ALTOS

UNIPLEX

USER'S GUIDE

UNIPLEX
User's Guide

INTRODUCTION

Word processing has been around since someone rearranged stone tablets for better effect. Since then, typewriters have long been the the only word processing tools available.

Unfortunately, while typewriters are fine for typing, they lack both correcting and editing facilities. If you've ever typed a letter over and over to get it just right, you'll know what we mean. Even the most modern typewriter does not function efficiently as an editing tool.

Enter the computer, a versatile tool that is ideally suited to word processing.

Uniplex is a computerized word processing system that not only makes routine tasks far less time consuming, it places most office functions, such as organizing and maintaining files, at your fingertips.

Your computer is transformed into a powerful text editing tool that provides precise control over the creation and alteration of any document.

Uniplex leads you to your particular goal by prompting you with a list of options called a *menu*. In most cases, you need only type one letter to obtain a response. The menu system makes it nearly impossible to make a mistake. In Uniplex, menus can be customized to your particular needs and to provide access to the UNIX operating system.

Uniplex provides further assistance by displaying capsule descriptions of its word processing capabilities. Although online reminders are very useful, you'll find the information in this guide indispensable as a detailed introduction to the system.

Using This Guide

This guide explains all Uniplex commands, along with the concepts you need to understand and use them effectively. Additional basic information is available in the Uniplex *Primer*. It is recommended that you read this primer as a general introduction to the system. The Primer contains many illuminating examples that are presented in a comfortable style suitable for the beginner.

Each section of this user's guide is summarized here:

- *Chapter 1* describes the computer *terminal* you use to communicate with Uniplex.
- *Chapter 2* introduces Uniplex's *menu* system.
- *Chapter 3* introduces you to the *file* system.
- *Chapter 4* explains how the *cursor* shows your position in the file.
- *Chapter 5* introduces *commands* used to delete, insert and reorganize text in files.
- *Chapter 6* shows how to highlight passages of text.
- *Chapter 7* tells how to use Uniplex to search for and replace any word or other group of characters, or misspellings in your files.
- *Chapter 8* shows how Uniplex controls text format Tab, margin, and paragraph settings are explained.
- *Chapter 9* shows you how to interpret information on the Uniplex status line.
- *Chapters 10* and *11* discuss how to move and copy text within a single file, or to other files.
- *Chapter 12* describes Uniplex's *printing* system, and how you can use commands to affect paging, headings, and line spacing.
- *Appendix A* shows how to select files visually with *point and pick*.
- *Appendix B* is a glossary of terms.
- *Appendix C* is a summary of all Uniplex commands.

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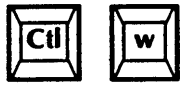
Understanding This Guide

To clarify your use of this guide, several conventions have been used:

- All examples appear in a different typeface from that used for the text of the guide.
- When commands are introduced, they are presented in a standard format for quick reference and easy absorption. This format shows the command name, a brief description and summary, and in most cases, at least one example and guidelines for the command's use.
- Where specific commands are introduced, the key sequence necessary to initiate the command is indicated. For example, the *Delete word* command is invoked by first pressing the control key, and typing the letter *w*. This key sequence is represented by this convention:



  These boxes represent the keys on your keyboard, and they are shown wherever commands are introduced.

- Several special keys are illustrated in text as follows:

Key	Representation
Return	<Return>
Escape	<ESC>
Control	<CTL>

- In Uniplex, it is sometimes necessary to use numbers as part of a command. In this guide we have used the letter *n* to represent a number.
- *Italics* have been used to highlight command names wherever they appear in text, such as the *Help* command.
- Whenever new terms or ideas are introduced, they are shown in *italics* as well.

- When you need to type something, what you type is shown in **boldface** for emphasis.
- Examples that illustrate new ideas, or that show actual text, are shown between two horizontal bars that represent the screen:

```
This example shows how all examples
in this guide are represented.
```

- When commands are introduced, they are presented in a standard format for quick reference and easy absorption. This format shows the command name, a brief description and summary, and in most cases, at least one example and guidelines for the command's use.
- System messages are shown in the same typeface as examples, but without the horizontal bars, like this:

```
Sorry but that search failed
```

CHAPTER 1
Getting to Know Your Computer Terminal

This section covers the basic equipment you will use to interact with Uniplex—your computer terminal and printer. You'll also learn about some special command keys on your keyboard.

Using the Display Screen and Keyboard

Your computer terminal consists of a keyboard and a display screen. You use the keyboard to communicate with the computer, and the computer uses the display screen to respond to you. Anything you type on the keyboard appears on your screen, except for certain commands. Most terminal screens display up to 24 lines of text, with 80 characters on each line.

If you type more than a screenful of text, the text will scroll upwards and disappear from the screen. When a line scrolls up the screen and moves out of sight, it is still stored in the computer's memory and can be easily restored to the screen. You can think of your screen as a window, through which you can see only part of your text at one time.

Your screen always displays a position indicator that appears as a little square of light, called a *cursor*. The cursor indicates your position on the screen. The cursor may vary from screen to screen, but it usually appears as a small block or line that is solid or flashing. Even though your text will scroll up the screen and out of sight as you type and edit, the cursor always remains on the screen, indicating your current position.

Learning About Special Keys

A terminal keyboard has the same basic key layout as a typewriter, although the location of punctuation keys and any special keys may vary. The main difference between a terminal keyboard and a typewriter is the presence of special keys, as explained below.

Depending on your keyboard, the name of a key may differ from the names given below. If your keyboard does not contain a key as described below, ask your System Administrator for help or information. The System Administrator is the person responsible for the operation of Uniplex on your computer system.

Bell

If you hit certain special keys by mistake, or select a Uniplex option that is not available to you, a tone will sound. If you hear the tone, check to make sure you are pressing the correct key or keys. If the tone persists, consult your System Administrator.

Escape Key <ESC>

The escape key is marked ESC on most terminals. When you use <ESC> as part of a word processing command, the key must be pressed and released, followed by the specified character or characters. For example, if the command to exit from a document and store the text is <ESC> *e*, give the command by pressing <ESC>, releasing it, and then pressing *e* and releasing it.

Control Key <CTL>

The control key can be compared to the shift key on a typewriter—it is always used in conjunction with another key. Like the escape key, the control key is often used to indicate a special command to the computer. The control key is used in conjunction with other characters to form a command. This is done by pressing the control key, and then holding it down while pressing the other character.

For example, if the Uniplex command to move forward to the start of the next word in the text is <CTL> *n*, give the command by pressing and holding the control key, pressing the *n* key, and then releasing both keys at the same time.

In order for your commands to work, it is important to remember the distinction between an ESCAPE command sequence (press <ESC>, release; press character or characters, release), and a CONTROL command sequence (press <CTL>, hold; press character; release <CTL> and character together).

If the command sequence uses a <CTL> key and two other keys, the sequence is press <CTL>, hold; press first character, hold; release <CTL> and first character; press second character, release.

Carriage Return

This key, usually labeled RETURN, moves the cursor to the start of the next line.

It also tells the computer when an instruction has been completed. For example, after entering certain commands, press the return key to tell the computer that you have completed the command.

Line Feed Key

This key moves the cursor down to the next line, while keeping it in the same horizontal position.

Space Bar

Like a space bar on a typewriter, this key moves the cursor across the screen. In Uniplex, however, the space bar will erase any text it passes over and replace each character with a blank space. To move along the screen over text one space at a time without disturbing text, use the right arrow key. You will learn faster methods of moving around on the screen later in this guide.

Arrow Keys

The four arrow keys control cursor movement. When you enter or edit text in Uniplex, the arrow keys will move the cursor up, down, left or right. They will not change any text that the cursor passes over. If your keyboard does not contain arrow keys, ask your System Administrator which keys you can use to perform arrow key functions.

Function Keys

The function keys on your Altos II keyboard are programmed to perform UNIPLEX word processing commands. A plastic strip that you received with UNIPLEX fits in the space above the keys (see figure below). The names of the commands appear

on the strip. To choose a command on the top row, hold down the SHIFT key and press the corresponding function key. For information on using the function keys on other terminals see Appendix E.

Numeric Key Pad

The keys on the numeric key pad on the Altos II also perform UNIPLEX word processing commands (see the figure below).

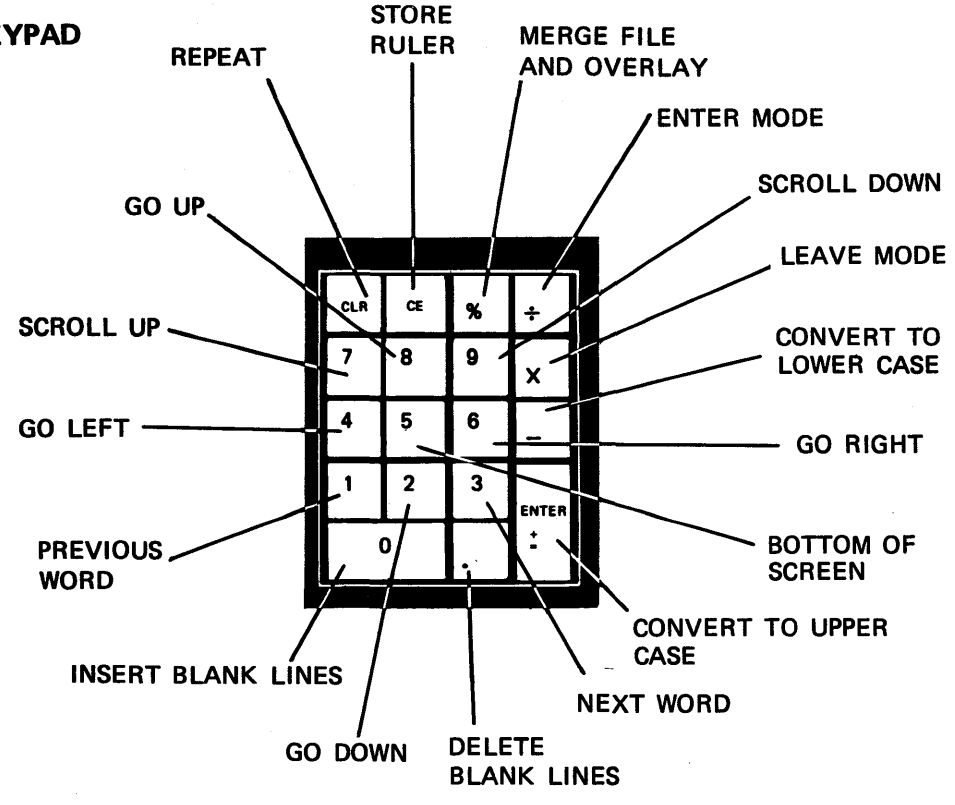
Using The Printer

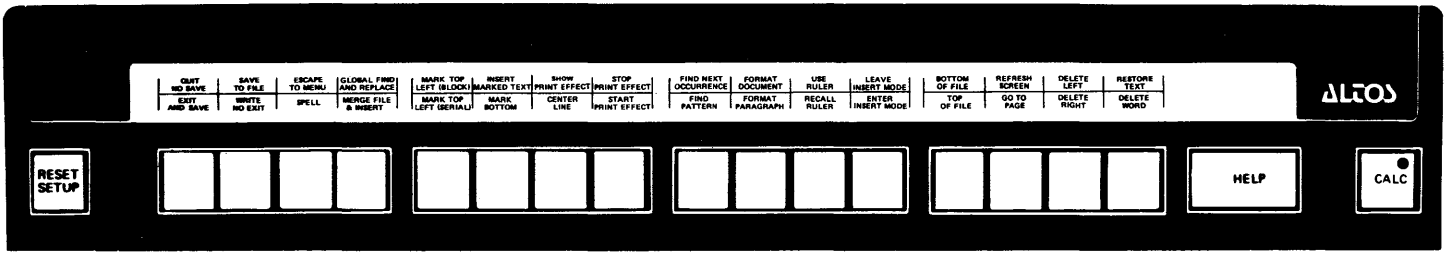
You can think of your printer as an automatic typewriter controlled by the computer. If you want to print out on paper something you've typed into the computer, Uniplex provides an easy system for printing text.

A printer supplies you with a typed copy, sometimes called a *hard copy* or *printout*. You may be able to direct your work to different printers, so that you can see a draft of your work before sending it to a printer of higher quality. Print-time commands are explained in detail in Section 13, *Using Print-time Commands*.

To learn more about your printer, check the instruction manual supplied with it or consult your System Administrator.

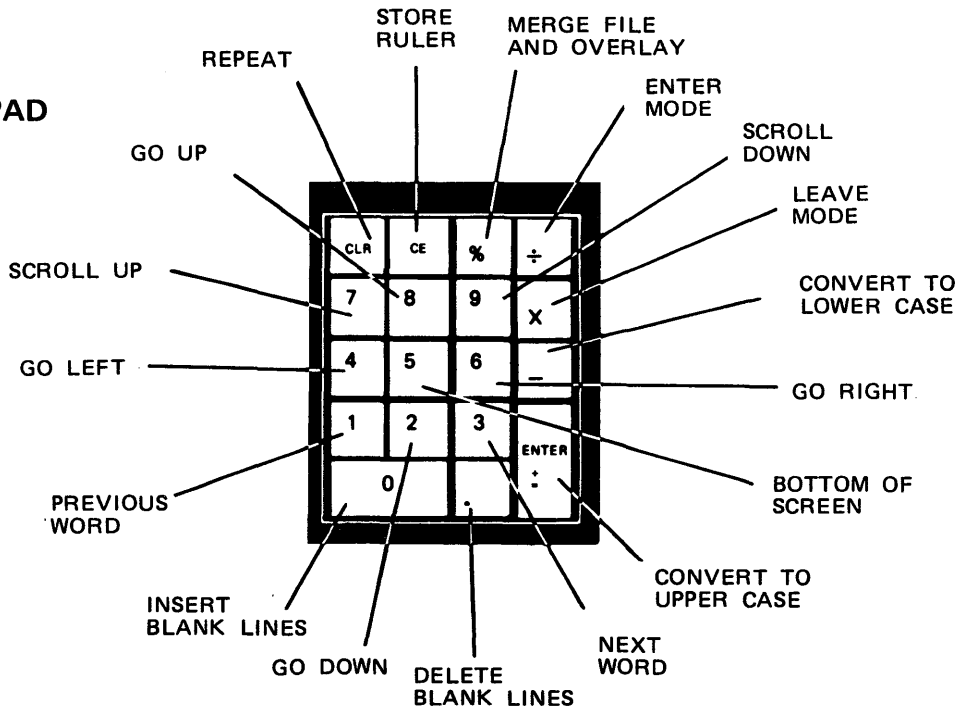
NUMERIC KEYPAD

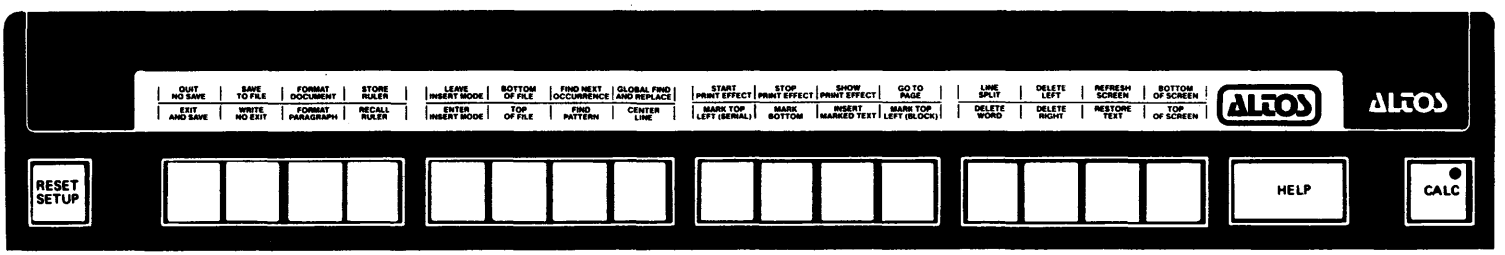




FUNCTION KEYS

NUMERIC KEY PAD





FUNCTION KEYS

Summary

In this section we covered the basic equipment that you need to use Uniplex—the computer terminal and the printer. Some valuable points to remember are:

- Your terminal consists of a display screen and keyboard. You use the keyboard to communicate with Uniplex, and Uniplex responds to you through the screen.
- Your keyboard may include several special keys that speed your communications with Uniplex.
- When you give a Uniplex command, remember the difference between an ESCAPE command sequence (press <ESC>, release; press character or characters, release) and a CONTROL command sequence (press <CTL> and press character simultaneously, release; press next character in sequence, release).
- To move the cursor around the screen, use the arrow keys. If you use the space bar, the cursor will delete any character it passes over. If your keyboard does not contain arrow keys, ask your system administrator which keys on your terminal perform arrow key functions.
- Function keys are described in Appendix E.

CHAPTER 2
Getting to Know Uniplex

Uniplex is a menu-driven word processor. A *menu* is a group of computer options related to a common topic. Just as a restaurant menu lists certain foods under the heading of *salads* and other foods under *desserts*, so does a Uniplex menu include groups of related computer commands under each menu heading. You can use the keyboard to display each menu on the screen, and to choose any option that is displayed on the screen.

Menus are designed to let you move quickly from one activity to another. In this chapter we will explain the Uniplex menu system, and familiarize you with the Main Menu.

In many cases, Uniplex menus will have been customized to provide special features. If that is the case, the menus that appear on your screen may differ from those in this user's guide. This guide describes only the standard menu system. If you find that your system has been changed, ask your System Administrator for instructions.

Learning to Use Menus

Each Uniplex menu is a list of options displayed on the screen, along with a *prompt*, a statement that asks you to select an option. To use any Uniplex option, you must first find the menu that contains the option you need, and then call that menu to the screen.

Beginning to Use Uniplex

How you enter Uniplex depends on your own individual computer system. Your System Administrator will tell you how to start.

When you do start using Uniplex, you'll see the Main Menu on your screen:

```
COMPANY NAME            UNIPLEX VS 3.02K
**************************

        *** Main Menu ***
     1 — Word Processing Menu
     2 — File Management Menu
     3 — Additional System Usage Menu

     D — Change Director

     P — Printing

     L — List files

     ? — HELP

     * — Leave Uniplex

     [?] Select an option
```

The cursor will appear between the brackets on the last line. The character preceding each option activates that option. For example, press the *1* key to move into the Word Processing Menu, press *2* to move to the File Management Menu, and so on. We will now briefly describe the Main Menu options.

1-Word Processing Menu

Use this menu to create, edit, and print files. You can also view the first part of a file, and enter the File Checking Menu.

2-File Management Menu

This menu contains a wide assortment of functions for creating and maintaining your computer files and directories.

3-Additional System Usage

Use the Additional System Usage Menu to find out who else is using your computer system, to show the current date and time, or to display a calendar for any month and year.

Other Menu Options

For your convenience, the following options appear on the Main Menu and on several other Uniplex menus. They are briefly explained below.

D – Change directory. With this option, you can enter any directory that you have access to on the system.

L – List files. This option displays specified lists of files on the screen.

* – Leave Uniplex. Use this option to leave Uniplex and return to your standard terminal prompt. This option appears on most menus.

On all menus other than the Main Menu, the following prompt appears:

Press [Escape] key to leave this menu

This option returns you to the previous menu.

This option returns you to the previous menu.

Summary

In this chapter you have become acquainted with Uniplex menus. You are familiar with the Main Menu options, and know how to enter and leave a menu. Some important points to remember are:

- Uniplex is a menu-driven word processor system. Each Uniplex menu displays a list of choices. You select an option by pressing the corresponding key.
- Use the Main Menu to access all other Uniplex menus. To return to the Main Menu from another menu, press the Escape key.
- The menu displayed on the screen is the current menu. You can choose any of the options listed on the current menu.
- You can exit Uniplex from most menus.
- You can only choose one menu option at a time.

2-File Management Menu

This menu contains a wide assortment of functions for creating and maintaining your computer files and directories.

3-Mail and Communications Menu

Use this menu to send and receive electronic mail.

4-Additional System Usage

Use the Additional System Usage Menu to find out who else is using your computer system, to show the current date and time, or to display a calendar for any month and year.

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- Use the Main Menu to access all other Uniplex menus. To return to the Main Menu from another menu, press the Escape key.
- The menu displayed on the screen is the current menu. You can choose any of the options listed on the current menu.
- You can exit Uniplex from most menus.
- You can only choose one menu option at a time.

CHAPTER 3
Learning to Use Files

A computer *file* is a collection of information stored within the computer. It can contain any type of information, such as documents, programs, or lists of data.

All the information stored within your computer is held in files. You can think of the computer filing system as similar to a manual filing system. Think of a computer *directory* as the top drawer in a filing cabinet, a *sub-directory* as a subsequent drawer in the cabinet, and each file in the computer as a file folder in a drawer.

If you stored your information in file folders, and wanted to add information to one of your files, you would find the appropriate file cabinet, open the drawer containing the file you need, pull out the file, and add the required information. Then you would replace the file, close the drawer, and leave the cabinet.

At first, working with computer files may seem quite different, but actually the steps are almost identical. The biggest difference is that rather than doing the work manually, you use your keyboard to get to the file that you need, and to enter information into the file.

The following commands are covered in this chapter:

Exit and save	‹ESC› e
Quit no save	‹ESC› q
Write no exit	‹ESC› w
Save to file	‹ESC› x

Naming a File

Each manual file folder is given a name so that you can identify it to find it again, and each computer file needs a name as well. Here are some valuable guidelines for naming a computer file:

- A file name can contain up to 14 characters. A punctuation mark, such as a comma or a period, counts as a character. A file name cannot contain blank spaces.
- It is a good practice to use only the lower case letters (for consistency), and numbers, in a file name. You can also use periods and dashes in your file names. Other characters, such as an asterisk *, question mark ?, or a slash /, may indicate special commands to the computer, and should not be used.
- It is helpful to create a file name that indicates the contents of the file. For example, a letter to a Mr. Smith could be titled *ltr.smith*, or the first draft of a business proposal might be called *prop.dr.1*.
- The computer will differentiate between upper and lower case letters. For example, if you name a file *ltr.smith* and try to reach the file by typing *LTR.SMITH*, the computer will not be able to find your file.

