popup      F9 or Esc xd   access Utility popup      F12 or Esc xu   switch processes      Esc xs   list processes      Esc xp</p> <p>Format Paragraph      Ctrl fp</p> <p>Hard Return      Esc Return</p> <p>Help      Esc h</p>	<p><b>Insert</b>  line/row      Ctrl o   character      Ctrl e   switch insert/overtyp      Esc i</p> <p><b>Quick Movements</b>  Top of screen/list      Esc Ctrl t   Next screen/page      Ctrl d   Previous screen/page      Ctrl u   Start of line      Esc left arrow   End of line      Esc right arrow</p>	<p>Quit without Saving      Esc q</p> <p><b>Save Work</b>  save and continue      Esc w   save and exit      Esc e   save to new file      Esc sx</p> <p>Undo      Esc u</p> <p>£ Sign      Esc % #</p>
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Function Key	F1 ... F9	F10	F11 ... F19	F20 (X/Open Prefix)
Alternative	Esc 1 ... Esc 9	Esc 0	Esc Esc 1 ... Esc Esc 9	Esc Esc 0