Typing in Information

Whenever you use a menu option that requires you to type information such as a file name, a message appears on the screen. The message will tell you what information is required, and will provide a line on which to type. The length of this line indicates the maximum length of the information you can enter. In Uniplex these are called *input lines*.

When you have finished typing the information, press the <Return> key. If you change your mind and decide to return to a menu without specifying a file name, first erase anything you may have typed on the input line. You can do this by using the backspace to return to the beginning of what you typed, and then use the space bar to delete the characters. Then press the <Return> key.

Creating a File

To create a Uniplex file, press option 1 on the Main Menu. This will call the Word Processing Menu to your screen.

Then, select option 1, *Create a new file*, from the Word Processing Menu. Uniplex responds by asking you to name the new file:

```
*** Create a file ***

Current directory : usr/bit/mydir

Please enter the file name or "*" to return to menu

----------------------------------
```

Type in the file name you have chosen and press <Return>. Uniplex will create a file and place you inside it. You can then type in information just as you would on paper. To exit the file and return to the Word Processing Menu, give one of the exit commands that you will learn in this chapter.

To return to your file, press option 2, *Edit a file*, on the Word Processing Menu. Uniplex responds by asking you to enter the name of the file you wish to edit:

```
*** Edit a file ***

Move cursor to table of names or enter a file/directory name
Current directory : @machine/usr/bit/mydir

Please enter the file name or "*" to return to menu

----------------------------------
```

Type in the name of your file and press <Return>. Uniplex will place you at the beginning of the the file.

Note that when you create a file, you need to supply a new file name; and, when you edit a file, you need to supply the name of a file that already exists.

Uniplex will give you an error message:

```
Not a good file name!
```

If, when creating a file, you type in the name of a file that already exists in your directory, it will give the same error message if, when typing in the name of a file to edit, you type the name of a file that does not exist.

Saving Work and Exiting Files

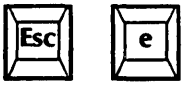
When you exit a file, Uniplex stores your file in the computer. Whenever you edit a file, you have four choices; you can save changes while remaining in your file, you can save changes when you exit the file, or you can ignore the changes you have made and keep the previous version of your file, or you can keep a copy of your file in another file.

These commands are explained in the following pages:

Exit and save	‹ESC› e
Quit no save	‹ESC› q
Write no exit	‹ESC› w
Save to file	‹ESC› x

Exit and save

Saves changes to a file while exiting it



When you type the *Exit and save* command, Uniplex saves any changes or additions you have made to the file.

Example

When you give the command, Uniplex displays this message at the top of your screen:

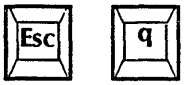
```
Busy saving the document.....
```

Uniplex clears your display screen as the command is given, leaving only the above message. When your changes have been saved with the file, you are returned to the Word Processing Menu.

Guidelines

Use the *Write no exit* command when you want to save changes and continue editing.

Quit no save



Exits the file without saving any changes made during the edit session

Occasionally, when editing a file, you make accidental and unwanted changes or deletions. In these situations, use the *Quit no save* command and Uniplex ignores all changes made since the last *Write no exit* command (which is explained later in this chapter).

Example

When you use this command, a tone sounds and Uniplex displays this message at the top of your screen:

```
Enter "*" to confirm quit, or <RETURN> to continue
```

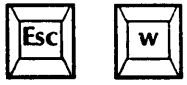
Here, Uniplex is making sure you know that this command causes the system to disregard any changes you have made during the current edit session, after the last *Write no exit* command. If you want to go ahead with the command, press the asterisk key (*). If you change your mind, you can press <Return> to continue the edit session.

Guidelines

Remember that this command ignores all changes made since the last time you saved the file.

Write no exit

Saves current edit session changes without exiting file



When you type this command, Uniplex saves any changes or additions to the file while you remain in the file to continue editing.

Example

When you give the command, this message appears briefly at the top of the screen:

```
Busy saving the document.....
```

When the message disappears you can continue editing.

> ■ **NOTE:** Use this command often, as it is reliable protection against loss of text, and convenient to use at any time while writing or editing within a file.

Guidelines

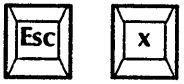
Using this command frequently can save time and effort. Suppose, for example, you are editing a file of twenty pages. You have corrected the first fifteen pages of the file, and, on the sixteenth page, you make an error and ruin an intricate table.

If you had been using *Write no exit* all along, you could now give the *Quit no save* command and the mistakes would not be saved. Otherwise, you would either have to redo the table, or lose all your changes to the first fifteen pages.

This is why we suggest using the *Write no exit* command often. When you give this command, all changes up to the final *Write no exit* command are saved.

Save to file

Writes contents of file to another file



When you give the *Save to file* command, Uniplex takes the contents of your file and copies them into another file. This command is useful when you want to make a copy of a file without exiting the file.

Example

This example uses the following file, which is called *sample*.

```
UNIPLEX    sample                                PL66  #2     4:53
L.........T.........T.........T.........T.........T.........T.....T....R.

This sample file will show how to copy text into another file.
```

When we give the *Save to file* command, the following prompt is displayed, temporarily replacing the Status line. Here, we've typed in the word *extra* as the name of the new file:

```
Enter name of file: extra_______________________________

L.........T.........T.........T.........T.........T.........T.....T....R.

This sample file will show how to copy text into another file.
```

When you have finished typing the new file name, press the <Return> key. Uniplex returns you to your file.

If you decide not to copy the file, leave the prompt line blank and press <Return>, and Uniplex returns you to your file.

If you type the name of a file that already exists in your current directory, or a pathname of a file that already exists on your computer system, this prompt appears:

```
File exists - enter "*" to overwrite or <Return> to abandon
L .....T .....T .....T .....T .....T .....T .....T ...R.

This sample file will show how to copy text into another file.
```

At this point, you have two choices; you can overwrite your existing file with the new file, or you can cancel the command by pressing <Return>. If you want to copy the file, but do not want to overwrite an exisiting file, press <Return> to return to your file and repeat the *Save to file* command, using a different file name.

Guidelines

Note that even if you have not yet saved the contents of your file with the *Write to file* command, you can still use the *Save to file* command to copy the current contents.

Note that if you are editing a file and Uniplex tells you that you have no write permission, you can use *Save to file* to save your changes in another file, without altering the original.

Recovering Lost Files

Each time you edit a file, Uniplex makes a copy of it in another file called *backup*. Should something happen to your system while editing a file, the file is saved in *backup*. This protects you against loss of data as much as possible.

If you need to access the backup copy of your file, be sure to copy the contents of *backup* to a new file immediately.

This is because *backup* is used as a temporary file; it stores whichever file you have worked on most recently. Each time you work in a file and save changes with the *Write no exit* command, Uniplex removes the previous file from *backup* and replaces it with the new file.

> ■ NOTE: In this explanation, we have referred to the Uniplex backup file as *backup*. On your Altos system the backup file name for all users is wp.backup.up

General: Whenever a file is edited, a copy of the file is made to backup. Each subsequent save of the file is made to the original file, and so backup contains the file as it was when you started the edit. There is no such backup file for create.

On some systems, the backup name may include the name of the file; for example, the back up of a file called "socks" could be "temp.socks".

Summary

This chapter explained how to name, exit, and save a file using Uniplex. Here is a brief summary of the main items to remember:

- The information stored in your computer is held in *files*. You can work with a computer file just as you would a manual file.
- A file name can have up to 14 characters. It cannot contain blank spaces. It is a good practice to use lower case letters, numbers, periods, and dashes to name files.
- Don't use special characters in a file name, as they can have special meanings to your computer.
- When Uniplex needs you to supply some information, it provides an *input line* on which you type the information.
- Use the *Write no exit* command frequently while working within a file. It can save you much time if you make errors in a file, or if the computer system goes down.
- When you use the *Exit and save* command, Uniplex saves all the changes you have made to your file in that editing session and puts you back in the menu.
- When you use the *Quit no save* command to exit a file, none of the changes made after the last *Write no exit* command are saved.
- This chapter introduced the following commands:

– Exit and save	– Write no exit
– Quit no save	– Save to file

CHAPTER 4
Moving the cursor around the screen

This section describes Uniplex cursor commands. You can use Uniplex cursor commands to move through files quickly and efficiently. Uniplex moves the cursor to the location you ask for, each time you type a cursor movement command.

The following cursor commands move the cursor anywhere in the text currently displayed on the screen; they do not disturb text that the cursor passes over. You'll use these commands often as you create and edit files.

Note that if the line you are typing is wider than the screen, (see Chapter 8, *Using Rulers to Control Document Formatting*) several of the following cursor commands may cause the text to scroll horizontally.

In the first section of this chapter, you will learn how to move the cursor horizontally around a line of text using the following commands:

Right	→
Left	←
Go right	‹ESC› →
Go left	‹ESC› ←
Tab stop	TAB
Next word	‹CTL› n
Previous word	‹CTL› p

These commands will be covered later in the chapter:

Up	↑
Down	↓
Go up	‹ESC› ↑
Go down	‹ESC› ↓
Top of screen	‹CTL› t
Bottom of screen	‹CTL› b

Bring line up	‹ esc › ^
Bring line down	‹ esc › v
Top of file	‹ESC› t
Bottom of file	‹ESC› b
Scroll down	‹CTL› d
Scroll up	‹CTL› u
Go to page	‹ESC› p

Right

Moves cursor one space to the right

The *Right* command moves the cursor one space to the right, without changing any existing text. Every time you type the command, the cursor moves another space to the right, until you reach the end of the line.

In this and the following cursor movement examples, we will use a small box surrounding the letter (example) to signify the cursor.

Example

When you give the *Right* command, the cursor moves as follows:

before:

In res[p]onse to your memo concerning the lack of coffee cups,

after:

In resp[o]nse to your memo concerning the lack of coffee cups,

You can see that the cursor has moved one space to the right, from the *p* to the *o* in *response*, without changing any of the text.

Guidelines

Pressing the space bar also moves the cursor to the right, but the space bar replaces each character that it passes over with a blank space.

On some terminals, the key(s) that invoke this command can be pressed and held down, causing the cursor to keep moving until you release the key(s), or until the cursor reaches the right margin.

Left

Moves cursor one space to the left

Every time you give this command the cursor moves one space to the left, without changing any existing text, until you reach the left end of the line.

Example

When you give the *Left* command, the cursor moves as follows:

before:

I think th[a]t your suggestions are excellent.

after:

I think t[h]at your suggestions are excellent.

You can see that the cursor has moved one space to the left, from the *a* back to the *h* in *that*, without changing any text.

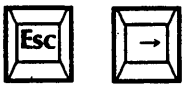
Guidelines

On some terminals, the Backspace key may perform the same function as the *Left* command.

On some terminals, the key(s) that invoke this command can be pressed and held down, causing the cursor to keep moving until you release the key(s), or until the cursor reaches the left edge of the screen.

Go right

Moves the cursor to the end of the line



When you give the *Go right* command, the cursor moves to a position directly after the last character on the current line.

Example

before:

But do yo[u] really think that it will solve the coffee problem?

after:

But do you really think that it will solve the coffee problem?[ ]

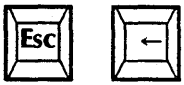
Guidelines

This command sends the cursor to the blank space after the last character on the line.

Note that if a wide ruler is in effect (see Chapter 8), and your file is wider than the screen, your text moves to the left to display any text to the right of the current screen.

Go left

Moves cursor to left edge of screen



This command moves your cursor to the left edge of the screen.

Example

When you give the *Go left* command, your cursor will move to the left edge of the screen, as follows:

before:

The trouble is, I really don't think [o]ur staff wants to drink milk,

after:

[T]he trouble is, I really don't think our staff wants to drink milk,

Guidelines

This command sends the cursor to the left screen edge, even though your line may be indented from the margin.

Note that if a wide ruler is in effect (see Chapter 8), and your file is wider than the screen, your text moves to the right to display any text to the left of the current screen.

Tab stop

Moves cursor to next tab stop

Like a tab key on a typewriter, this command moves the cursor to the next tab setting (see Chapter 8, *Using Rulers To Control Document Formatting*).

> ■ **NOTE:** *Rulers* control the format of files. Uniplex provides different types of rulers, and you can easily create your own for special types of formatting. Among other things, rulers show the locations of tab stops and margins. Each time you press the tab key the cursor moves to the next tab stop shown on the current ruler, as in the following example.

Example

When you press the tab key, the cursor moves to the next tab stop:

before:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
even though it does come in disposable cartons.
```

after:

```
L.....T.....T.....T.....T.....T.....T.....T...R
even though it does come in disposable cartons.
```

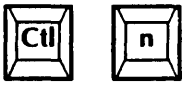
Guidelines

Note that if you are in Insert Mode (see Chapter 5, *Adding To and Altering Text*), Uniplex will add blank spaces up to the next tab stop. If the cursor is at the right margin of the current ruler (see Chapter 8), the tab key has no effect upon the cursor.

If you use the Tab stop while your cursor is on a ruler, the cursor will stop at the first ruler character that is not a period.

Next word

Moves cursor forward one word



This command moves the cursor to the beginning of the next word on the current line.

Example

before:

[D]rinking espresso wouldn't solve the problem either;

after:

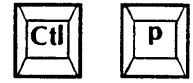
Drinking [e]spresso wouldn't solve the problem either;

Guidelines

Note that if you give this command when the cursor is already positioned on the last word on a line, the cursor will remain in that position. To move the cursor to the beginning of the next line, press the Return key.

Previous word

Moves cursor back one word



When you give this command, your cursor moves to the last character of the previous word on the current line.

Example

before:

we need MORE cup[s], not smaller ones.

after:

we need MOR[E] cups, not smaller ones.

Guidelines

If the cursor is in the middle of a word, or on a punctuation character such as a period or comma, it moves to the last character of the preceding word.

If the cursor is already in the first word on a line, or on the left edge of the current ruler (see Chapter 8), it moves to the left edge of the line.

Moving the Cursor Vertically on the Screen

The next section describes the following commands which move the cursor vertically to any line being displayed on your screen:

Up	↑
Down	↓
Go up	‹ESC› ↑
Go down	‹ESC› ↓
Top of screen	‹CTL› t
Bottom of screen . . .	‹CTL› b

Up

Moves cursor up one line

When you give this command, the cursor moves up one line, while remaining in the same horizontal position.

Example

before:

Cutting back on the amount of cream and sugar
that we order [w]on't help either;

after:

Cutting back o[n] the amount of cream and sugar
that we order won't help either;

Guidelines

If you give this command when the cursor is positioned on the first line of your document, the bell on your terminal will sound.

Down

Moves cursor down one line

When you give this command, the cursor moves down one line, while remaining in the same horizontal position. On some terminals, a key labeled Line Feed works identically.

Example

before:

we did th[a]t six months ago, and most of
the staff started drinking it black.

after:

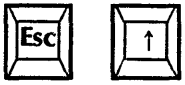
we did that six months ago, and most of
the staff [s]tarted drinking it black.

Guidelines

If your cursor is at the end of the screen, or a blank line if past the end of your document, a new line of text is brought down and the cursor rests on the new bottom line.

Go up

Moves cursor to top line of screen



When you give this command, the cursor moves to the top line currently displayed on the screen, while remaining in the same horizontal position.

Example

before:

We also bought a brand that nobody liked,
but even that didn't help the cup situation;
they just used more [c]ream and sugar.

after:

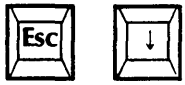
We also bought a br[a]nd that nobody liked,
but even that didn't help the cup situation;
they just used more cream and sugar.

Guidelines

To view text above the top of the screen, use the Scroll up command explained in the following section.

Go down

Moves cursor to bottom line



When you give this command, the cursor moves to the last line on the screen, while remaining in the same horizontal position.

Example

before:

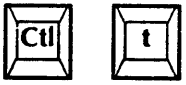
I really thin[k] that personalized mugs are the only solution. I have written for a catalogue from a company that supplies these items.

after:

I really think that personalized mugs are the only solution. I have written for a catalogue from a company t[h]at supplies these items.

Top of screen

Moves cursor to top of screen



This command sends the cursor to the top left of the screen. On some terminals, a key labeled HOME does the same thing.

Example

before:

I appreciate the fact that disposable cups
are much less expensive, but I think that
fine china will help company morale.

after:

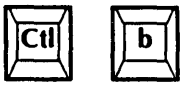
I appreciate the fact that disposable cups
are much less expensive, but I think that
fine china will help company morale.

Guidelines

Note that if the top line of the screen is a page break, Uniplex will scroll the text down one line, as the cursor will not land on a page break (see Chapter 9, *Interpreting Uniplex Status Information*, to learn about page breaks).

Bottom of screen

Moves cursor to end of text on screen



This command places the cursor one space past the last character currently displayed on your screen.

Example

before:

I will plan on orderi[n]g the first five hundred cups
within the next few weeks. Now, about the new company gym—
several staff members have expressed interest in raquetball
courts and a swimming pool. What do you think?

after:

I will plan on ordering the first five hundred cups
within the next few weeks. Now, about the new company gym—
several staff members have expressed interest in raquetball
courts and a swimming pool. What do you think?[]

Using Cursor Commands to Recall Text to the Screen

So far in this chapter, we've looked at some commands that move the cursor to text that is currently being displayed on the screen. Since any file longer than a screenful cannot all be displayed on the screen at one time, Uniplex provides some commands for recalling text to your screen.

The following commands, called scrolling commands, move different parts of your file to the screen. Using them is like watching the credits move up (or down) and off the movie screen at the end of a film.

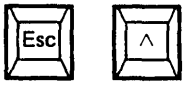
Whenever you give a scrolling command, the cursor remains on the screen. As with the other cursor movement commands, scrolling will not change your text in any way.

This section shows you how to scroll text, using the following commands:

Bring line up	‹ Esc › ∧
Bring line down	‹ Esc › v
Top of file	‹ESC› t
Bottom of file	‹ESC› b
Scroll down	‹CTL› d
Scroll up	‹CTL› u
Go to page	‹ESC› p

Bring line up

Scrolls text up one line



The *Bring line up* command scrolls text up the screen one line at a time, while leaving the cursor on the line it was on previous to the command.

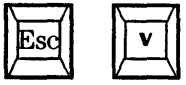
Example

When you give the *Bring line up* command, the first line of text below the screen will scroll up onto the screen, and the top line of the screen will scroll upwards and therefore out of sight.

Note that if the cursor is already on the top line of the screen, it will remain there and rest on the new line of text.

Bring line down

Scrolls text down one line



The *Bring line down* command scrolls text down the screen one line at a time, while leaving the cursor in its current location.

Example

When you give the *Bring line down* command, the first line of text above the screen will scroll down onto the screen, and the bottom line of the screen will scroll downwards and therefore out of sight.

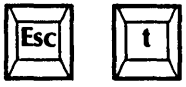
Guidelines

If the top line of the screen is also the top line of the file, a tone will sound to tell you that the contents cannot scroll down any further.

As in the *Bring line up* command, the cursor stays with the line it was on previous to the command.

Top of file

Moves cursor to beginning of file



This command sends your cursor to the beginning of your file. The cursor is sent to the top left corner of the screen.

Example

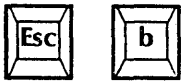
As Uniplex finds your text, this message is displayed at the top of your screen:

```
Busy executing command.....
```

When the command is finished, your screen will display the first page of your file. The cursor will rest at the top left corner of the screen.

Bottom of file

Moves cursor to end of file



Uniplex moves the cursor to the last line in the file.

Example

As Uniplex is moving the cursor, it displays this message at the top of screen:

```
Busy executing command.....
```

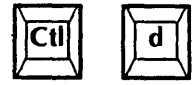
When the command is accomplished, the screen will display the last page of your file.

Guidelines

Note that if you have previously added blank lines to the end of the file by scrolling down, the last page of your file may contain blank lines.

Scroll down

Scrolls down text about 3/4 screenful



This command displays a screenful of text that is about 20 lines down from the previous cursor location. This command is useful when you want to "page" down through your file.

Example

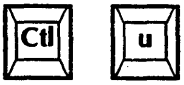
When you give the *Scroll down* command, the text currently on the screen moves up, bringing the text formerly below the screen into view.

Guidelines

Note that if you use this command when the cursor is at the end of your text, and if you have previously added blank lines to the end of the file, the last page of your file may consist of blank lines. However, trailing blank lines are not saved when you exit the file.

Scroll up

Scrolls text up about 3/4 screenful



This command displays a screenful of text that is about 20 lines above the previous cursor location.

Example

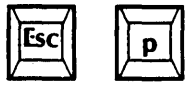
When you give the *Scroll up* command, the text currently on the screen moves down, bringing the text formerly above the screen into view.

Guidelines

Note that if you give this command within twenty lines of the beginning of the file, a tone will sound to let you know that the contents cannot scroll up any farther.

Go to page

Moves cursor to any indicated page in file



Use this command to recall any page of your file to the screen. You can give the *Go to page* command from anywhere within your file.

Example

When you give the *Go to page* command, the following message appears at the top of the screen, temporarily replacing the status line:

```
Enter Page Number (RETURN): 12 _____
```

Type the number of the page you wish to recall onto the input line (in this example we have used page 12), and press the <Return> key. You will receive the following message:

```
Busy executing command.
```

When Uniplex finds the page, the first line is displayed at the top of the screen.

Guidelines

To view the next page, type +; to view the previous page, type –.

When Uniplex cannot find the page you requested—perhaps you typed the number *25* onto the input line, and your file only contains 20 pages—your cursor is placed at the beginning of the last line of the last page of your file.

Summary

In this chapter, you learned how to move the cursor around the screen, and how to recall different parts of a file to the screen. The major points covered are summarized below:

- When you use the cursor keys to move the cursor, it does not change any text that it passes over.
- The cursor always remains on the screen.
- On some terminals, you can repeat cursor commands by holding the key(s) down.
- If the current ruler is wider than the screen, certain cursor commands may cause the text to scroll horizontally.
- The following commands were covered in this chapter:

– Right	– Go up
– Left	– Go down
– Go right	– Top of screen
– Go left	– Bottom of screen
– Tab stop	– Bring line up
– Next word	– Bring line down
– Previous word	– Top of file
– Up	– Bottom of file
– Down	– Scroll down
– Scroll up	
– Go to page	

For more information:

- turn to Chapter 9, *Interpreting Status Information*, to learn more about page breaks.
- turn to Chapter 8, *Using Rulers to Control Document Formatting*, to learn more about rulers.

CHAPTER 5
Deleting, Adding, and Altering Text

In Uniplex, you can edit a computer file more easily than an office file. You can use Uniplex commands to delete and reorganize existing text, and to insert new text into a file. This chapter describes the commands that perform these operations.

Deleting Unwanted Text

Uniplex provides a comprehensive group of deletion commands. These commands can delete characters, words, lines, or blank space. Some of the commands also readjust text after deletions, so lines aren't left with empty spaces. Most deletion commands can be reversed with the Restore Text command, which is explained later in this chapter.

The following commands delete unwanted text and are covered in the first section of this chapter:

Erase previous character	DEL
Delete character	‹CTL› c
Delete word	‹CTL› w
Delete line	‹CTL› x
Delete right	‹ESC› dr
Delete left	‹ESC› dl
Delete blank lines	‹ESC› db

The following commands are also covered in this chapter:

Repeat command	‹CTL› a
Restore text	‹CTL› r
Terminate command	‹CTL› \

Insert space	‹CTL› e
Insert line	‹CTL› o
Insert blank lines	‹ESC› al
Enter insert mode	‹ESC› i
Leave insert mode	‹ESC› o

Line split	‹ESC› l
Center line	‹ESC› c
Convert to upper case	‹ESC› ku
Convert to lower case	‹ESC› kl

Space bar

Moves the cursor to the right

The space bar moves the cursor one space to the right, and replaces any character it passes over with a blank space.

Example

Note how pressing the space bar alters the following sentence, by removing the *N* in *Nile*:

before:

The [N]ile is the longest river in Africa.

after:

The [i]e is the longest river in Africa.

Guidelines

Remember that the space bar replaces any character the cursor passes over with a blank space.

To move around files without deleting text, use the cursor commands described later in this chapter.

Erase previous character

Erases character to left of cursor

To use the *Erase previous character* command, position your cursor on the character to the right of the character you wish to remove, and type the command. The cursor will move one space to the left, and will delete the character that it lands on, leaving a blank space

Example

When you type the *Erase previous character* command, Uniplex removes the *A* in *Africa* in the following sentence:

before:

The Nile is the longest river in Africa.

after:

The Nile is the longest river in frica.

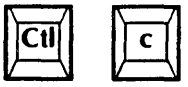
Guidelines

This command is just the opposite of using the space bar; the spacebar erases characters to the right of the cursor, while this command erases characters to the left of the cursor.

Note that this command cannot work if the cursor is at the left edge of the screen.

Delete character

Deletes character beneath cursor



This command deletes the character on which the cursor is placed, and pulls the remaining text over one character to the left.

Example

In this example, the *Delete character* command is used to delete the *M* in *MNile*:

before:

The MNile is the longest river in Africa.

after:

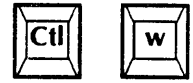
The Nile is the longest river in Africa.

Guidelines

Unlike the previous two commands, the *Delete* command pulls remaining text to fill the gap left by the deleted character.

Delete word

Deletes characters from cursor to next space



This command removes all characters between the cursor and the end of the word. If you place the cursor on the first character of a word and give this command, then all characters (including punctuation) up to the next blank space are deleted, and text to the right moves over to fill in the blank space.

Example

In the following example, the *Delete word* command is used to erase the word *Nile*:

---

before:

The [N]ile is the longest river in Africa.

after:

The [i]s the longest river in Africa.

■ **NOTE:** When you place the cursor in the middle of a word and give the command, only the remainder of the word is deleted, leaving any punctuation and spaces intact.

The Delete word command can be particularly useful when you have overtyped a longer word with a shorter one and want to delete the remainder of the old word.

Consider this example:

[A]utumn is my favorite time of year.

Now, *Autumn* is overtyped with word *FALL*, shown here in capitals for emphasis:

FALL[m]n is my favorite time of year.

When the *Delete word* command is given, the last part of the old word is removed, and remaining text is pulled to fill the gap:

FALL is my favorite time of year.

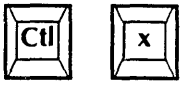
This is a very quick method for substitution and subsequent justification of text.

Guidelines

You can use the *Delete word* command to delete any continuous group of characters, not necessarily just "words." For example, if you give this command at the beginning of a group of blank spaces, all the blank spaces to the beginning of the next word are deleted.

Delete line

Deletes cursor line



This command deletes the line of text on which the cursor is placed. You can position the cursor anywhere on the line you want to delete.

Example

In this example, the cursor is placed after the end of text on the line, though it could be positioned anywhere on the line:

before:

Once you get used to using a word processor,
you will probably never willingly sit down
at a typewriter again.

after:

Once you get used to using a word processor,
at a typewriter again.

You can see that the entire second line of text has been removed, and that Uniplex has brought the remaining text up one line to cover the empty line.

Guidelines

Remember that when you remove a line or lines of text, the location of subsequent page breaks will change.

Delete right

Deletes text from cursor to end of line

This command deletes all text from the cursor to the end of the line.

Example

In this example, the cursor has been positioned in the middle of the line, where this command is used to remove all text after the *r* in *processor*:

before:

Learning to use a word p[]ocessor is well worth the effort.

after:

Learning to use a word p[]

Guidelines

Note that if you are positioned on a line that is wider than the screen, you may erase text that does not show on the screen (see Chapter 8).

Also, remember that you can use the *Delete right* command to erase an entire line of text by placing the cursor at the beginning of the line. However, this command differs from the *Delete line* command in that the remaining lines of text are not pulled up to fill the gap.

If your terminal has a key labeled LINE ERASE or DEL LINE, pressing this key will also delete an entire line of text.

Delete left

Deletes text from behind cursor to beginning of line

This command deletes text from the left of the cursor to the beginning of the line.

Example

In the following example, the cursor is placed in the middle of the line, where this command is used to remove all text to the left of the *c* in *processor*:

before:

Learning to use a word pro[c]essor is well worth the effort.

after:

[c]essor is well worth the effort.

Guidelines

Note that if you are typing a document that is wider than the screen you may erase text that does not show on the screen (see Chapter 8).

You can use the *Delete left* command to erase an entire line of text by placing the cursor after the last character on the line. This differs from the *Delete line* command in that the remaining lines of text are not pulled up to fill the gap left by the erased line.

Delete blank lines

Deletes all blank lines from cursor line to next line of text.

This command deletes all blank lines between the cursor and the next line of text. For this command to work, the cursor must be on a blank line. This command will not affect any line that contains text.

Example

before:

apples
nuts
cheese
[]

beer

after:

apples
nuts
cheese
[b]eer

Guidelines

Note that this command has no effect when the cursor is at the end of a file.

You can also use the *Delete line* command to delete blank lines one by one if you wish. The *Delete blank lines* command simply provides a quick means of deleting multiple blank lines.

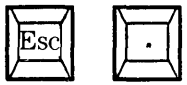
Repeating or Inactivating Previous Commands

Often, you will find yourself needing to repeat frequently used deletion commands. Conversely, sometimes you'll want to undo a command you've just typed. In this section of Chapter 5, we will explain how to repeat and how to terminate a command, and how to restore or undo text.

Repeat command	‹Esc› .
Restore text	‹CTL› r
Terminate command	‹CTL› \

Repeat command

Repeats previous command (do again)



This command repeats the command that was last given. It is not limited to deletion commands, but works with any editing command. You can use the *Repeat* command to repeat commands indefinitely.

Example

Imagine that you have just inserted a blank line between two lines of text. In this example, the blank line is marked by the cursor:

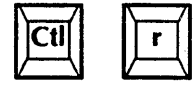
```
Speak to none, save prophets seeming,
▯
Lest patterns shift, they'll lose their meaning.
```

When you give the *Repeat* command, another blank line is inserted:

```
Speak to none, save prophets seeming,
▯

Lest patterns shift, they'll lose their meaning.
```

Restore text

Restores text erased by previous command



This command reverses the last deletion or centering command you've typed. It is particularly useful for restoring text that you accidentally delete.

Example

Suppose you accidentally gave the *Delete right* command and erased a line of text you wanted to keep. The resulting blank line is indicated here by the cursor:

```
▯
Trying to grasp at fleeting laughter.
```

When you give the *Restore text* command, the line appears:

```
Running now, but falling faster
Trying to grasp at fleeting laughter.
```

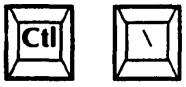
Guidelines

Note that this command will reverse only the most recent command. It works with these commands:

– Delete character	– Delete right
– Delete word	– Delete left
– Delete line	– Center line

Terminate command

Halts command in progress



You can use this command to halt a Uniplex process. This command is particularly useful if you make a mistake, or change your mind after you have begun a long process.

Example

Imagine that you gave the *Go to page* command, telling Uniplex to find and display your file from page 50. Then you realize that you meant to type 5. If you type the *Terminate* command as soon as you realize your mistake, Uniplex halts the process and displays the page it was on when you gave the *Terminate* command.

Guidelines

Note that this command only halts other commands "in progress"—it does not undo any changes the command has already performed.

You can use the *Terminate* command with the following commands:

– Merge commands	– Delete right
– Cut and paste	– Delete left
– Format paragraph	– Top of file
– Format document	– Bottom of file
– Find and replace	– Go to page

Inserting text

When you create a file using Uniplex, you can immediately begin entering text into a file, just as if you were typing onto a blank sheet of paper.

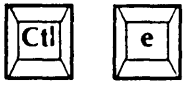
As you type, you won't have to bother with carriage returns, because *Uniplex* moves you to the next line automatically. You'll notice that *Uniplex* moves the word you are typing as well; this feature is called *word wrap*. The only time you'll need to use a carriage return while typing is to add blank lines, just as you do on your typewriter.

In order to modify text that you have entered into your file, Uniplex provides five commands for adding text. In this section of Chapter 5, we will explain the following Uniplex Insert commands:

Insert space	‹CTL› e
Insert line	‹CTL› o
Insert blank lines	‹ESC› al
Enter insert mode	‹ESC› i
Leave insert mode	‹ESC› o

Insert space

Inserts blank space at cursor



This command inserts a blank space at the cursor's position. If the cursor is at a character, the character is pushed one space to the right. You can use the command to insert spaces, and you can subsequently fill the spaces by typing new characters.

Example

In this example, the *Insert character* command is used to put a blank space between *mustbe*:

before:

Hello, I must[b]e going.

after:

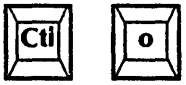
Hello, I must[ ]be going.

Guidelines

If, after using this command, the line grows longer than the current ruler, a blank line is automatically inserted and the word or words at the end of the line are placed on this new blank line. This is part of the word wrap process, fully explained in Chapter 8.

Insert line

Inserts a blank line above cursor line



This command inserts a line above the cursor's location, pushing the lower part of the file down a line.

Example

In this example, a blank line is inserted above the line indicated by the cursor:

before:

Changes that might take hours on a typewriter can
be made in seconds on a word processor. You can
center lines and justify margins using simple
computer commands.

after:

Changes that might take hours on a typewriter can
be made in seconds on a word processor. You can

center lines and justify margins using simple
computer commands.

Guidelines

Note that adding lines to your file will change the location of subsequent page breaks (see Chapter 9, *Interpreting Uniplex Status Information*, to learn about page breaks).

Your cursor can be positioned anywhere on the line when you give this command.

Insert blank lines

Inserts a screenful of blank lines

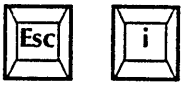
This command inserts a screenful of blank lines above the line containing the cursor. This causes the line containing the cursor to be moved to the bottom of your screen. The cursor remains on the same line, but the text is pushed down.

Guidelines

Adding extra lines changes the location of page breaks.

Enter insert mode

Activates Insert mode



This command places you in the *Insert mode*, where you can add any amount of new text without overwriting existing text. Uniplex automatically moves existing text to new lines as necessary.

Example

In this example, *Insert mode* is entered directly to the left of the cursor location:

before:

Adding new text is different from adding new text in normal Overstrike mode.

If you give the *Enter insert mode* command at the cursor location, and type the words that appear below in capital letters, your sentence reads as follows:

after:

Adding new text is different from AND SOMETIMES PREFERABLE TO adding new text in normal Overstrike mode.

■ **NOTE:** As in the above example, if text you add during insert mode causes the line to exceed the line length, a new line is opened and text is automatically wrapped to the next line.

Guidelines

When you press the tab key while in *Insert mode*, blank spaces are added to the next tab stop.

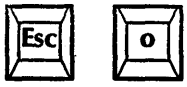
While in *Insert mode*, the word "INSERT" appears at the top of the screen. When you leave *Insert mode*, the word disappears.

Note that when you add new lines using *Insert mode*, you will be changing the locations of subsequent page-breaks.

If you press the RETURN key in the middle of a line, all of the text from the cursor position up to the end of the paragraph begins on a new line.

Leave insert mode

De-activates Insert mode



This command places you back in *Overstrike mode*, in which all text that you type overwrites existing text. This is the standard Uniplex editing mode.

Example

If you give the *Leave insert mode* command at the cursor location, and type the words that appear in capital letters, your sentence will look as follows:

before:

Adding new text in Standard Overstrike mode [i]s different from adding new text in Insert mode.

after:

Adding new text in Standard Overstrike mode CAUSES EXISTING TEXT TO BE COMPLETELY OVERWRITTEN, UNLIKE IN INSERT MODE, IN WHICH TEXT IS INSERTED WITHOUT ERASING EXISTING TEXT.

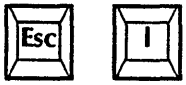
Reorganizing Text

Reorganizing text is just as easy as inserting new text, or overwriting old text. Using four simple commands, you can break one line into two, instantly center lines, or convert any text to upper or lower case. In this section of Chapter 5, we will explain these commands:

Line split	‹ESC› l
Center line	‹ESC› c
Convert to upper case	‹ESC› ku
Convert to lower case	‹ESC› kl

Line split

Splits one text line into two at cursor location



The *Line split* command takes all text to the right of the cursor and, places it on a new blank line directly beneath the current line.

Example

In this example, the following line is split into two at the cursor:

before:

Things are always darkest before they black out completely.

after:

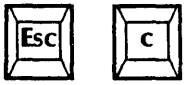
Things are always darkest
before they black out
completely.

Guidelines

Note that using the *Line split* command will change the location of all subsequent page-breaks.

Center line

Centers current line



When you give this command, the line at which your cursor is positioned is centered between the current margins, or according to the C on the current ruler.

Example

Here, the following line is centered when the *Center line* command is given:

before:

L.....T.....T.....T.....T.....T.....T.....T...J.

In Defense of Procrastination

after:

L.....T.....T.....T.....T.....T.....T.....T...J.

In Defense of Procrastination

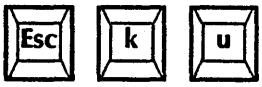
Guidelines

Uniplex centers the text according to the current ruler. If you are typing a document with a wide ruler in effect, the text will be centered according to the wide ruler you are using (see Chapter 8).

Note that the cursor does not need to be directly on the text to be centered, but only on the line you wish to center.

Convert to upper case

Converts characters from lower to upper case



This command converts characters to upper case. When you position your cursor on a character of a word, Uniplex converts to upper case that character and all characters to the end of the word. When you place your cursor over a blank space, then Uniplex converts all characters from the right of the cursor to the end of the line.

Example

In the following example, this word is converted to upper case characters:

before:

In defense of procrastination

after:

In defense of PROCRASTINATION

Guidelines

Remember that you can convert part of a word by placing the cursor on the first character you want affected.

To convert all characters on a line, first move the cursor to a blank space at the beginning of the line.

Convert to lower case

Converts characters from upper to lower case.

This command converts characters to lower case; otherwise it works identically to the *Convert to upper case* command (see previous page).

Example

before:

[]IN DEFENSE OF PROCRASTINATION

after:

[]In defense of procrastination

Guidelines

Remember that you can convert only part of a word by placing the cursor on the first character you want affected.

Summary

This chapter introduced many commands that delete, insert, and reorganize text.

- Using deletion commands, you can erase characters, words, and lines or part of lines.
- The *Repeat command* saves time by repeating the last command given.
- The *Restore text command* reverses the most recent command given.
- The *Terminate command* halts the last command given.
- Using insertion commands, you can insert characters, words, and whole lines.
- Several other commands allow you to reorganize text by splitting one line into two (*Line split*), centering lines (*Center line*), change characters from upper to lower case, or vice versa (*Convert to upper case*, *Convert to lower case*).

CHAPTER 6
Highlighting Text

Uniplex provides a way for you to take advantage of special features your printer may have. Many printers can use different type faces, or emphasize text by double-striking.

In Uniplex, these features are called *print effects*. When you want to highlight text with a print effect, you first move the cursor to the beginning of text you want highlighted. When you type the *Start print effect* command, Uniplex displays a menu of the kinds of effects available. You then select the effect, move to the end of text you want highlighted, and give the *Stop print effect* command. The text has now been marked; Uniplex and the printer do the rest.

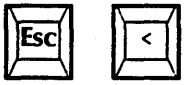
> ■ **NOTE:** The number of print effects available at the menu depends on the capabilities of the printer you are using. In this guide, we assume three print effects are possible: *boldface*, *double-strike*, and *underscore*; the printer you are using may be capable of more or fewer print effects.

The following commands allow you to highlight text and are covered in this chapter:

Start print effect	‹ESC› <
Stop print effect	‹ESC› >
Show print effect	‹ESC› @

Start print effect

Marks beginning of text to be highlighted:



Start print effect marks the beginning of text that you want highlighted by the printer. When you position the cursor at this point and type the command, this menu appears at the top of the screen:

A = Bold B = Underscore C = Double-Strike Press "*" to Cancel

Now, you can press *A*, *B*, or *C* to select one of these three print effects. Note that you can also decide not to choose any print effect by pressing an asterisk at the menu instead of one of the letters.

As soon as you have pressed either *A*, *B*, or *C*, the menu disappears and Uniplex highlights the entire line to indicate that a print effect has been chosen.

> ■ **NOTE:** The way highlighted text appears on screen depends on the type of terminal you are using. Normally, highlighted text appears in *reverse video*, meaning that the text is dark on a light background, or vice versa.

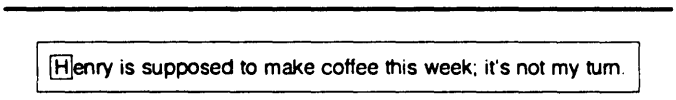
Example

Imagine that you want to highlight the word *Henry* in the following example:

Henry is supposed to make coffee this week; it's not my turn.

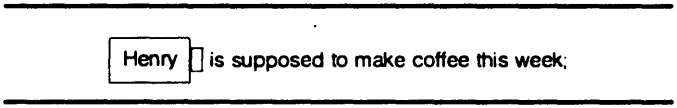
First, position the cursor over the *H* in *Henry* as shown above. Now type the *Start print effect* command. Suppose that you want to embolden the word Henry to make it stand out.

Boldface is option *A* of the menu, so press *A* and Uniplex highlights the entire line:



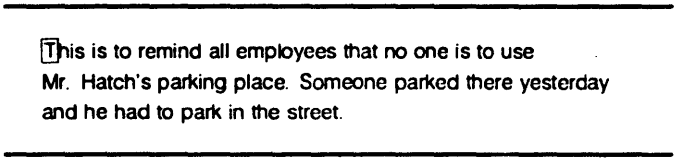
The reason Uniplex highlights the entire line is because it doesn't know yet how much of it you want highlighted.

For this example, we want only the word *Henry* highlighted. To do so, position the cursor on the blank space after the word *Henry*. Now give the *Stop print effect* command, explained later in this chapter, and the screen looks like this:

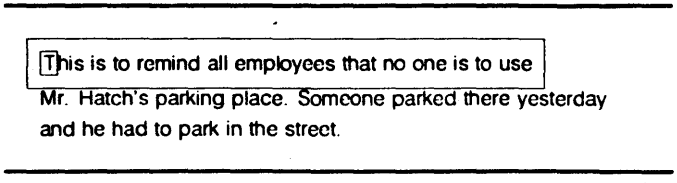


You can quickly highlight one or more entire lines at once.

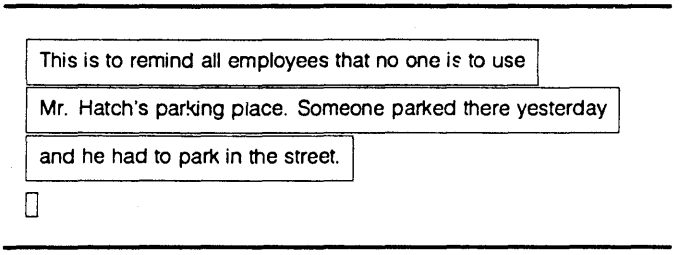
For example, suppose that you want to highlight this entire paragraph:



When you have positioned the cursor as shown and have selected the print effect from the menu, the entire line is highlighted:



Now, to mark all of the lines in the paragraph, simply press <Return> three times so that the cursor rests on the line *after* the last line of text. Notice that as soon as you press <Return> each time, Uniplex highlights a line. The text now looks like this:



Now give the *Stop print effect* command and the entire text has been highlighted.

Guidelines

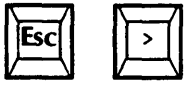
Effected text can be reformatted. Also, if effected text is replaced with new text, the new text (except for the first character) retains the print effect of the old.

Once you have selected an effect, you can move the cursor along the line, or down to the next line; however, any other keystrokes turn the effect off.

Only one effect can be turned on at a time. If you add a print effect to a paragraph that already contains effected text, the new effect will only take place up to the beginning of the existing effect.

Stop print effect

Marks end of text to be highlighted



Stop print effect marks the end of text that you want to be highlighted. You use this command after using *Start print effect* and selecting the desired print effect.

Example

Imagine that you want to highlight only the word *not* in this example:

It is not my turn! I did it last week when Marsha was sick.

When you have positioned the cursor as shown, given the *Start print effect* command, and selected the desired effect, the text looks like this:

It is not my turn! I did it last week when Marsha was sick.

Now, move the cursor to the character *after* the word *not* (a blank space) and give the *Stop print effect* command. Notice how Uniplex removes the highlighting from the remainder of the line:

It is not my turn! I did it last week when Marsha was sick.

Guidelines

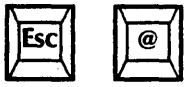
You can remove a print effect from text by moving the cursor to the start of the highlighted text, and giving the *Stop print effect* command.

Just as entire lines can be highlighted from the left margin with *Start print effect*, highlights can be removed from entire lines with *Stop print effect*.

The *Stop print effect* command only affects the current line; it does not affect print effects on subsequent lines.

Show print effect

Identifies print effect of highlighted text



There are times when you might encounter highlighted text and not know what print effect has been chosen.

Use the *Show print effect* command to find out which print effect is represented by a section of highlighted text.

Example

Suppose you forgot which print effect is in effect for the highlighted word in this example:

> I don't want to hear any more nonsense about coffee making!
> That's what we have the schedule for.

To find out, place the cursor anywhere on the highlighted text and give the *Show print effect* command. Uniplex responds by displaying the name of the effect on the status line at the top of the screen. Press any key to return the status line to normal.

Summary

- Uniplex lets you take advantage of special features your printer may have; these are known as *print effects.*
- *Start print effect* marks the beginning of text to be highlighted.
- *Stop print effect* marks the end of text to be highlighted.
- Whole lines can be highlighted by first giving *Start print effect* , then pressing <Return> until the line after the highlighted text is reached; then *Stop print effect* is given.
- Highlighted text can be reformatted with no loss of highlighting.
- When highlighted text is overwritten, the new text retains the print effect of the old text, except for the first character.
- Once an effect has been selected, use the cursor keys to move to the end of text you want highlighted. Use of other movement keys turns the effect off.
- Remove a highlight from text by moving to it and giving *Stop print effect.* You can remove highlights from entire lines at the left margin.
- Use *Show print effect* to identify the type effect used in highlighted text.

CHAPTER 7
Finding and Replacing Text

Beginning in Chapter 4, you learned to use cursor commands to move quickly within files. Using these commands, you can rapidly move to specific portions of text.

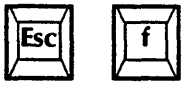
In this chapter, you'll be introduced to several commands that let you find text even more quickly. The following commands send the cursor to any occurrence of text within the file. The text that you specify is called the *pattern*. You can use the Find commands to replace any or all occurrences of the pattern with other text, or remove the pattern entirely. The text that replaces the pattern is called the *substitute*.

Use the following commands to automatically find and replace any word or group of characters within a document:

Find pattern	<ESC> f
Find next occurrence	<ESC> n
Global find and replace	<ESC> g
Spell	<ESC> $

Find pattern

Finds any pattern in document



The *Find pattern* command will find any word or other group of characters within a document. The text that Uniplex searches for is called a *pattern*. Uniplex moves the cursor to the first character of the pattern when it finds it. Uniplex searches for the pattern from the cursor position to the end of the file.

When you give the command, Uniplex responds by asking you to type the pattern followed by a <Return>. The Uniplex input line temporarily replaces the status line:

```
Enter pattern to search for __________
```

Type the pattern on the input line, press <Return>, and Uniplex begins searching. If it finds the pattern, it places the cursor on the first character. If it is unable to find the pattern, it temporarily substitutes the first line of the file with this message:

```
Sorry but that search failed.
```

Uniplex then places the cursor at the end of the file, where the search ended.

Example

Suppose that you edited the first half of a file, exited the file, and then took a lunch break. Now you are back in the file and would like to continue editing where you left off.

You know that the word *STAFF* is near the point you stopped editing, so you decide to use *Find pattern* to find the word so you can begin editing.

When you give the command and type the pattern, the screen looks like this:

Enter pattern to search for **STAFF** _____

When you have typed *STAFF* on the input line provided, and pressed <Return>, Uniplex begins the search.

It scrolls through the text as it searches, and when it finds the pattern, the screen looks like this:

> We would like to welcome NEW [S]TAFF MEMBER Millie Trench, who will be replacing Jeff in personnel. Jeff is taking over Julie's work in contracts, while Julie joins the marketing department, subbing for Greg as he tours with our new product. Welcome STAFF MEMBER Millie!

Guidelines

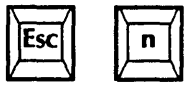
Uniplex searches for exactly what you type as the pattern. For instance, it would not have found STAFF in the above example if you had misspelled it on the prompt line, or had typed it as *staff*.

If you are typing a pattern onto the prompt line for Uniplex to search for, and then decide you don't want to search after all, erase any characters that you have typed and press <Return>.

Note that Uniplex searches for a matching pattern from the cursor position to the end of the file. Therefore, to find all occurrences of a pattern, it is a good idea to give the *Find pattern* command at the beginning of the file.

Find next occurrence

Finds next occurrence of pattern



When Uniplex has successfully located a pattern for you, use the *Find next occurrence* command to find the same pattern again. If the search is successful, the cursor moves to the pattern. If not, the "sorry but that search failed" message appears at the top of the screen, and the cursor is placed at the end of the file.

To locate a second or any subsequent occurrence of a pattern, type the *Find next occurrence* command. Uniplex remembers the last pattern it has found and will search for it again.

Example

Suppose you have just used the *Find pattern* command to find the word *STAFF*, as shown in the previous example. If you now type the *Find next occurrence* command, the cursor moves to the second occurrence of the word *STAFF*, as shown in this example:

> We would like to welcome NEW STAFF MEMBER Millie Trench, who will be replacing Jeff in personnel. Jeff is taking over Julie's work in contracts, while Julie joins the marketing department, subbing for Greg as he tours with our new product. Welcome STAFF MEMBER Millie!

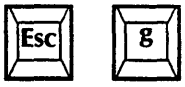
You can use the *Find next occurrence* command to locate any further incidences of the word *STAFF*. If Uniplex cannot find another occurrence of the pattern, this message appears:

Sorry but that search failed.

and the last page of the file is displayed on the screen.

Global find and replace

Finds and replaces all occurrences of a pattern



Using the *Global Find and Replace* command, you can find and replace any pattern with alternate text. The new text is called the *substitute*. You can replace all occurrences of the pattern with one command, or you can replace each occurrence separately.

Example

Suppose you have just finished typing a 50 page business report and discovered that you had misspelled the vice-president's name. Suppose that the correct name is *Donald Flick*, and that it was mistyped as Donald *Frick*. To replace this with the correct spelling, you would first move to the beginning of your file.

Then, you would give the *Global find and replace* command. As with the *Find pattern* command, Uniplex responds by displaying this message at the top of your screen:

Enter pattern to search for? **Frick** _____

Answer this prompt by typing your pattern, which in this example is *Frick*, the mistyped name.

When you have typed your pattern and pressed <Return>, Uniplex displays this prompt at the top of your screen:

Enter new characters or <Return> to delete **Flick** _____

You respond to this prompt by typing the substitute, in this case the correct spelling of the name, *Flick*. When you type the substitute, followed by <Return>, Uniplex begins searching for your pattern. If it cannot find any occurrences, this message is displayed at the top of your screen:

Sorry but that search failed.

The cursor is then placed at the end of the file.

If Uniplex does find your pattern, it displays this prompt at the top of your screen:

```
Enter "*" for global or <Return> for interactive __________
```

At this point you have two options. If you press an asterisk (*), Uniplex immediately replaces all occurrences of the pattern with the substitute. In the case of the misspelled name, you would choose this option.

If you want to replace only the first occurrence of the pattern that Uniplex finds, or to scroll through the file replacing one pattern at a time, press <Return> at this prompt.

When you do so, Uniplex finds the first occurrence of the word *Frick*, and displays the following prompt:

```
Enter "*" to replace or <Return> to skip __________
```

To replace *Frick* with *Flick*, all you need to do is type the asterisk on the input line.

To leave *Frick* as it stands and move to the next occurrence of *Frick* in the file, press the <Return>:

Whether you choose to replace the pattern or to skip it, Uniplex will give you this prompt:

```
Enter <Return> for next or "*" to quit:
```

As you can see, the *Global find and replace* command lets you move through your file to each example of the pattern and to approve every change on an individual basis. Each time Uniplex finds the pattern, you can choose whether to change it or skip it; and once you decide, you can choose either to continue the search or to end it.

Guidelines

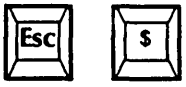
It is possible that you might mistype the substitute, and before realizing your mistake, type an asterisk to indicate global replacement. If this happens, move to the beginning of your file and again issue the *Global Find And Replace* command, this time typing your mistake as the pattern and typing the desired substitute correctly.

If you make a mistake using *Global Find and Replace*, you can also choose not to save the file you are working on by giving the *Quit No Save* command.

To find other occurrences of a pattern, you can use the Find next or Global find and replace commands.

Spell

Finds misspelled words within a file



Most computers contain a dictionary that you can use to check your files for spelling errors. The Uniplex *Spell* command lets you proofread files quickly and efficiently. This command searches through your file and stops at any word that is not contained in the computer dictionary.

Example

When you give the *Spell* command, Uniplex searches for misspelled words from the cursor location to the end of the file.

Suppose you had typed the following message and wanted to run it through the *Spell* program. To do so, move the cursor to the beginning of the file, and type the command.

```
Attentionn empoyees!! Pleae remember to turn back your clocks
tonite – remember, "Spring forward, Fall bakc!"
```

When Uniplex finds a word not listed in its computer dictionary, it moves the cursor to that word and gives the following prompt, temporarily replacing the status line. As you can see, the first misspelled word that Uniplex found in this example was *Attentionn*:

```
Attentionn  Enter "*" to replace or <Return> to skip:

L.....T.....T.....T.....T.....T.....T.....T...J.
```

If you press <Return>, Uniplex continues the search and repeats the prompt when it finds the next misspelled word.

When you press the asterisk "*", Uniplex gives this prompt:

```
Attentionn  Enter new characters or <Return> to delete:

-----------------------------------
```

To replace the misspelled word, type the replacement on the prompt line and press <Return>. Uniplex will make the substitution and give you the following prompt:

```
Enter <Return> for next or "*" to quit
```

To search for the next misspelled word, press the <Return> key. Uniplex will look for the next misspelled word—in this example, *empoyees*, and will repeat the previous prompt:

```
empoyees  Enter new characters or <Return> to delete:

-----------------------------------
```

You can continue to find and replace each misspelled word until you reach the end of the file. Or, you can quit the *Spell* command at any time by typing the asterisk "*". When you exit *Spell*, the cursor returns you to the last misspelled word that Uniplex found.

Guidelines

If you want Uniplex to search for all the misspelled words in a file, make sure that you give the command when the cursor is at the beginning of the file.

Spell will find any word not listed in the computer dictionary. If *Spell* stops at a word that you think is spelled correctly, you may want to refer to an additional source.

Summary

In this section, you learned how to find and change any word or group of characters in a file. The highlights of Chapter 7 are summarized here.

- The word or group of characters you ask Uniplex to find is called a *pattern*.
- Text that replaces a pattern is called the *substitute*.
- Use the *Find pattern* command to locate any text in your files.
- Use the *Global find and replace* command when you want to replace every occurrence of a pattern with new text you specify.
- When using Find commands, it is a good idea to begin by moving the cursor to the top of the file (use the *Top of File* command). This causes Uniplex to search throughout the entire file for the pattern.
- The *Spell* command will search for any word in your file not listed in your computer dictionary.
- The following commands were introduced in this section:

  - Find pattern
  - Find next occurrence
  - Global find and replace
  - Spell

For more information:

- See the first part of Chapter 4 on cursor movement.
- See Chapter 10 on moving text from point to point within a file or between files.
- Additional help on the commands introduced in this section is available online from any menu or from directly within the file.

CHAPTER 8
Using Rulers to Control Document Formatting

In Chapter 6, *Adding to, Deleting, and Altering Text*, you learned some commands that did very specific things, such as delete words and center lines. In this chapter, you'll see how Uniplex can regulate more general characteristics of your documents. These general qualities include automatic justification of your text. Justification means that text is printed flush with the margins, regardless of how you originally typed it.

We've already explained how Uniplex uses *word wrap* to justify your text as you type it. But when you edit text, paragraphs are often left with blank spaces. After edit sessions, text needs to be *reformatted* and justified according to your margins.

In this chapter, you'll learn how to reformat an entire file all at once, or paragraph by paragraph. We'll also discuss how to use Uniplex to control tab and margin settings.

The following commands are covered in this chapter:

Recall ruler	<ESC> r
Recall current ruler	<ESC> r.

Store ruler	<ESC> s
Use ruler	<ESC> u

Format paragraph	<CTL> f p
Format document	<CTL> f d
Refresh screen	<ESC> v

Print-time commands:

Stop global format	.JN
Restart global format	.JY

Understanding Rulers

Whenever you enter a file, you'll notice two lines of information across the top of the screen. The first line, called a *status line*, displays information about the status of the file. The status line is explained in detail in Chapter 9, *Interpreting Uniplex Status Information*. The line below the status line is called a Uniplex *ruler*. It contains a pattern of dots interspersed with capital letters. Uniplex contains ten preset rulers, and whichever ruler is displayed below the status line is the *current ruler*, which is also referred to as *the ruler in effect*. Uniplex always reformats text to the margins defined by the current ruler.

With Uniplex, setting up margins, tabs, and paragraphs is easy because of the ten separate, frequently used ruler patterns already stored in its memory. To activate one of the ten patterns for your document, you need only give the appropriate ruler command, followed by the number of the ruler you want to use. Then, whenever you need to reformat a paragraph, Uniplex uses the ruler you've selected so it knows where you want the margins. You can use the same ruler for an entire document, or as many rulers as you need to. The status line will always be displayed above the current ruler. Here is what Ruler 1 looks like, with some accompanying text:

```
L.........T.........T.........T.........T.........T.........T.....J.
Rulers are a convenient way of controlling the general format of
your document. Each ruler specifies a different set of margin, tab
and paragraph indentation positions. To change the format of your
document, you need only select a different ruler.
```

You'll notice right away that a ruler is simply a line of dots that stretches all the way across your screen. Placed at intervals among the dots in this example are the letters *L*, *T*, and *J*. The dots indicate each possible column at which point a margin, tab, or paragraph indentation can be specified; the letters actually specify them.

In Ruler 1, the *L* at the beginning of the ruler shows where the left margin is.

You'll also notice a *J* at the right end of the ruler. This shows the location

of the right margin, and specifies that the text is to be justified at the right margin.

When Uniplex reformats your document according to Ruler 1, it adjusts text to the right margin by adding spaces between words on the line.

However, if you were to select Ruler 0 for your document, text is left "ragged" at the right margin. Ruler 0 looks like this:

```
L.......T.......T.......T.......T.......T.......T.......T.......T...R.
```

Notice that Ruler 0 is exactly the same as Ruler 1 except that it has an *R* at the right margin instead of a *J*. The *R* also specifies that Uniplex should leave the right margin ragged or "wavy."

Both Ruler 0 and Ruler 1 have the letter *T* spaced evenly along their lengths. These *T*'s specify tab stops; each *T* shows where along the line your cursor is placed when you strike the *Tab* key on your terminal. Each time you press the *Tab* key, your cursor will be moved to the next tab stop as specified by the *T*'s along the current ruler.

The Tab key moves you to the next ruler character that is not a period '.'.

Once you have called a ruler to your screen, it remains there. This is useful because when you later edit files, you can immediately see what ruler is in effect. Although rulers remain in your text, they are never printed as part of it.

You now understand the general idea of the ruler: it simply indicates the location of your tab and margin settings. Later in this chapter, you'll learn how to customize rulers to contain your own tab stops, margin settings, and paragraph indentations. Often, you'll find Uniplex's preset rulers perfectly adequate. Here is what they look like:

Uniplex Rulers

Ruler 0

```
L.....T.....T.....T.....T.....T.....T.....T.....T.....T...R.
```

Ruler 1

```
L.....T.....T.....T.....T.....T.....T.....T.....T.....T...J.
```

Ruler 2

```
.....L.....T.....T.....T.....T.....T.....T.....T.....T...R.
```

Ruler 3

```
.....L.....T.....T.....T.....T.....T.....T.....T.....T...J.
```

Ruler 4

```
.....L.....T.....T.....T.....T.....T.....T.....T.....T...R.
```

Ruler 5

```
.....L.....T.....T.....T.....T.....T.....T.....T.....T...J.
```

Ruler 6

```
.....L.....T.....T.....T.....T.....T.....T.....T...R.
```

Ruler 7

```
.....L.....T.....T.....T.....T.....T.....T.....T...J.
```

Ruler 8

```
T.....T.....T.....T.....T.....T.....T.....T.....T...T.
```

Ruler 9 is a wide ruler with 250 characters. Since this user's guide is printed on paper that can contain only a limited number of characters, Ruler 9 is not shown here. You can use ruler 9 when you will be printing on wide paper that may contain up to 250 characters per line.

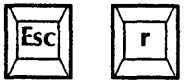
Putting Preset Rulers Into Effect

When you have decided which ruler is right for your particular needs, you can display it on your screen while you are typing text or editing a file. This section of Chapter 8 shows you how to put Uniplex rulers into your file, using the following commands:

Recall ruler	‹ESC› r
Recall current ruler . .	‹ESC› r.

Recall ruler

Recalls specified ruler to screen at cursor location



To place a ruler in your text, give the *Recall ruler* command. Uniplex responds by displaying this message at the top of your screen:

```
Enter ruler number (0-9)
```

When you have typed the number of the ruler you want, Uniplex places the selected ruler above your present cursor location and places the cursor on the first ruler character. To bring this ruler into effect simply move your cursor down from the line containing the ruler. This is called *activating* the ruler. When you do this, you will see the new current ruler displayed beneath the status line. The ruler will now be used for all subsequent reformatting—to the end of your file, or until you select and activate another ruler.

Example

The first step in formatting a paragraph is to choose which ruler you want to use to define your margins. In this example, we will first show you a screen with the default status ruler and a memo. The default ruler in this example is Ruler 0.

We will recall Ruler 4 to the screen at the cursor location:

before:

```
UNIPLEX    memo                                    PL66  #2    3:1
L.....T.....T.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):
[]

I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true - after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

after:

```
UNIPLEX    memo                                    PL66  #2    3:1
L.....T.....T.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):
[].....L.....T.....T.....T.....T.....T...R.
I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true - after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

Note that even though you have recalled Ruler 4 to the screen, the default ruler is still displayed beneath the status line as the current ruler. To activate Ruler 4, press the <Return> key to move the cursor down. Your screen should then appear like this:

```
UNIPLEX    memo                                    PL66  #2     3:1
.....L.....T.....T.....T.....T.....T....R.
To whom it may concern (this means YOU!!):
.....L.....T.....T.....T.....T.....T....R.

I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk
```

Guidelines

Ruler 4 will remain in effect until you select and activate a different ruler. Note that your text has not yet been formatted according to Ruler 4. You will learn how to reformat text later in this chapter.

Any time your cursor passes through a ruler, that ruler becomes the current ruler.

Recall current ruler

Recalls current ruler to screen at cursor location.

This command displays the ruler currently being used. It is also useful when you want to create your own characteristics by modifying the current ruler. You'll learn how to modify a ruler in the next section of this chapter.

Example

To recall the current ruler to the screen, move the cursor to the line above the text that you wish to format.

When you give the *Recall current ruler* command, the ruler displays again at the cursor location:

```
UNIPLEX    memo                                  PL66  #2    3:1
.....L.....T.....T.....T.....T.....T...R.
To whom it may concern (this means YOU!!):
.....L.....T.....T.....T.....T.....T...R.
I don't know who is responsible for the rumor
that softball practice has been cancelled this
evening, but it isn't true – after all, what's
a little snow compared to the Big Game?

Captain Kirk

.....L.....T.....T.....T.....T.....T...R.
P.S.  Don't forget to bring a flashlight; the field gets
awfully dark at night!
```

Creating Your Own Rulers

There are times when you'll need to modify a preset ruler because none of the existing rulers suit the format you want to use. By altering a preset ruler, you can also set paragraph indentation and line centering.

In this section, you'll learn how to modify a ruler, store it in Uniplex memory and recall it as needed. We will explain the following commands:

Store ruler	<ESC> s
Use ruler	<ESC> u

Modifying Rulers

When creating a ruler, it is important to remember that a Uniplex ruler must start with a ruler character, and each space on the ruler must contain a ruler character. If any space is left blank, Uniplex will not recognize the ruler and your text won't be formatted.

To create your own ruler, select the preset ruler that is closest to the format you want. Display this ruler on your screen by giving the *Recall ruler* command.

For example, suppose that you require a ruler that specifies a left margin beginning in column 1, which is the farthest left column. You also might prefer a ragged right margin rather than a justified one. In addition, you want the right margin to be in the 64th column, which is 16 spaces to the left of the rightmost column displayed by a normal 80-character wide terminal.

Ruler 0 most closely fits this description:

```
L.....T.....T.....T.....T.....T.....T.....T...R.
```

The *L* in the leftmost column specifies the left margin; the *R* in the right column means that text at the right margin is ragged. Notice also that the right margin specified by Ruler 0 occurs in the 76th column. As you can see, everything about Ruler 0 matches the ruler you need, except that the right margin of Ruler 0 occurs in the 76th column, and you need it in the 64th.

Editing rulers is just like editing text and you can use the same commands. To modify Ruler 0 to suit your needs, you need to move the R from the 69th to the 61st column. To do so, first recall Ruler 0 to your screen. We have done so using the *Recall ruler* command. Then, give the *End of line* command, as described in Chapter 4. This command places your cursor over the R that designates the right margin, as follows:

```
L.....T.....T.....T.....T.....T.....T.....T..R.
```

To remove the *R* and replace it with a period, type a period while the cursor rests on the *R*. Then, use your left arrow key to move to the desired right margin—the 61st column, and type *R* to replace the *T*. The ruler is now customized to your specifications, and appears like this:

```
L.....T.....T.....T.....T.....T.....T.....R.....
```

The new ruler can then be immediately activated by moving your cursor down from the line containing the ruler. When you give the *Format paragraph* command, which is explained later in this chapter, any text you subsequently type into that paragraph, as well as any text already in the paragraph, is then formatted according to the new ruler.

Reformatting a Paragraph

Reformatting is a two step process: first select the ruler you want to use, then give a Format command. Once you select a ruler, it remains in effect until you recall another ruler and activate it, or until you move the cursor through any ruler that you have already placed within your file. The Formatting commands are explained later in the chapter.

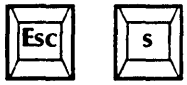
You can also save a ruler you just modified for later use; this is done with the *Store ruler* command described on the next page.

Tabs are specified in exactly the same manner as margin settings. To set new tabs, overtype the existing *T*'s with periods. Then move to the locations where you want tabs to be, and type a *T* at each new location.

Paragraph indentation settings are explained later in this chapter.

Store ruler

Stores customized ruler



Use this command to store temporarily a ruler you've just customized.

Example

When you give the *Store ruler* command, Uniplex displays this message:

```
Enter ruler number (0-9)
```

Choose the number of a preset ruler that you're not going to use during the edit session. This is important, because your customized ruler replaces the preset ruler that has the number you give, and you can then use the ruler by giving the *Recall ruler* or *Use ruler* command.

Guidelines

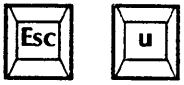
Remember that you can only use customized rulers during the current editing session. Once you leave your file, any customized rulers that you have stored are replaced by the normal preset rulers.

To store a customized ruler, you must give the *Store ruler* command before activating the ruler, while the cursor is still on the ruler.

To move a customized ruler to another file, use one of the Cut and Paste commands explained in Chapter 10, *Moving and Deleting Blocks of Text.*

Use ruler

Puts specified ruler into effect at cursor location without displaying ruler in text



Example

You can use any preset or stored customized ruler by giving the *Use ruler* command. When you do, Uniplex displays this message:

```
Enter ruler number (0-9)
```

As soon as you type the number, the indicated ruler is automatically active; unlike the *Recall ruler* command, however, the ruler you select is not displayed in your text.

Guidelines

The Use ruler command recalls the specified ruler for one-time use only, and must be recalled to the screen each time you want to use it.

A ruler recalled with the *Use ruler* command is not saved when you exit a file.

Using Ruler Characters to Format Text

If you look at the preset rulers shown earlier in this section, you can see that each ruler contains certain characters as well as rows of dots. The following table explains what each ruler character stands for. You can use these characters to create your own rulers.

Note that the only characters that a ruler can contain are those listed below. A ruler cannot contain any blank spaces, and all ruler characters MUST be typed as capital letters.

Another important ruler specification is that a ruler must be at least 40 columns long. Your margins, however, can be less that 40 characters apart.

If you create a ruler that does not meet these specifications, Uniplex will not be able to recognize it as a ruler and hence will be unable to format your text.

Here is a table of Uniplex Ruler Characters:

Ruler Character	Specifies...
.	a blank position along the ruler. Any period can be overtyped with any of the seven valid ruler letters below.
L	the left margin for your text.
R	a ragged right margin for your text.
J	a justified right margin for your text.

Table continued on next page.

Ruler Character	Specifies...
T	a tab stop.
C	lines to be centered are centered around the point indicated by the C, rather than between the left and right ruler margins.
I	an indent setting for paragraphs.
H	the point to the left of the left margin at which the first word or number of each paragraph is placed.
#	aligns decimal points in text with "#" in current ruler.

Previously in this chapter we have discussed the ruler characters *L*, *J*, *R*, and *T*, which define ruler margins and tab stops. We will now describe how to use the characters *C*, *I*, *H*, and # to Indent, Center, Hang, and Align text.

I (Indent)

Indents the first line of a paragraph to the I on the current ruler

To indicate how many spaces you want the first line of each paragraph to be indented, type an *I* (for "indent") at the appropriate location along the ruler you are using.

Example

Suppose that you want the first line of each paragraph to be indented ten spaces from the left margin. To indicate this, recall the ruler you are currently using to the screen. In this example we will use Ruler 1:

```
L.....T.....T.....T.....T.....T.....T.....T...J.
We apologize that your order of June 21, 1980 was
delayed. It's not our fault, honest! We found your order when
we moved the large file cabinet.
```

To indent the first line of this letter, move the cursor to the left margin specification letter (*L*). Use your right arrow key to move over ten spaces. Then type an *I*, which replaces the *T* previously occupying this location, as we have done here:

```
L.....I.....T.....T.....T.....T.....T.....T...J.
We apologize that your order of June 21, 1980 was
delayed. It's not our fault, honest! We found your order when
we moved the large file cabinet.
```

You can then put the ruler into effect by moving your cursor down off the line containing the ruler. Or, you can save the newly customized ruler with the *Store ruler* command, as described above.

When you give the *Format paragraph* command, which is described later in this chapter, your paragraph will appear as follows:

```
L.....I.....T.....T.....T.....T.....T.....T....J.
        We apologize that your order of June 21, 1980 was delayed.
It's not our fault, honest! We found your order when we moved the
large file cabinet.
```

Guidelines

Remember that you must place the *I* character to the right of your left margin indicator for such a ruler to work properly.

H (Hang)

Hangs characters to the left of the left margin

You can also specify that the first word or number of a paragraph be placed (or *hung*) to the left of the left margin setting, for example, in numbered lists or reports.

To do this, place the letter *H* at the point along your current ruler where you want the first word or number of each paragraph to begin.

As with any customization of preset rulers, simply recall the ruler you are using to your screen. Then place the letter *H* at the desired location. Then to begin using the new ruler, move your cursor down from the line containing the ruler.

Example

For instance, here is some sample text:

```
L.....T.....T.....T.....T.....T.....T...J.
1. Use the "H" character to hang the first word of a paragraph. A
word is any group of characters with at least one space on either
side.

2. You must type the "H" to the left of the left margin, or it has
no effect.
```

Using an ordinary ruler, Uniplex formats the above list with the numbers drawn into the text. To set the numbers off from the text, you edit a preset ruler by adding an *H* to the left of the left margin. The results are shown here, with the ruler:

```
H .....L.....T.....T.....T.....T.....T.....T.... J.
1.      Use the "H" character to hang the first word of a paragraph.
        A word is any group of characters with at least one space
        on either side.

2.      You must type the "H" to the left of the left margin, or it
        has no effect.
```

C (Center line)

Automatically centers current line according to current ruler

If you would like lines to be centered from some point other than exactly between left and right margins, indicate this point with the letter C (for *center*) along your current ruler. When this has been done, and the ruler is activated, the *Center line* command centers your text according to the C on the current ruler.

You can automatically center any line of text by positioning your cursor anywhere along the line to be centered and then giving the *Center line* command.

Example

before:

```
L .....T .....T .....T .....T .....T .....T .....T ...J.
      Algebra for turnips
```

after:

```
L .....T .....T .....T.....T .....T .....T .....T ...J.
                Algebra for turnips
```

Guidelines

Refer to Chapter 5 for an example of the *Center line* command.

(Line up decimal points)

Aligns decimal points at # ruler character

This character automatically lines up decimal points in text according to hatchmarks (#) in the current ruler

The hatchmark (#) ruler character lets you line up decimal points in text. This function is useful for aligning columns of figures.

Example

To use this character, first recall a ruler to the screen. In this example we have used Ruler 1:

```
L.....T.....T.....T.....T.....T.....T.....T....R.
```

When aligning decimal points, it is a good idea to add a series of hatchmarks for each point that you want to line up. We will refer to a series of hatchmarks as a *hatchmark field*. The *hatchmark field* should start at the column in which you will begin typing the number, and continue to the space where you want the decimal points lined up.

Uniplex lines up numbers with the last hatchmark on the ruler.

To modify the ruler, use the *Right* command to move the cursor to the point on the ruler where you wish to begin typing the number. Then, start typing the hatchmark character until you reach the space on the ruler on which you want to align the decimal tab.

To mark other hatchmark fields for multiple columns, move the cursor further along the ruler. You can overtype ruler characters with as many hatchmark fields as you like.

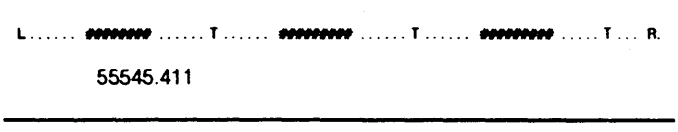
In the following example, we have added three hatchmark fields to the ruler.

There are three commands that you can use to align the decimal tabs. These are:

- The *Tab* key *(Chapter 4)*
- The *Format paragraph* command *(Chapter 8)*
- The *Format document* command *(Chapter 8)*

Tab key

When using the Tab key to align decimal points, you must press the Tab key while the cursor is still on, or directly to the right of, the number that you want to align. In this example, we have used the Tab key to align the decimal point with the last hatchmark in the first hatchmark field:



Notice that Uniplex lines up the digit to the left of the decimal point directly below the last crosshash in the hatchmark field.

To align multiple columns on one line, use one of the Format commands instead of the Tab key. This will align all fields at once.

Format paragraph

When you use the *Format paragraph* command, you can align decimal tabs by giving the command anywhere in the paragraph. In this example, we have aligned three rows of decimal tabs with the hatchmark fields in the ruler:

before:

```
L...... ######## ......T...... ######### ......T...... ######### .....T... R.

     234.45632        34512.009        7398800.4
          55545.411              345.2              456.4356
RX345.222            456.gh678x
```

after:

```
L...... ######## ......T...... ######### ......T...... ######### .....T... R.

           234.45632        34512.009        7398800.4
         55545.411            345.2              456.4356
         RX345.222            456.gh678x
```

If a number stretches over so that it is included beneath two sets of hatchmark characters, it is aligned with the second set.

> ■ **NOTE:** Any text that is not incorporated into decimals, which is placed beneath a ruler with hatchmark fields, will not reformat when you press the Tab key or give a Format command. If you have decimal tabs on a line, followed by text on the same line, the text may be overwritten when you align the decimal tabs.

It is a good idea either to select a ruler, write and format the text, and then add the hatchmark fields and the numbers; or, type and format the text elsewhere and then move it with the *Cut and Paste* commands (see Chapter 10).

Format document

You can give the *Format document* command from anywhere in the file. Like the *Format paragraph* command, this command can align multiple columns of figures according to the hatchmark fields in the current ruler.

Guidelines

To align one line of numbers at a time, use the Tab key.

Any text placed beneath a ruler with hatchmark fields will not reformat when you press the Tab key or give the Format commands.

If a number stretches over so that it is included beneath two sets of hatchmark characters, it will be aligned with the second set.

■ NOTE: If you do not type the number you want lined up under the hatchmarks, will will not get aligned on tab or format.

Review

Before we begin the section on reformatting, take a moment to review some facts about rulers:

- A customized ruler must be at least 40 columns long.
- A ruler can contain only the characters listed in the Ruler Characters table.
- All ruler letters must be typed as capitals.
- A ruler cannot contain blank spaces; use periods for place holders.
- If any of these rules are not followed, Uniplex thinks the ruler is a line of text. If this happens, the ruler is not a valid ruler; it shows up when you print your documents, and cannot be used for formatting.

Reformatting Text According to Rulers

By now, you should have a good grasp of how to control the general layout of your documents. In this section, you'll see how to use the *Format text* commands according to the rulers you've been using.

Once you have selected the ruler or rulers for your particular document, you can format your text according to these rulers. Uniplex provides two ways for you to reformat a document. You can format each paragraph individually, by moving your cursor into the paragraph and giving the *Format paragraph* command. Or, you can give the *Format document* command, explained later in this chapter, which will format your entire document according to the rulers you have placed within it.

Remember how to use a <CTL> sequence with two characters: press CTL and first character together, release; press next character, release.

Format Paragraph	<CTL>	fp
Format Document	<CTL>	fd
Refresh Screen	<ESC>	#

Print-time commands:

Stop global format	**.JN**
Restart global format	**.JY**

Format paragraph

Reformats paragraph according to current ruler

To reformat a paragraph's margins according to the ruler currently being used, first make sure the ruler is in effect. To do this, give the *Recall current ruler* command, as described earlier. If this is not the ruler you want, you can alter it, or select another preset ruler.

Once you have selected and activated the ruler by moving off the ruler line and into the paragraph, you are ready to reformat. Simply give the *Format paragraph* command and you'll see the paragraph formatted on your screen according to the ruler you've selected. You can type the *Format paragraph* command anywhere in the paragraph.

Example

When you want text justified at the right margin, you'll remember that you need to choose a ruler with the letter *J* marking the right margin. This specifies that text be justified at the right margin. Preset rulers 1, 3, 5, and 7 use a *J* in the right margin. Or you can create a new ruler.

For example, consider the following paragraph:

> The purpose of this business plan is to provide
> clear direction and thrust
> for your company's marketing of the Widget product.
> Widgets have come into very wide use in
> the world, and it's vital that we have an
> accurate perception of our competition.

You'll notice right away that this paragraph has not been formatted. Suppose that you want it formatted with a justified right margin, and you select Ruler 1.

When you recall Ruler 1 to your screen, the display looks like this:

```
L .....T .....T .....T .....T .....T .....T .....T ...J.
The purpose of this business plan is to provide
clear direction and thrust
for your company's marketing of the Widget product.
Widgets have come into very wide use in
the world, and it's vital that we have an
accurate perception of our competition.
```

To reformat your text according to Ruler 1, move your cursor off the ruler line and into the text. When you type the *Format paragraph* command, the text is reformatted and the display screen now looks like this:

```
L .....T .....T .....T .....T .....T .....T .....T ...J.
The purpose of this business plan is to provide clear direction
and thrust for your company's marketing of the Widget product.
Widgets have come into very wide use in the world, and it's vital
that we have an accurate perception of our competition.
```

At this point you might decide that you would rather have a ragged right margin than a justified one. With Uniplex it's easy to change formats by modifying the existing ruler, or by selecting a different preset one.

In this case, the only thing you want formatted differently is the right margin, so all you have to do is replace the *J* of the current ruler (1) with an *R*. When you have done this, move your cursor down into your text and give the *Format paragraph* command. The text now looks like this:

```
L.....T.....T.....T.....T.....T.....T.....T....R.
The purpose of this business plan is to provide clear direction
and thrust for your company's marketing of the Widget product.
Widgets have come into very wide use in the world, and it's
important that we have an accurate perception of our competition.
```

You may choose to select a different ruler instead of modifying the existing one. To do this, go to the line containing the current ruler and give the *Delete Line* command. The current ruler disappears from your screen. Now you can recall to your screen the new ruler you've decided to use. Or, create a blank line beneath the current ruler, and recall the new ruler there.

Guidelines

It is important to note that, even though you have deleted the current ruler from your screen, it is still in effect until you select a new ruler and move the cursor down. The current ruler is always shown after the status line (see Chapter 9, *Interpreting Uniplex Status Information*).

Format document

Reformats entire file from cursor location according to rulers within text

Using the *Format document* command, you can reformat an entire document at once. When you give this command, Uniplex will reformat your document from the cursor location according to the rulers that you have placed in the text. If your document contains text that you do not want to reformat, such as tables or graphs, you can mark these sections with the Uniplex *Stop* and *Restart global reformat* commands. These commands are explained below:

Stop global format .JN

If you wish to mark a section of text so that it will not be reformatted when you give a global reformat command, place a *Stop global format* within your file. The command sequence is ".JN", which stands for *Justify No.* Type this command at the left margin of a blank line, just above the line on which you will begin the section of text. In order for the command to work, it must be the first and only set of characters on a line. It tells Uniplex not to reformat any text that occurs beneath it. The *Stop global format* command will remain in your file, but will not print out on paper when you print your file.

Restart global format .JY

If you wish Uniplex to globally reformat any subsequent sections of text after you have typed the *Stop global format* command, use the *Restart global format* command. The command sequence is ".JY", which stands for *Justify Yes.* Type this command at the left margin of a blank line, just above the line on which you will begin the section of text. In order for the command to work, it must be the first and only set of characters on a line. Uniplex will format all text according to the rulers you have placed within the file, until it reaches a *Stop global format* command or the end of the file.

Example

Here is an example of how to use the *Stop* and *Restart global format* commands. The "before" memo is what you see before the text is reformatted.

before:

```
L.....T.....T.....T.....T.....T.....T.....T....J.
Memo to Staff,

 As a result of our recent inventory,  I must
report  that
 supplies are at an all-time low.
    I'm glad the store is
 doing so well; but it is important to remember to take a
  weekly inventory,
    so that we can meet the needs of all
  our new customers.    Here is the current status of our
 stock:
.JN
                        Gallons
 ------------------------------------
                May    June    July
 ------------------------------------
vanilla          12       7       3
chocolate        25      14       9
strawberry        8       5       1
.JY
 The next memo will address the
   issue of cups, spoons, and cones
and how not to run       out of these items as we did last week.
    Although some customers may
   not mind eating out of the carton,
      I have reason to believe that the County
board of health does   not share their views.
```

Now, give the *Format Document* command. Your text will appear as follows:

after:

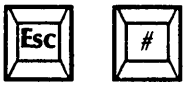
```
L .....T .....T .....T .....T .....T .....T .....T ...J.
Memo to Staff,

As a result of our recent inventory, I must report that supplies are
at an all-time low.  I'm glad the store is doing so well; but it is
important to remember to take a weekly inventory, so that we can
meet the needs of all our new customers.  Here is the current status
of our stock:
.JN
                        Gallons
---------------------------------------
              May    June    July
---------------------------------------
vanilla        12       7       3
chocolate      25      14       9
strawberry      8       5       1
.JY
The next memo will address the issue of cups, spoons, and
cones and how not to run out of these items as we did last week.
Although some customers may not mind eating out of the carton,
I have reason to believe that the County board of health does
not share their views.
```

Guidelines

Note that the paragraphs within the memo have been reformatted according to the current ruler, while the table has remained intact. Although the reformat commands remain in your text, just as rulers do, these commands will never appear in a printed file.

If you are in Auto-tab mode when you give either the *Stop* or *Restart global format* command, and the left margin of the current ruler does not begin at the left edge of the screen, make sure that you move the cursor directly to the left edge of the screen before typing the command.

Refresh screen



(View new screen)
Clears and redraws current screen

When you work in a Uniplex file, the screen will echo whatever text you type on the keyboard. Occasionally, however, the text on the screen will be interrupted by a broadcast message, or become garbled. If this happens, use the *Refresh screen* command. When you give this command, the text will temporarily disappear, and then reappear in the correct form.

For example, suppose you had typed the following memo:

Hello campers:

This is to remind you of the the Thursday deadline for time sheets.

If you do NOT get your time sheet in, you will not be paid until you do.

If you received a message from another user on your terminal, this is how your screen might appear:

Hello campers:

This is to remind you of the the Thursday deadline for time sheets.

Message from bill tty4...
If you do NOT get your time sheet in, you will not be paid until you do.

Your text has been temporarily change in appearance by the message. To restore your original memo to the screen, give the *Refresh screen* command.

Guidelines

Note that this command will not change your text in any way. It will only restore your screen as it appeared before the text changed its appearance.

Summary

In this chapter you learned how rulers help you control the general format of your documents. Rulers are simply guidelines that Uniplex uses when organizing your documents. Rulers make it easy for you to quickly change the format of your files. Here is a brief summary of Chapter 8:

- Rulers must contain only the special characters listed earlier in this chapter. If you type any other characters on a ruler, the system regards the ruler as a line of text and prints it with the rest of your document.
- When you try to store a ruler containing any but the acceptable characters, a tone sounds and the ruler is not saved.
- A ruler must be at least 40 characters long. Your margins, however, can be less than 40 characters apart.
- A ruler displayed on your screen is not actually in effect until you move your cursor down through the ruler line. A ruler can also be activated with the *Use ruler* command, although rulers activated in this manner are displayed only on the status line.
- Text is not actually reformatted according to the current ruler until a Format command is given, except when you use the Tab key to align decimal tabs.
- You can reformat your document in one of two ways. Either you can use the *Format paragraph* command, and reformat each paragraph individually; or you can use the *Format document* command to format your entire document at once.
- When using the *Format document* command, you can use the *Stop* and *Restart global format* commands to mark off text that you do not want to reformat.
- If the text on your screen becomes garbled, you can use the *Refresh screen* command to restore text to its original appearance.
- These commands were introduced in this chapter:

– Recall ruler	– Recall current ruler
– Store ruler	– Use ruler
– Format paragraph	– Stop global format
– Format document	– Restart global format
– Refresh screen	

For more information

- Refer to Chapter 9, *Interpreting Uniplex Status Information*, to learn more about the ruler below the status line.
- Refer to Chapter 12, *Using Print-Time Commands*, to learn more about the global format commands.

CHAPTER 9
Interpreting Uniplex Status Information

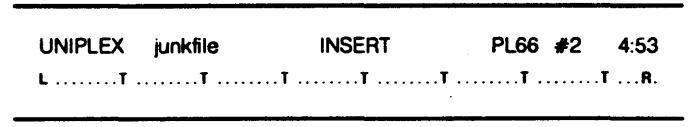
Uniplex provides comprehensive information about files as you are typing and editing them. The Status Line displays information about your exact location in the file, and shows you the status of several operating modes, such as Insert (see Chapter 5).

The Uniplex Status Line

Whenever you enter a file in Uniplex, you will notice two lines across the top of the screen. The top line, which contains information regarding the status of your file, is called a *Status Line*. When you edit a file, the Status Line continuously updates information regarding the file.

The line beneath the Status Line displays the current Uniplex ruler in effect. If you do not activate a different ruler, Uniplex will format your document according to the Status Line ruler displayed on the screen. The ruler in this example is the default ruler, Ruler 0. Refer to Chapter 8, *Using Rulers to Control Document Formatting*, for more information concerning rulers.

Here is an example of a Uniplex Status Line and ruler:



The following table explains the information presented by the status line.

Example	Status	Indicates
UNIPLEX	word processor	the name of the word processor that you are using.
junkfile	filename	the name of the file you are working in. (Note that if a file name is too long, the leftmost characters are not displayed.)
INSERT TAB HYPHEN	operating modes	the operating modes currently in effect. In this example, the Insert mode is active. When any of these modes are inactive, the mode is not displayed on the Status Line. Note that the Underline mode is not displayed on the Status line.
PL66	page length	the number of lines that Uniplex is placing on each page.
#2	page number	the number of the page that you are currently working on.
4:53	page position	your position on the page you are currently working on. In this example, this is the 4th line, 53rd column.

Page Breaks

A Page break indicates where Uniplex is going to break each page when it prints a file. Page breaks are provided for your information only, and are not included when Uniplex prints your file. Because a page break does not count as a line of your file, the cursor never lands on a page break.

Page breaks are automatically provided by Uniplex; you do not have to request them. Whenever Uniplex starts a new page, it displays a page break. This is what a page break looks like:

```
..... unidoc  #33  PL66
```

The following table explains the page break information:

Example	Status	Indicates
.....	page break	the current page ends on the line above the page break, and the next page begins on the line below the page break.
unidoc	file name	the name of your current file.
#33	page number	the number of the page that you have just finished.
#PL66	page length	the number of lines on the current page of your file.

Page breaks take into account headers, footers, and lines that will not print out on paper, such as rulers and print effect characters (see Chapter 12, *Using Print-time Commands*).

Summary

In this section you have learned how to read a Uniplex Status Line and page break. Some important points to remember are:

- The ruler beneath the fixed status line is the current ruler in effect. Uniplex will format your document according to this ruler until you activate another ruler (see Chapter 8).
- If you are using the *Format document* command, Uniplex will reformat your document according to the rulers you have placed within it.
- Uniplex provides page indicators for your convenience. These appear as a dotted line across the screen. Page indicators do not print out in a document.
- A cursor will not land on a page break.

For more information:

- see Chapter 8 for more information about activating rulers.
- see Chapter 12, *Using Print-time Commands*, to learn how to use the Page Length command.

CHAPTER 10
Moving and Deleting Blocks of Text

As you continue to create and edit documents, you will sometimes find it useful to move or delete blocks of text. Perhaps a certain paragraph fits better elsewhere in a document. Or, you might want to delete certain passages of text.

Uniplex provides commands to delete text, or simply to make a copy of it. You can place deleted or copied text in another part of your document or even in another file.

These operations are often collectively known as *Cut and paste*, a reference to the method of rearranging text using scissors and glue. *Cut and paste* has been abbreviated to CP throughout this guide.

This chapter describes Uniplex's CP commands and their use. Once you are familiar with these simple commands, you'll appreciate how easily and fluently you can edit text.

The first section explains how to mark the text you want to cut and paste. The next section tells you how to *paste* the marked text into your document.

In the first section of this chapter, you'll learn how to mark text by using these commands:

Mark top left serial	ESC	(s
Mark top left block	ESC	(b
Mark bottom and blank	ESC	)b
Mark bottom and leave	ESC	)l
Mark bottom and remove	ESC	)r
Mark bottom and write	ESC	)w

Marking Text

To tell Uniplex what part of the file you want copied or moved, first mark the top left of the text, and then the bottom right.

You can mark text in two different ways: serial, *Mark top left serial* or block *Mark top left block*. You'll most likely use serial marking the most, as it is convenient for treating entire lines or parts of lines. Block marking is useful when you want to mark a column without disturbing surrounding text; this is explained more fully later in this section.

To mark text, position the cursor at the first character of the text to be moved; then give the *Mark top left serial* or the *Mark top left block* command. Even though Uniplex doesn't signal a response, it has actually marked the character at the cursor's location.

To complete the cut operation, position the cursor at the last character of the text to be moved, and then give the appropriate CP command. Your CP choices are then displayed on the screen. The CP command you give to complete the cut depends on how you plan to use the marked text. Each CP Mark bottom command performs a different function. These commands are summarized in the following table:

On many terminals these commands can be carried out by pressing the appropriate function keys. See Appendix E.

Command	Tells Uniplex To...	Default Keystrokes
Mark bottom and remove	copy and remove sections of marked text and, adjust remaining text to fill gap.	Esc) r
Mark bottom and blank	copy and remove the marked text, and fill the gap with blank lines.	Esc) b
Mark bottom and leave	copy the marked text into CP memory, leaving the original intact.	Esc) l
Mark bottom and write	copy the marked text, and write it to indicated file.	Esc) w

When you use any of the above four commands to complete a cut operation, Uniplex places the entire marked text in a special memory, called CP memory. This temporary storage area is used so that you can move to the place in the file where you want to paste the marked text. When you complete any cut operation, Uniplex always returns the cursor to the location in text where you gave the command.

Serial Marking

Before we discuss how to move or *paste* marked text, it is helpful to understand exactly what Uniplex places in CP memory when you mark text. What ends up in CP memory is the text you mark. Let's use *Mark top left serial* to begin marking this sample text:

Jeff tells me that our softball
team has been losing lately. He
suggests that a few cases of beer
at the next game might help.

Imagine that you want to mark only the first sentence of the above example. To do so, position the cursor on the first character of the text you want affected, and give the *Mark top left serial* command. Even though Uniplex does not respond, it has marked the text at this point, here represented with the cursor:

Jeff tells me that our softball
team has been losing lately. He
suggests that a few cases of beer
at the next game might help.

Now we can complete the cut operation by moving the cursor to the end of the text we want affected. At this location, the appropriate *Mark bottom* command is given.

In this example, we'll use the *Mark bottom and blank* command to remove the sentence, leaving blank space in its place. As soon as the right parenthesis ")", is typed when giving any *Mark bottom* command, Uniplex presents this menu at the top of the screen:

Enter (B)lank (L)eave (R)emote or (W)rite

■ **NOTE:** Also at this point, if all text you have marked is visible on the screen, the cursor "bounces" back and forth between the two marks. This lets you know exactly what you have marked. If all the marked text is not displayed on the screen, the cursor disappears.

To remove the marked sentence, type *b* for blank and the sentence disappears:

He
suggests that a few cases of beer
at the next game might help.

Block Marking

When you *block mark* text, you mark it in the shape of a rectangle. The top left corner and bottom right corner of the rectangle are defined by these two mark commands. This is especially useful when you want to mark only a column of text. By contrast, serial marking affects all consecutive characters between the two marks.

For instance, if we had used *Mark top left block* instead of serial in the above example, the marked text would be in the form of a block:

Jeff tells me that our softball
team has been losing lately. He
suggests that a few cases of beer
at the next game might help.

Obviously, as this example shows, you'll be much more likely to use Serial marking when working with most passages of text.

Examples of block marking of columns can be found in the following pages.

Marking Single Lines

Marking complete lines can be done entirely at the left screen edge using either *Mark top left serial* or *Mark top left block*. This saves the trouble of first marking a line at the left margin, and then going to the end of the line to complete the cut operation. For instance, suppose that we want to mark and remove only the first line of this text:

```
Using CP commands, marking
individual lines is quick and
efficient.
```

To do this, we would first position the cursor at the left screen edge and give the *Mark top left serial* or *Mark top left block* command.

```
Using CP commands, marking
individual lines is quick and
efficient.
```

To complete the marking process, give the *CP Blank* command at the same location. Uniplex responds by removing the entire line, leaving only these two lines:

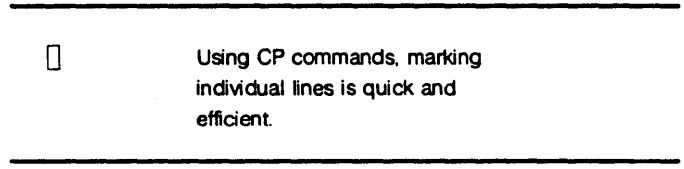
```
individual lines is quick and
efficient.
```

The line that has been removed and replaced with a blank line is now in CP memory:

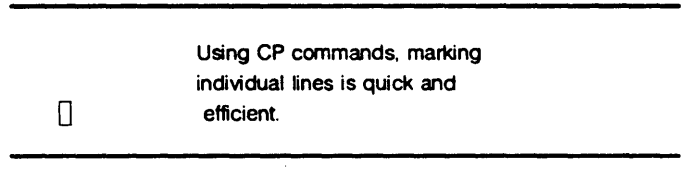
```
Using CP commands, marking
```

Marking Multiple Lines

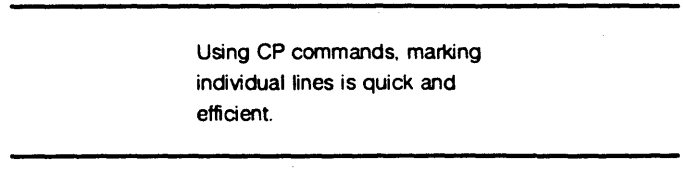
You can place entire blocks in CP memory by marking the first and last lines of text at the left screen edge, using either mark block or serial.



To copy this entire block, instead of just the first line, you would then move your cursor down the left margin to the first character of the last line to be marked.



When you give the appropriate CP command, Uniplex places in CP memory all lines between this point and the point where you gave the CP Mark command. In this example the entire block is placed in CP memory, as shown below:



Remember that you use this method of marking lines entirely from the left screen edge and you can use any of the CP commands in this way.

■ **NOTE:** CP memory always contains the marked text from the last CP operation you have made. When you perform a new CP operation, this marked text replaces that of the last operation in CP memory. CP memory is cleared when you leave Uniplex but not when you leave files. This makes it possible to move text not only within files but also between them.

All of the CP commands are described individually in the following pages.

Mark bottom and blank

Marks and removes text.

CP Blank removes marked text and fills the resulting gap with blank spaces.

Example

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

Suppose that we don't want the 1982 column of this table. This is a good example of a case when block marking is useful, since the text we want removed can be most easily marked in the form of a block. To remove the column, we would first position the cursor somewhere along the first line of dashes. In the above example, we've marked this position with the cursor.

To complete the deletion, we would then move the cursor to the end of the last line.

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

Once the cursor has been positioned to the location indicated in the example, you can give the *Mark bottom and blank* command. Uniplex does the rest and the resulting table looks like this:

	1979	1980	1981
Western Area	1,000	1,250	1,800
Southern Area	1,450	1,298	1,889
Eastern Area	2,887	2,345	2,667
Northern Area	3,005	3,451	3,489
	8,342	8,444	9,845

Guidelines

Remember that each of the four cut commands saves the marked text in CP memory. This is so that you can move the marked text elsewhere if you want to. CP memory always contains the last marked text that you have deleted or copied. For instance, after the CP operation above, CP memory contains this text:

```
----------------
1982
----------------

1,995
2,098
1,865
4,092

----------------
10,050
----------------
```

You could then go on to insert this text anywhere in any file you want. You can also insert it as many times as you need to. Uniplex only clears CP memory when you do another CP operation. Thus, CP memory always contains the marked text from the last CP operation, and this is retained until you leave Uniplex.

Mark bottom and leave

Copies marked text to CP memory without disturbing original.

Mark bottom and leave works exactly the same as *Mark bottom and blank* except that it makes a copy of the marked text without removing it. Uniplex places this copy in CP memory and you can then insert it elsewhere in your document or in another file. Using *CP Leave* is just like taking a snapshot: it does not alter the original text.

Mark bottom and remove

Removes marked text

Remove is especially useful in conjunction with block marking when you are working with columns of text, such as in tables. Rather than removing text and leaving a resulting gap, as *Mark bottom and blank* does, remove pulls remaining text from the right to fill in the gap.

Example

Using the example table from above, suppose we want to remove the 1981 column. This area of the column is indicated by cursors:

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

If we use the *Mark bottom and blank* command to mark and remove this text, there would be a gap left where the 1981 column used to be. The result looks like this:

	1979	1980	1982
Western Area	1,000	1,250	1,995
Southern Area	1,450	1,298	2,098
Eastern Area	2,887	2,345	1,865
Northern Area	3,005	3,451	4,092
	8,342	8,444	10,050

Using the *Mark bottom and remove* command instead, the columns of the table are pulled to fill in the gaps:

	1979	1980	1982
Western Area	1,000	1,250	1,995
Southern Area	1,450	1,298	2,098
Eastern Area	2,887	2,345	1,865
Northern Area	3,005	3,451	4,092
	8,342	8,444	10,050

Guidelines

When using the *Mark bottom and remove* command with serial marking, text is also pulled up to fill resulting blank space.

Mark bottom and write

Writes text to another file without disturbing the original

When you give the *Mark bottom and write* command, Uniplex writes the marked text into another file. This command is useful if you want to merge the copied text into another file (see Chapter 11), or if you want to copy a section of a file without exiting the file.

Example

	1979	1980	1981	1982
Western Area	1,000	1,250	1,800	1,995
Southern Area	1,450	1,298	1,889	2,098
Eastern Area	2,887	2,345	2,667	1,865
Northern Area	3,005	3,451	3,489	4,092
	8,342	8,444	9,845	10,050

To mark the above table and copy it to another file, first position your cursor at the top left edge of the table, and give the the *Mark top left block* command. You can also use Serial marking with this command, but for this example we will use Block marking.

Then, move your cursor to the bottom left edge of the screen (since we are copying the entire line of text, we can mark both margins at the left side) and give the *Mark bottom and write* command.

The following prompt will display on your screen:

```
Enter name of file: table ______________________________

                   -------------------------------------
                    1979    1980    1981     1982
                   -------------------------------------

Western Area       1,000   1,250   1,800    1,995
Southern Area      1,450   1,298   1,889    2,098
Eastern Area       2,887   2,345   2,667    1,865
Northern Area      3,005   3,451   3,489    4,092

                   -------------------------------------
                   8,342   8,444   9,845   10,050
                   -------------------------------------
▯
```

We have entered the name *table* onto the prompt line. When we press < Return >, Uniplex will create a file called *table* that contains a copy of the table, and will return you to your original file.

If a file named "table" already exists in your directory, Uniplex will prompt you for a different file name.

Moving Text

Once you have marked text and Uniplex has placed it in CP memory, it is easy to move it to a new location. You need only move your cursor to the position in your file where you would like the marked text placed. You can even move text in CP memory to another file. To do this, simply exit the file in which you marked the text, and then enter the file in which you would like the new text placed. CP memory retains marked text while you are still using Uniplex.

The three *paste* commands covered in this section are summarized here:

Command	Tells Uniplex To...	Default Keystrokes
Overwrite marked text	replace existing text with marked text.	Esc * o
Insert* marked text	insert marked text without overwriting existing text.	Esc * i
Elbow marked text	push existing text to the right and insert marked text; this is useful when pasting columns.	Esc * e

*Insert is a function key on many terminals.

See Appendix E.

Overlay marked text

Replaces existing text with that in CP memory

This command overlays existing text with text that has been marked and placed in CP memory. Existing text is lost when this command is used; use it only when you want old text or blank space replaced.

Example

Imagine that you wanted to replace the last two lines of this example with two others that you marked and placed in CP memory:

```
If that's what it takes
to improve things, then
by all means let's get some
beer over there next week.
```

To do this, simply move the cursor to the first character of the text you want replaced, here the *b* in the word *by*:

```
If that's what it takes
to improve things, then
by all means let's get some
beer over there next week.
```

When you give the *Overlay marked text* command, Uniplex displays this menu:

```
Enter (O)verlay, (E)lbow or (I)nsert
```

Press o for overlay, and the text is replaced:

```
If that's what it takes
to improve things, then
they can forget it! We can't
condone drinking at company activities.
```

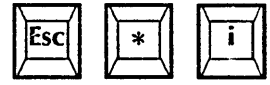
Guidelines

Remember that original text is overwritten and therefore lost when you use the *Overlay marked text* command.

If the replacement line of text is shorter than the original line of text, only part of the original text will be overwritten.

Insert marked text

Inserts text contained in CP memory in new location



This command inserts text contained in CP memory above the cursor location. Existing text is pushed down to make room for the inserted text.

Example

Suppose your text contains a paragraph that you'd rather move to another location. Once you have marked the paragraph to put it in CP memory, you can easily reposition it with *Insert marked text*.

Assume you want to insert a paragraph between these two:

Lucinda HOPPERMAN is now Mrs. Templeton
Feeny of Backwater, Texas.
Lucinda stays busy at home, and
yes, still keeps bees.
□

Sheila JONES is still single and
crazy as ever. She lives with
her mother in New York City.

You would position the cursor as shown above and give the *Insert marked text* command:

Lucinda HOPPERMAN is now Mrs. Templeton Feeny of Backwater, Texas. Lucinda stays busy at home, and yes, still keeps bees.

Mary Jo IODINE is now Mrs. Hank Plum of Plotnik, California. She is an accounts receivable clerk for a local firm.

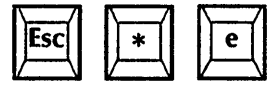
Sheila JONES is still single and crazy as ever. She lives with her mother in New York City.

Guidelines

Remember as you move large sections of text from place to place, that your pages will end and begin in different places. See Chapter 9 for more information on page breaks.

Elbow marked text

Inserts columns of marked text at cursor



Use this command for block moves of columns of text. You can insert a column between two others, leaving the format intact.

Example

Let's say you want to move a column from one place to another. Once you've marked the column using *block mark*, you can easily insert it elsewhere. Suppose that you want to place the column now in CP memory between these two, as shown by the cursor:

Team 1	▯	Team 3
Vicki		Doug
Michele		Julie
Greg		Tom
Dave		Karen
Guy		Jay

Simply type the *Elbow marked text* command and the column on the right is pushed over to make room for the new one:

Team 1	Team 2	Team 3
Vicki	Peter	Doug
Michele	Caroline	Julie
Greg	Dwight	Tom
Dave	Jim	Karen
Guy	Bruce	Jay

Guidelines

Use *Elbow marked text* when you are block marking columns of text.

Summary

In this section, you learned how to mark, move, delete, and copy portions of text both within and between files. Using Cut and Paste (CP) commands, you can quickly alter the shape and content of your documents. This section is summarized below:

- To move any text, first mark the beginning with *Mark top left.*
- Block marking is used when you are marking columns of text.
- Serial marking is used to mark standard lines or sections of text.
- Once you have marked the beginning of text you want moved or copied then position the cursor at the end of the text to be marked. The CP command given at this point determines how the text will be moved or copied, and completes the CP operation.
- When you complete a CP operation, the marked text is placed in an area called CP memory. From here it can be copied anywhere within the file, or into another file.
- CP memory always contains marked text from the last CP operation. It is only cleared when you leave Uniplex.
- The CP memory contains the text from only the most recent CP operation.
- To mark entire lines of text, give CP commands from the left screen edge. To mark more than one complete line, first give the CP Mark command at the left screen edge of the first line; then, move to the left screen edge of the last line, and give the the CP command to complete the operation.
- When moving text, you can either go to the new location and replace existing text, or you can insert the marked text without disturbing existing text.
- These commands were introduced in this section:

– Mark top left serial	– Overlay marked text
– Mark top left block	– Insert marked text
– Mark bottom and blank	– Elbow marked text
– Mark bottom and leave	
– Mark bottom and remove	
– Mark bottom and save	

For more information

- See Chapter 11 to learn how to merge text into files.

CHAPTER 11
Copying Text Into Another File

Uniplex features an automatic text copying function that copies text from one file into another. This function, called *Text Merge*, is especially useful for merging often-used passages of text into another file. For example, a legal clerk could save time by using *Text Merge* to place *boiler-plate* passages into different contracts.

This chapter shows how to prepare files for use with *Text Merge*, and how to copy text from one file into another. The following commands are explained in this chapter:

Merge insert	‹ESC› mi
Merge overlay	‹ESC› mo
Save to file	‹ESC› x

Using Text Merge

In the previous chapter, we explained how to use the Uniplex *Cut and Paste* option. *Cut and Paste* is useful for moving text during a single editing session. However, the *Cut and Paste* memory can only hold one passage at a time. Each time you want to merge a new section of text, you need to move to that section and mark it with the *Cut and Paste* commands.

With *Text Merge*, you need only mark the section of text once, and then the passage is permanently labeled. Each labeled section of text is referred to as a *standard paragraph*.

A file can contain one or more standard paragraphs. This lets you group standard paragraphs related to one subject within one file. For example, a sales person might have a file containing standard paragraphs for orders, and another file containing standard paragraphs for billing. It is convenient to keep related standard paragraphs within a single file, to help keep your number of files at a manageable level.

Setting Up a Standard Paragraph

The first step in creating a standard paragraph is to create a file. A file used for text merge is just an ordinary file. The only difference is the special commands it contains to mark each standard paragraph within it. You can create and name a file exactly as you would any other Uniplex file. If the file contains standard paragraphs pertaining to orders, you might name it *orders.tm* (orders text merge).

You begin a standard paragraph by typing a name on the first line. The name can be up to twenty-six characters and can contain either upper or lower case letters, numbers, blank spaces and punctuation. It is a good idea to choose a name that reflects the standard paragraph's contents. For example, a standard paragraph that contains a legal clause concerning patents could be called, *#1 patent clause*.

If the file contains more than one standard paragraph, it is a good practice to begin each paragraph with a number. This way, if you should forget the label and need to locate the paragraph, you can use the *Find pattern* command to locate each paragraph quickly by its number.

After naming the standard paragraph, press the <Return> key and begin typing in the text.

When the text is finished, press the <Return> key and type two end parentheses,)). The two parentheses tell Uniplex that the standard paragraph is finished. Although a labeled section of text is referred to as a standard paragraph, it can be of any length and arranged in any form. Its only boundaries are the label on the first line and the two end parentheses on the last line.

You can have one or many standard paragraphs in a file.

A word of caution: if you type a standard paragraph in Auto-Tab mode, and the left margin is not at the left edge of the screen, make sure that you move the cursor past the margin to the left edge of the screen when you type the label that begins the paragraph, and the two parentheses that end it.

We will now show you a sample file that contains three standard paragraphs. Let's say that this text merge file was created by the secretary of a wallpaper

store, and each standard paragraph contains a separate color group of their new spring stock of wallpaper.

We will first create a file called *spring.papr.tm*. In the file, we have placed three standard paragraphs; *#1 pink stock*, *#3 green stock*, and *#2 blue stock*.

It is a good practice to leave several blank lines between each standard paragraph. You can also leave room for memos and reminders, as we have done here between the second and third standard paragraph:

FILE: "spring.paper.tm"

```
#1 pink stock

Springy pinks
(#2341)peachy keen      (#2378)bubble gum
(#2344)coral blush      (#2396)nearly red
(#2375)sticky pink      (#2399)peppermint
))

#2 blue stock

Rich blues
(#4123)midnight         (#4456)blueberry
(#4322)royal pattern    (#4532)teal
(#4323)royal plain      (#4678)French blue
))

memo:  remember to order more (#6923) envy; we ran out yesterday

#3 green stock

Garish greens
(#6777)spinach salad    (#6923)envy
(#6779)romaine          (#6944)lemon-lime
(#6899)four-leaf clover (#6988)evergreen
))
```

Merge insert

Inserts file or standard paragraph into current file

Once you have typed and labeled a standard paragraph, you can then merge it into another document.

To do this, exit the standard paragraph file, and enter the file in which you wish to copy the standard paragraph. Move the cursor directly above the line where you wish to insert the standard paragraph.

It is a good practice to merge from a blank line, with the cursor positioned at the left margin. This reduces the possibility of the standard paragraph overwriting any existing text.

Then, give the *Merge insert* command and the following message appears on the screen:

Enter name of file: _____

Type in the name of the file to be merged. If you are merging a complete file, enter the file name and press the <Return> key. To merge a standard paragraph located within a file, type the file name and the paragraph name as follows: *file name,paragraph name* and press the <Return> key.

Example

To merge the entire wallpaper file, you would type only the name of the file, *spring.papr.tm* <Return>, on the input line. However, to merge only one of the standard paragraphs, such as shades of spring green in stock, type *spring.papr.tm,#3 green stock* <Return>, on the input line.

It is important to remember *not* to leave a space after the comma when you are typing a merge command. If you forget and leave a space, the merge does not work.

Suppose someone wrote the company and asked for a list of the different shades of green wallpaper. You can create a file in which to write a return letter, and then merge the list of wallpaper colors into that file.

Let's create a file *answer.ltr* to show how *Merge insert* works. We will leave some blank lines at the place where we wish to merge in the standard paragraph.

Ms. Nera Artisan
500 Chalk Circle
Aptos, CA 95003

Dear Ms. Artisan,

Thank you for your interest in Easycare Wallpaper. Here is a list of our current spring shades of green, as you requested.

We don't have anything that exactly matches the sample you sent us, but may I suggest either the "spinach salad" or "evergreen?" I believe these colors are as close as you'll come.

Sincerely yours,

T.H. Herald
Sales Manager
Easycare Wallpaper

At this point, position your cursor where you want the lists to appear in the letter. In this letter, we have placed the cursor on a blank line between the first and second paragraph. Then, give the *Merge insert* command. When the Merge message appears, type in the following information on the input line:

Enter name of file: **spring.papr.tm,#3 green stock** _____

When Uniplex has successfully found the text that you require, it displays the following message:

Busy merging file....

If the file name that you have entered does not exist, Uniplex displays the message:

Not a good file name!

and then returns you to the merge prompt.

If the file name entered is correct but Uniplex cannot locate the standard paragraph name, then the message is:

Merge file section not found.

When you merge a file, Uniplex adds a blank line at the bottom of the merged text, to create a new paragraph for the merged text. Once the file has been merged, the cursor rests on the blank line beneath the last line of merged text, at the beginning of the line.

Let us assume that the merge was successful. When Uniplex has completed the merge, your letter should look like this:

Ms. Nera Artisan
500 Chalk Circle
Aptos, CA 95003

Dear Ms. Artisan,

Thank you for your interest in Easycare Wallpaper. Here is a list of our current spring shades of green, as you requested.

Garish greens

(#6777)spinach salad	(#6923)envy
(#6779)romaine	(#6944)lemon-lime
(#6899)four-leaf clover	(#6988)evergreen

We don't have anything that exactly matches the sample you sent us, but may I suggest either the "spinach salad" or "evergreen?" I believe these colors are as close as you'll come.

Sincerely yours,

T.H. Herald
Sales Manager
Easycare Wallpaper

Merge overlay

Overlays file or standard paragraph into current file

The *Merge overlay* command merges specified text into the current file at the cursor location. Unlike the *Merge insert* command, which opens up blank lines for merged text so that it does not replace existing text, the *Merge overlay* command overwrites text in the current file. If you overlay a 10-line file at the cursor location, the new file replaces the 10 lines of existing text in the current file.

Example

When you give the *Merge overlay* command, Uniplex delivers the following prompt:

```
Enter name of file:
```

If Uniplex cannot find the file, this message appears:

```
Not a good file name!
```

and Uniplex returns you to the merge prompt.

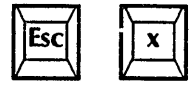
If Uniplex finds the file, it will be merged into the current file at the cursor location.

Guidelines

Note that the *Merge overlay* command overwrites text in the current file.

Save to file

Writes contents of file to another file



When you give the *Save to file* command, Uniplex takes the contents of your file and copies them into another file. This command is useful when you want to make a copy of a file without exiting the file.

Example

This example uses the following file, which is called *sample*.

```
UNIPLEX    sample                                PL66  #2     4:53
L.....T.....T.....T.....T.....T.....T.....T....R.

This sample file will show how to copy text into another file.
```

When we give the *Save to file* command, the following prompt is displayed, temporarily replacing the Status line. Here, we've typed in the word *extra* as the name of the new file:

```
Enter name of file: extra_____________________________

L..... T..... T..... T..... T..... T..... T..... T... R.

This sample file will show how to copy text into another file.
```

When you have finished typing the new file name, press the <Return> key. Uniplex returns you to your file.

If you decide not to copy the file, leave the prompt line blank and press <Return>, and Uniplex returns you to your file.

If you type the name of a file that already exists in your current directory, this prompt appears:

```
File exists - enter "*" to overwrite or <Return> to abandon
L .....T .....T .....T .....T .....T .....T .....T ...R.

This sample file will show how to copy text into another file.
```

At this point, you have two choices; you can overwrite your existing file with the new file, or you can cancel the command by pressing <Return>. If you want to copy the file, but do not want to ovewrite an exisiting file, press <Return> to return to your file and repeat the *Save to file* command, this time entering a new file name on the prompt line.

Guidelines

Note that even if you have not yet saved the contents of your file with the *Write to file* command, you can still use the *Save to file* command to copy the contents.

Summary

This chapter explained how to copy text from one file into another file. This function, called *Text Merge*, is particularly useful for repetitive procedures. Some important points to remember are:

- The unit of text to be merged is called a *standard paragraph*. It can be of any length.
- A standard paragraph must begin with a name on the first line, and end with two right parentheses on the last line.
- It is a good idea to start each standard paragraph with a symbol, such as a number sign (#).
- The standard paragraph boundaries must be typed at the left edge of the screen.
- A file can contain one or more standard paragraphs.
- It is a good practice to store standard paragraphs on the same subject within one file.
- To use the Merge commands, first enter the file into which you wish to merge the standard paragraph. Place the cursor on the line on which you wish to enter the standard paragraph. Then give the Merge command.
- It is best to begin a merge on a blank line, with the cursor at the left margin. When you give the *Merge insert* command, Uniplex places the merged section above the cursor, adding one blank line at the end of the merged text.
- The *Merge insert* command opens up new lines in the current file to avoid overwriting text.
- The *Merge overlay* command overwrites text in the current file.

For more information:

- See Chapter 10, *Moving and Deleting Blocks of Text*, to learn more about merging text within a file.
- See Chapter 12, *Using Print-time Commands*, to learn about the *Automatic Merge command.*

CHAPTER 12
Using Print-time Commands

Until now, most Uniplex commands you've learned and worked with have been *screen-oriented*. That is, the effects of commands are immediately noticeable to you because Uniplex responds by displaying changes as you request them. Your screen always shows you what your text is going to look like when you print it. This concept is often referred to as *What You See Is What You Get*.

Some document characteristics, though, are best defined when your files are printed. Such characteristics include page numbering, and headers and footers. By waiting until print-time to define these items, Uniplex gives you more control over the contents of your file. For example, you can change headers just by changing the one line that contains the header command, instead of having to extensively edit a file.

The commands that control these characteristics are called *print-time* commands because they are ignored by Uniplex until it actually prints your files.

Although Uniplex carries out print-time commands when your files are printed, you place the commands within your text while you are working on your files.

A print-time command must be the first and only set of characters on a line (there are a few exceptions to this rule; they will be explained later in the chapter). Unlike some Uniplex commands that are executed immediately, and therefore do not remain within your file, print-time commands show up on the screen and stay in your computer file. The actual print-time command sequence will never be printed; when you tell Uniplex to print a file, Uniplex translates the command and the printer executes it.

Therefore, although the command sequence can always be seen when you recall your file to the screen, it will never print out onto paper.

Each of the thirteen print-time commands is composed of a period (.) followed by two capital letters. Some commands also include numbers.

■ **NOTE:** For Uniplex to interpret a print command, the command must be typed at the left edge of the screen. If you are in *Tab* mode, make sure that you move the cursor to the left edge of the screen before giving a print-time command. This is because, when you press <Return> in *Tab* mode, the cursor moves down one line to the left margin of the current ruler. If the ruler in effect does not begin at the left edge of the screen, use the *Left* cursor command to place your cursor at the left edge of the screen before typing the print-time command.

Commands Covered in This Chapter

Print-Time Command	Tells Uniplex To ...
.PA	Start a new page here
.PL*n*	Set the page length to *n* lines
.PM*n*	Start a new page here if fewer than *n* lines remain
.HE*n*	The next *n* lines are printed as a header at the top of each page.
.HM*n*	Start printing text *n* lines after the end of the header
.FO*n*	The next *n* lines are printed as a footer on each page
.FM*n*	Stop printing text *n* lines before the beginning of the footer
.PN*n*	Set the page number to *n*
.SP*n*	Insert (*n*-1) spaces between each printed line
.JN	Do not reformat subsequent text
.JY	Resume formatting subsequent text (following a ".JN" command)
.RE	Insert a remark line that does not print out with the file
.ME	Automatically merges in the specified file at print-time

New page .PA

Tells Uniplex to begin new page

Using the .PA command, you can tell Uniplex when to begin a new page. Normally, Uniplex indicates in text where each new page is to begin. It arrives at this indication by counting lines. When it calculates your page breaks, Uniplex not only counts text lines, but also any headers or footers you've defined. In this way, you always know where your pages begin and end.

Example

To begin a new page, type .PA on a line by itself, just above the line on which the new page should start. As an example, look at this fragment of a file, called *beets*:

In conclusion, the economic outlook for sugar beets seems very good. The next section discusses future harvesting and processing techniques.

Chapter 12–Advanced Procedures

This section explores some of the experimental processing techniques.

In the above example, you can see the end of one section and the beginning of another. To have Uniplex place the new section on the next page, type the .PA command on the line before. The above example would then look like this:

```
In conclusion, the economic outlook for sugar beets seems
very good. The next section discusses future harvesting
and processing techniques.
.PA
. . . . . beets  #19  PL66

                Chapter 12–Advanced Procedures
This section explores some of the experimental processing
techniques.
```

When you type the .PA command, followed by a <Return>, Uniplex responds with a page indicator, confirming that it has begun a new page. Uniplex will then begin each new page as it normally does, according to page length, until you give another .PA command.

Guidelines

If you have placed a *New page* command within your file, and Uniplex does not begin a new page when you print the file, make sure that you have typed the command correctly, and that it is the FIRST and ONLY set of characters on the line. Note that whenever you give a .PA command the location of subsequent page indicators may change.

Remember that the *New page* command (as well as all print-time commands) should be typed at the left edge of the screen, *not* at the beginning of the current ruler.

When you give a *New page* command, the contents and page breaks of the subsequent pages may change.

Page length .PL*n*

Tells Uniplex how many lines to print per page

As explained earlier, Uniplex automatically puts 66 lines on a page unless you specify otherwise. You may want to change the page length for some reason, possibly to account for paper of a different length. To do so, type the *Page length* command at the beginning of the page on which the new page length should start.

Example

To use the .PL command, type the command along with the number of lines you want each page to contain. Any .PL command you include in your text remains in effect until you give a new .PL command. For instance, to get only 60 lines per page, instead of the standard 66, you would type the command like this:

```
.PL60
```

If later in your document you want 66 lines again, type the command as:

```
.PL66
```

Use this command throughout a document for changes in page length.

Guidelines

Remember that when you give the page length command, all subsequent pages contain the specified number of lines, until you end the file or redefine the page length.

Do not leave a space between the .PL and the number. If you type *.PL 5* instead of *.PL5*, the command doesn't work.

Note that the status line and the page break indicators will reflect the new page length.

Page minimum .PM*n*

Tells Uniplex to start a new page if fewer than n lines remain on the current page

The *Page minimum* command tells Uniplex not to split important groups of text over two pages. This command will work regardless of any lines you add or take away after you have included the command in text.

Example

When editing files, you will sometimes notice that Uniplex is going to break a page in the middle of an important block of text. Consider the following example:

	1979	1980	1982			
Western Area	1,000	1,250	1,995			
Southern Area	1,450	1,298	2,098			
				beets	#19	PL66
Eastern Area	2,887	2,345	1,865			
Northern Area	3,005	3,451	4,092			
	8,342	8,444	10,050			

You can see that Uniplex has inserted a page break right in the middle of the above table.

Using the *Page minimum* command, you can tell Uniplex not to break up sections of text such as this. To do so, you first need to count the number of lines in the part of text you want left intact. The above table contains 12 lines of text. To ensure that Uniplex will never split this table across two pages, you would type *.PM12* on the line just before the table. This tells Uniplex that the page it is printing the table on must have space for at least 12 more lines. If there are 12 or more lines left on the current page, Uniplex prints the table

on this page. If there are fewer than 12 lines, Uniplex will force a new page before starting to print the table.

Using the previous table as an example, we have inserted the .PM command:

```
.PM12
.................................. beets   #19   PL66
                   -------------------------------------
                   1979   1980   1982
                   -------------------------------------

Western Area       1,000  1,250  1,995
Southern Area      1,450  1,298  2,098
Eastern Area       2,887  2,345  1,865
Northern Area      3,005  3,451  4,092

                   -------------------------------------
                   8,342  8,444  10,050
                   -------------------------------------
```

Notice that Uniplex has responded to the *.PM* command by moving the page break from the middle of the table to the line before the table begins. Here, Uniplex has determined that there are fewer than 12 lines remaining on the current page, and so it moves the table to the next page.

The .PM command is especially useful because when you use it you are assured that Uniplex will not split important groups of text. This is true regardless of any lines you add or take away after you have included the command in text. For instance, if you were to remove some text before the example table above, this would change where the page ends. However, since you used the .PM command before the table, Uniplex will never split it on separate pages, regardless of any later changes in page breaks. The table would appear on the previous page if there was enough room, and on the next page if there wasn't. If you change the number of lines *within* the table, however, you should change the number in the *Page minimum* command accordingly.

Guidelines

Note that if you use the *Page minimum* command, the location of all subsequent page indicators may change.

Page heading .HE*n*

Places header at the top of each page in a file

The .HE command tells Uniplex to print a heading at the top of each page. To tell Uniplex to print the next *n* lines as a heading, type the .HE command followed by a number, like this: *.HE7*.

Example

Suppose that you want these two lines printed at the top of each page:

```
                    International Beet Report
                          April 15, 1983
```

You specify these as headers by including the following lines at the beginning of your file:

```
.HE2
                    International Beet Report
                          April 15, 1983
```

When you type heading lines, position them just as you want them to appear on the page. For instance, in the above example, the two heading lines are centered, and therefore will appear centered on each page.

```
.HE2
                    International Beet Report
                    April 15, 1983
```

The above example tells Uniplex that the two header lines are to be printed at the top center of each page.

Guidelines

To place blank lines between the header text and the top of the page, add extra lines to the page heading.

Lines from header to text .HM*n*

Places blank lines between header and text on each page of a file

The .HM command tells Uniplex how many blank lines to leave between the header and the text. To tell Uniplex to leave the next *n* lines blank between the header and the text, type the .HM command followed by a number, like this: *.HM2*.

Example

Your text normally starts on the line below your heading lines. If you would like some blank lines to be printed after each heading, use the .HM command. The number you include with the .HM command tells Uniplex how many blank lines to follow the heading. If you wanted three lines to follow the above heading, you type .HM3 at the top of your file:

```
.HE2
                    International Beet Report
                        April 15, 1983
.HM3
```

The above example tells Uniplex that the two header lines are to be printed at the top of each page and that these two lines are to be separated from the body of text by three blank lines.

Page footing .FO*n*

Specifies footer text for each page of your file

You specify footer lines just as you do header lines, except that you use the .FO command to indicate footers.

Example

The following example shows how to use the *Page footing* command to produce a one line footer on the bottom of each page.

```
.FO1
                                Section 1
```

In this example, .FO1 specifies a footer on one line, and "Section 1" is the footer itself, which will be printed on the bottom of each page of the file until you specify otherwise.

Guidelines

To place blank lines between the footer text and the bottom of the page, add extra lines to the Page footing.

Lines from text to footer .FM*n*

Specifies blank lines from text to footer for each page of your file

Use the .FM command to specify the number of blank lines you want between the text and the footer.

Example

The following example shows how to use the *Lines from text to footer* command to produce three blank lines between the text and the footer on the bottom of each page.

```
.FO1
                        Section 1
.FM3
```

In this example, .FO1 specifies a footer on one line, "Section 1" is the footer itself, and .FM3 requests that three blank lines separate the body of text from the footer.

■ NOTE: Headers and footers take up space on the page therefore your page breaks will change if headers and footers are added.

Page numbers .PN*n*

Tells Uniplex to set page number to *n*

Uniplex automatically numbers pages beginning with the number 1. To have Uniplex start numbering pages with a number other than 1, use the .PN command.

Example

You might want a file that is part of a larger document to start with page number 20. To tell Uniplex to start numbering with 20, you would include the .PN command at the beginning of the page, like this:

```
.PN20
```

The page on which you place this command would be numbered 20, the next 21, and so on.

Guidelines

The current page number will always be reflected in the status line and the page break.

You can give the *Page numbers* command on any line of your file.

Page Numbering With Headings and Footers

Uniplex automatically numbers pages when it encounters the crosshatch symbol (#) in a heading or footer. Consider this example:

```
.HE1
Page #
```

These two lines tell Uniplex that a page heading is to be printed at the top of each page and that the page number is included in the heading. Uniplex normally begins numbering pages with 1, but you can specify a different number with the .PN command, as described on the previous page.

Note that the crosshatch is the only indicator you need in your heading or footer line for the page number to be printed. In the above example, Uniplex will print the word *Page* before the number itself. If your heading consists of just the crosshatch, Uniplex only prints the number of each page.

Line spacing .SP

Controls spacing between lines

Normally Uniplex single spaces files when it prints them. Using the .SP command, however, you can instruct Uniplex to print as much space as you want between lines.

Example

If you place the following command in your file:

```
.SP3
```

Uniplex will cause triple spacing on all subsequent lines, until you specify a different line spacing command.

Guidelines

You can place this command on any line within your file.

The *Line spacing* command takes effect immediately, and continues until you specify otherwise.

The blank lines are not displayed on the screen; they print out only when you print the file.

Stop global format .JN

Text marked with this command is left unformatted when you give the Format document command

When you give the *Format document* command from anywhere in your document, Uniplex will format the text according to the rulers that you have placed within the text.

If you wish certain portions of your document to remain exactly as they are, you can set off each section with the .JN and .JY commands. The .JN command tells Uniplex not to format any text until it reaches the next .JY command. The .JY command tells Uniplex to begin formatting text again, until Uniplex reaches the next .JN command or the end of the document.

Guidelines

Refer to Chapter 8, *Using Rulers to Control Document Formatting*, to learn more about the *Format document* command.

Restart global format .JY

Reformats the entire file according to the rulers placed within the file

When you give the *Format document* command from anywhere in your document, Uniplex will format the text according to the rulers that you have placed within the text.

If you wish certain portions of your document to remain exactly as they are, you can set off each section with the .JN and .JY commands. The .JN command tells Uniplex not to format any text until it reaches the next .JY command. The .JY command tells Uniplex to begin formatting text again, until Uniplex reaches the next .JN command or the end of the document.

Guidelines

Refer to Chapter 8, *Using Rulers to Control Document Formatting*, to learn more about the *Format document* command.

Remark line .RE

Inserts line of text that will not print out with file

Sometimes while writing or editing a document, you may find it useful to leave notes or reminders throughout the document.

The Uniplex *Remark line* command lets you insert a line of text that will not print out as part of your file.

Example

In this example we have used the *Remark line* to leave a reminder to the typist.

Dear Mrs. Smith,

We at All-Star Cleaners are grateful for your patronage and do all we can to satisfy our customers. However, your request of the 28th of August does leave us in a peculiar position.

.RE Paul - please check the date on this

I'm afraid that no matter how hard we try, the six packages of bubble gum cannot be removed from your fur coat without seriously altering the style.

PS - The baseball cards are in the pocket.

Guidelines

Note that the *Remark line* command and the *Automatic merge* command (which is explained on the next page) are the only print-time commands that allow additional text on the command line.

All text on the remark line must fit on one line. If the note is longer than one line, type the *Remark line* command at the beginning of each line containing a remark.

In order to work properly, the *Remark line* command must begin at the left edge of the screen.

If you are in *Auto-Tab* mode when you give this command, use the *Go left* command to return your cursor to the left edge of the screen.

Automatic merge .ME

Automatically merges specified file at print time

Earlier in this guide, you learned how to use the merge command to merge other files or standard paragraphs into the current file at your cursor location.

With the *Automatic merge* command, you do not need to give the merge command while editing the file. This command is useful if you need to merge in large blocks of text, such as tables or lists, or if you need to give the merge command frequently within a file (if you are writing a legal document, for example).

Like the *Merge insert* command, *Automatic merge* will not overwrite your text.

Example

To use automatic merge, move your cursor to the beginning of the line on which you want the merged text to appear. Then, type the merge command, followed by the name of the file or standard paragraph to be merged. In the following example we have used the standard paragraph called *#button*, in a file called *keys*:

```
.ME keys,#button
```

Unlike the standard/interactive *Merge* commands, you will not receive a computer prompt. Instead, the text that you specify will be added to your file at print-time.

Guidelines

The *Automatic merge* command, and the *Remark line* command explained on the previous page, are the only two print-time commands that require additional text on the command line.

If you are in *Auto-Tab* mode when you give this command, make sure that you are at the left edge of the screen when you give this command.

Summary

In this chapter you learned about print-time commands. These differ from the interactive editing commands in that Uniplex does not carry them out until it prints your document. This chapter is summarized below:

- All print-time commands begin with a period (.) followed by two upper case letters.
- When you type a print-time command, it must be the only text on the line.
- Type print-time commands at the left margin so that they are correctly interpreted by Uniplex. Otherwise, Uniplex thinks they are text and prints them.
- Print-time commands are instructions to the printer. Uniplex never prints them as part of your document unless you type them incorrectly.
- The Uniplex print-time commands affect pagination, headings and footers, paragraph formatting, and line spacing.
- In this chapter you have learned the following commands:

– New page	– Page numbering with headings and footers
– Page length	– Line spacing
– Page minimum	– Stop global format
– Page heading	– Restart global format
– Heading margin	– Remark line
– Page footing	– Automatic merge
– Footing margin	
– Page numbers	

For more information:

- See Chapter 8, *Using Rulers to Control Document Formatting*, to learn more about the Format commands.
- See Chapter 9, *Interpreting Uniplex Status Information*, for more information concerning pagination.

APPENDIX A
Locating files and directories visually with point and pick

Uniplex contains a convenient visual tool that enables you to access files and directories without using an input line. The feature is called *Point and Pick*, and can be used to move through screen listings, called *file tables*. By searching through file tables with the cursor keys, you can easily recall a file to edit, or change your directory.

Point and Pick

Point and Pick is a rapid and convenient way to locate a file to edit. If you wish to edit a file but cannot remember the file name, or if you want to search a directory for a particular file, the Point and Pick option is particularly useful.

You can also use Point and Pick to obtain a listing of your directories on the screen, and to move into a different directory.

To use Point and Pick, first choose the Edit a File option on the Uniplex Word Processing Menu. Uniplex will give you the following screen:

```
*** Edit a document ***

Use cursor keys for file table or enter a file/directory name

Current directory : /usr/terry/tools

Please enter the document name, then press <Return>

[]----------------------------------
```

In this example, we are in the directory *tools* owned by terry.

If you already know which file you wish to edit, enter the filename on the input line and press <Return>. The screen clears, and Uniplex displays your file. If you want to display the files listed in your current directory, referred to here as a file table, press any cursor key down. The following message appears above the input line:

Getting your directory listing:

Then, Uniplex lists the contents of the current directory on the screen. The input line disappears, and is replaced by the filename that the cursor rests on, as follows:

```
*** Edit a document ***

Use cursor keys for file table or enter a file/directory name

Current directory : @mach/usr/terry/tools

Please enter the document name, then press  Return

[../] ------------------------------

[../]          nails       saws
hammers        pliers      screwdrivers
```

On some terminals, Uniplex highlights the filename that the cursor rests on. The highlighted filename is also displayed in place of the input line. In this example, a highlighted file name is represented in a box.

As you can see, the first entry that Uniplex highlights is not a text file name, but two dots followed by a slash (. ./). This signifies your parent directory. If you press <Return> while the cursor rests on this directory, Uniplex will provide the option for you to change to your parent directory. When you are in your parent directory, you can ask Uniplex for a file table, or you can move to a different directory.

Use the cursor keys to move around the file table. These will move you up, down, left and right through the file table. For example, suppose you look at

the above directory and decide to edit the file named *screwdrivers*. You have two choices. You can type in *screwdrivers* on the input line, or you can move the cursor until it highlights the screwdrivers entry, and then press <Return>.

When you have placed the cursor at the file that you wish to edit, check to see that the file name is displayed in place of the input line, and press <Return>. The screen clears, and the file you have picked displays on the screen.

If all the file names in your directory cannot fit onto one screen, Uniplex shows one screenful of filenames at a time. To view more files, move the Down cursor key until you reach any of the file names at the bottom of the screen, and press the Down cursor key once more. The current filenames will scroll up the screen, and the next list will appear.

To scroll back up the directory, use the Up cursor key to place the cursor at any of the file names at the top of the screen, and press the Up cursor key. The current list of filenames scrolls down the screen, and the previous replaces them.

To leave the directory without choosing a file, type *. Uniplex returns you to the current menu.

Guidelines

If you edit a file and discover that you do not have write permission (see Chapter 3), use the *Save to file* command (see Chapter 3) to save your changes to another file, without altering the original file.

Summary

In this Appendix you learned how to use Point and Pick to change a directory or recall a file to edit. With Point and Pick, you can use the cursor keys to move through a file table and locate a file. To move to your parent directory, move the cursor key to the (. ./) option and press the <Return> key.

APPENDIX B
Glossary

Backup: Copies of files to protect against inadvertent loss of data.

Blank line: A line on which no characters are typed. Blank lines usually separate paragraphs and headings. In Uniplex, blank lines (or rulers) must separate paragraphs so that the paragraphs can be individually formatted.

Boldface: Characters that are printed in a darker type from that of surrounding text. When Uniplex prints characters in boldface, it strikes each character twice, the second time slightly to the right of the first. This creates bolder characters that are visually distinct from the surrounding text. Using a special print effect command, you can emphasize any characters this way. See *Double strike.*

Conditional paging: A method used by Uniplex to keep a block of text together on a page. Uniplex prints the block of text only if there is enough space remaining on the current page to print it in its entirety. If not, Uniplex begins a new page before printing such text. You use the .PM command to control conditional paging.

Control Key: A key found on most keyboards. In Uniplex, it is used as a part of many editing commands.

Cursor: A small marker that is always on your screen to indicate your position. It usually appears as a small, often blinking, rectangle of light.

Cut and paste: A method of text editing used by many writers and editors that involves cutting out and rearranging pieces of a document. Using Uniplex, this whole process is done electronically and quickly.

Delete: To remove portions of text. In Uniplex, this is done with several deletion commands that erase single characters, words, or lines of text.

Directory: A special file acting as a catalog for other files.

Document: A collection of text that is edited with word processing commands.

Double strike: A print effect that causes the indicated characters to be struck twice by the printer, thereby making it darker than regular text. See *boldface*.

Escape: A key found on many keyboards. In Uniplex, the escape key returns you to previous menus and is used as part of many word processing commands.

File: A collection of text that is edited with word processing commands.

File name: The name you choose to identify a file. When naming files, select a name descriptive of each file's contents. You can use any numbers and letters, and the period (.) and underbar (_) symbols. These two symbols should not be used as the first character of a file name. File names can be up to 14 characters long.

File table: An on-line file or directory listing available with the Point and Pick feature.

Format: The general layout of a document. Using the Format commands, you can ask Uniplex to format each paragraph of your document, or the entire document, according to the ruler(s) you have selected. Rulers specify tab, margin, and paragraph indentations.

Format commands: The Format commands are used to arrange the paragraphs in your document according to the ruler(s) currently in effect.

Global: A command that has an effect on an entire file. In Uniplex, you can use the *Global find and replace* command to locate and replace any target in your file.

Heading: A title printed at the top of a page. In Uniplex, headings are specified with the .HE command, and are then printed at the top of each page in the document.

Input line: A line that Uniplex provides for typing special information. For instance, you type file names and patterns on input lines.

Insert Mode: When you are in *Insert mode*, anything you type is inserted at your cursor's location without overtyping existing text. When you are in Overtype, the normal editing mode, anything you type replaces existing text.

Interactive: A system, such as Uniplex, that immediately responds to your commands. For added flexibility, Uniplex also provides non-interactive commands that allow control of certain document characteristics at print-time.

Justification: The process by which extra blanks are added between words so that each line is of the same length.

Keyboard: The instrument, similar to a standard typewriter keyboard, that you use to communicate with Uniplex.

Line: Usually, a single line of printed text, although lines can also be blank. Lines are normally defined as all characters between one carriage return and another.

Line spacing: Uniplex normally single spaces lines, but you can use the .SP command to specify a number of blank lines to be left between each printed line.

Mail: An option of the System Commands menu that lets you send electronic mail to other users of your computer system.

Margin: The left and right boundaries of text in your files. Left and right margins are defined on each ruler that you are using.

Menu: A list of Uniplex options. You choose a particular option by typing a single letter or number.

Merge File: In Uniplex, a file that contains standard paragraphs that can be inserted in any other file with a Merge command.

Option: Selections that you can choose at Uniplex menus.

Overtyping: The normal editing mode in which everything you type replaces existing text. In insert mode, everything you type is inserted without overtyping existing text.

Page length: The number of lines that Uniplex prints on each page of your file. This is normally 66 lines, but you can specify a different number with the .PL command.

Pagination: The process by which pages are numbered and arranged.

Paragraph: A block of text that is both preceded and followed by at least one blank line, or a ruler.

Pattern: When using any of the search commands, the pattern is the text you want Uniplex to search for.

Print effect: A method of text emphasis that you specify while typing or editing a file. The actual effect, however, is apparent only when your file is printed. Print effects include boldface, underscore, and double strike.

Print-time command: A command that Uniplex carries out when your files are printed. Print-time commands affect such general file characteristics as pagination and line spacing.

Printer: The device that prints your documents.

Ragged: Text that is not justified, leaving the right margin uneven.

Ruler: A guide that enables you to select the general format of your paragraphs. Rulers specify tab, margin and paragraph indentations. They also indicate whether text is to be justified. You use the Reformat command to arrange each paragraph according to the ruler in effect.

Save: To store changes made to a file. Using the *Exit and save* command, you can save changes when you leave a file. With the *Write no exit* command you can save changes while continuing to edit your file.

Screen: The medium that Uniplex uses to communicate with you. As you type and edit files, the interaction is displayed on your screen.

Scroll: To display file contents that are either above or below text currently being displayed on your screen.

Special keys: Those keys on your keyboard that have special effects when pressed. Such keys include Escape, Return, Delete, and function keys.

Standard paragraph: A named paragraph contained in a merge file that can be inserted into any other file when the Merge command is given.

Sub-directory: A directory that is contained within another.

Substitute: When using the *Global Find and Replace* command, the substitute is the text you want to replace the pattern with.

System Administrator: The person within your company who is responsible for the operation and maintenance of Uniplex.

Terminal: The device that you use when working with Uniplex. Standard terminals include a keyboard and a display screen.

Text editing commands: Those Uniplex commands that enable you to edit your files by altering and deleting existing text, and adding new text.

Text merge: The process by which text from one file is inserted into another using a Merge command.

Word: A group of characters both preceded and followed by at least one blank space, or other word delimiter.

Word wrap: The Uniplex facility that enables you to type text without typing carriage returns. Uniplex automatically begins a new line as text you are typing reaches the right margin.

APPENDIX C
Modes

In addition to the editing commands you've learned so far, Uniplex also offers several other editing features. These features, called modes, differ slightly from commands.

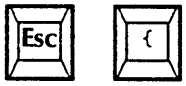
A command is a function usually completed right away, such as centering a line; a mode is a function that remains in operation until you turn it off. For example, if you turn on a light, you could say the light is in on-mode, and will remain so until you turn the light off.

In this chapter, we will describe the following modes:

Enter mode	<ESC> {
Leave mode	<ESC> }
Tab	1
Hyphen	2
Underline text	3
Insert	4

Enter mode

Prompts you to enter a mode



When you give the *Enter mode* command, the following prompt appears, temporarily replacing the status line:

```
Enter 1(tab), 2(hyphen), 3(underline text), or 4(insert):
```

To switch a mode on, press the number to the left of it. Uniplex turns the mode on and places you back in your file.

If you decide not to use a mode, press <Return> to get back to your file.

When you switch on a mode, the mode appears on the status line until you give the *Leave mode* command and turn the mode off. For example, if you type a 1 in response to the *Enter mode* prompt, your status line appears as follows:

```
UNIPLEX   yourfile                    TAB  PL66  #1    1:1
L.....T.....T.....T.....T.....T.....T.....T....R.
```

When you leave the mode, it is removed from the status line.

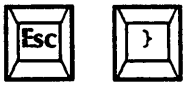
Guidelines

Note that the *Underline text* mode is the only one that does not appear on the status line when it is switched on.

Also, even though all four modes can be in use while you are editing a file, you can switch on only one mode at a time.

Leave mode

Prompts you to leave a mode



When you give the *Leave mode* command, the following prompt appears, temporarily replacing the status line:

```
Enter 1(tab), 2(hyphen), 3(underline text), or 4(insert):
```

To turn off a mode, press the number to the left of the mode. Uniplex turns off the mode and returns you to the file. It also removes the mode name from the status line.

If you decide not to turn a mode off, press <Return> to get back to the file.

Guidelines

Remember that you can only turn off one mode at a time.

The next section describes each of the four Uniplex modes that are listed in the prompt described above.

Tab mode

Returns cursor to left margin of ruler

Normally, when you press <Return> to move down a line, Uniplex places your cursor at the left edge of the screen.

When you press <Return> while in *Tab mode*, your cursor moves to the left margin of the ruler instead of the left edge of the screen.

Example

Notice that when you move down a line, the cursor moves to the left edge of the screen.

before:

```
UNIPLEX   dunning                              PL66 #1    4:21
T.....L.....T.....T.....T.....T.....T.....T....R.

Dear Sir or Madam,

We would appreciate it if you would pay your long overdue bill
as quickly as possible.
```

Now, use the *Enter mode* command to switch on Tab mode, and type the letter again. It will appear as follows:

after:

```
UNIPLEX   dunning                          TAB PL66 #1    4:21
T.....L.....T.....T.....T.....T.....T.....T....R.

        Dear Sir or Madam,

        We would appreciate it if you would pay your long overdue
        bill as quickly as possible.
```

Note that, in *Tab mode*, the cursor moves to the beginning of the ruler instead of to the left edge of the screen.

Guidelines

The Uniplex print time commands (see Chapter 12) can work only if they are placed directly at the left edge of the screen. If you add print commands to your file while in *Tab mode*, use the left arrow key or the *Go left* command to move to the the left edge of the screen before typing the commands.

Hyphen mode

Displays words that can be hyphenated

When you switch on *Hyphen mode*, Uniplex lets you hyphenate words at the right margin. To hyphenate a word, first give the *Format paragraph* command (see Chapter 8). Uniplex finds the first word that can be hyphenated, and displays this message at the top of the screen, temporarily replacing the status line:

"–" to hyphenate, Return to skip:

Example

In this example, Uniplex lets you choose to hyphenate the word "acceptance". Notice how it puts the last few words of the current line after the hyphen message:

before:

"—" to hyphenate. Return to skip: to receive your accep[t]ance

Dear John,

A thousand thanks! I can't tell you how thrilled I was to receive your acceptance!

Notice how the cursor rests on the "t" of "acceptance." To hyphenate the word, move the cursor to the letter after the place where you wish to break the word, and type a hyphen "–":

after:

```
UNIPLEX    thanks                          TAB  PL66  #1    4:21
L .....T .....T .....J .....T .....T .....T .....T ... ..

Dear John,

A thousand thanks! I can't tell you how thrilled I was to receive your accep-
tance!
```

After Uniplex hyphenates a word, it continues formatting, while searching for the next word that can be hyphenated.

If you choose not to hyphenate a word, press <Return>, and Uniplex searches for the next word that can be hyhenated.

To switch off *Hyphen mode*, use the *Leave mode* command.

Guidelines

Uniplex only hyphenates words of more than five characters.

Uniplex does not offer you the option of hyphenating on lines of less than 29 characters.

Underline text mode

Underlines text only

Normally, when you use the *Emphasize text* command, Uniplex underlines all characters, including blank spaces, until you stop the print effect.

To underline characters only, switch on *Underline text* mode. Although the print effect on the screen highlights spaces as well as characters, only characters are underlined in your printed copy.

Example

If you use the *Emphasize text* command without first using *Underline text* mode, Uniplex underlines like this:

ALGEBRA FOR TURNIPS

If you switch on *Underline text*, the title is affected as follows:

ALGEBRA FOR TURNIPS

To switch off the *Underline text* mode, use the *Leave mode* command.

Guidelines

Note that *Underline text* is the only mode that does not appear on the status line when the mode is switched on.

Note that the results of *Underline text* show up only on the printed copy.

Insert mode

Adds text without overwriting existing text

When *Insert mode* is switched on, you can add any amount of new text without overwriting existing text. When you do so, Uniplex pushes aside existing text, and adds new lines if needed.

To switch off *Insert mode*, use the *Leave mode* command.

Guidelines

Insert mode is fully explained in Chapter 5, *Deleting, Adding, and Altering Text.*

Summary

In this chapter you learned how to switch modes on and off, and how to use each of the four Uniplex modes. The following points were covered:

- A command is a function usually completed right away, such as centering a line; a mode is a function that continues to affect your text until it is turned off.
- Although all four modes can be in use at any one time, you can only turn one mode on (or off) at a time.
- Underline text is the only mode that does not appear on the status line.

In this section you have learned the following commands:

- Enter mode
- Leave mode
- Tab
- Hyphen
- Underline text
- Insert

For more information

- See Chapter 5, *Deleting, Adding and Altering Text*, to learn more about Insert mode.
- See Chapter 6, *Highlighting Text*, for more information about print effects.

APPENDIX D
Command Summary

This Appendix contains a listing of the Standard Command Sequences that are distributed with Uniplex. Yours may be different.

Cursor Move

Right	→ or <CTL> l	25
Left	← or <CTL> h	26
Up	↑ or <CTL> k	34
Down	↓ or <CTL> j	35
Go right	<ESC> →	27
Go left	<ESC> ←	28
Go up	<ESC> ↑	36
Go down	<ESC> ↓	37
Tab	Tab	29
Next word	<CTL> n	31
Previous word	<CTL> p	32
Top of screen	<CTL> t	38
Bottom of screen	<CTL> b	39
Top of file	<ESC> t	43
Bottom of file	<ESC> b	44
Go to page	<ESC> p	47

Scroll

Scroll down	<CTL> d	45
Scroll up	<CTL> u	46
Bring line up	<ESC> ^	41
Bring line down	<ESC> v	42

Exit Commands

Exit and save	<ESC> e	15
Quit no save	<ESC> q	16

Save Commands

Write no exit	<ESC> w	17
Save to file	<ESC> x	18
Exit and save	<ESC> e	15

Delete

Delete character	<CTL> c	53
Delete word	<CTL> w	54
Delete line	<CTL> x	56
Delete blank lines	<ESC> db	59
Delete right	<ESC> dr	57
Delete left	<ESC> dl	58
Erase previous character	<DEL>	52

Insert

Insert space	<CTL> e	65
Insert line	<CTL> o	66
Insert(add) blank lines	<ESC> al	67
Enter insert mode	<ESC> i	68
Leave insert mode	<ESC> o	70

Rulers

Recall ruler	<ESC> r	102
Recall current ruler	<ESC> r.	105
Store ruler	<ESC> s	109
Use ruler	<ESC> u	110

Often Used Commands

Terminate command	<CTL> \	63
Escape to menu	<ESC> !	62
Refresh screen (Redraw)	<ESC> #	131
Restore text	<CTL> r	62
Repeat (do again)	<CTL> .	61
Help	<ESC> h	62
Spell	<ESC> $	93

Text Format

Format paragraph	<CTL> fp	124
Format document	<CTL> fd	127
Convert to lower case	<ESC> kl	75
Convert to upper case	<ESC> ku	74
Center line	<ESC> c	73
Underline text (with any character)	<ESC> _	
Start print effect	<ESC> <	78
Stop print effect	<ESC> >	81
Show print effect	<ESC> @	83
Line split	<ESC> l	72

Text Search

Find pattern	<ESC> f	86
Find next occurrence	<ESC> n	89
Global find and replace	<ESC> g	90

Merging Files

Merge file and insert	<ESC> mi	170
Merge file and overlay	<ESC> mo	173

Valid Ruler Characters

Space	.	
Tab-stop	T	
Center	C	117
Indent	I	113
Hang	H	115
Left margin	L	
Right margin, ragged	R	
Right margin, justified	J	
Decimal Tab	#	118

Cut and Paste

Mark top left block	<ESC> (b	145
Mark top left serial	<ESC> (s	143
Mark bottom and blank	<ESC>)b	149
Mark bottom and leave	<ESC>)l	152
Mark bottom and remove	<ESC>)r	153
Mark bottom and save	<ESC>)s	155
Overlay marked text	<ESC> *o	158
Insert marked text	<ESC> *i	160
Elbow marked text	<ESC> *e	162

Alternate Modes

Enter mode	<ESC> {	212
Leave mode	<ESC> }	213

Mode Numbers

Tab (Auto Indent)	1	214
Hyphenation system	2	216
Underline text only	3	218
Insert	4	219

Print-time Commands

Page length	.PL*n*	182
Header next *n* lines	.HE*n*	186
Footer next *n* lines	.FO*n*	189
Lines from header to text	.HM*n*	188
Lines from text to footer	.FM*n*	190
Forced page break	.PA	180
Page mininum if < *n* lines	.PM*n*	184
Set line spacing to *n* lines	.SP*n*	193
Set page number to *n* lines	.PN*n*	191
Stop global format	.JN	194
Restart global format	.JY	195
Remark line	.RE	196
Merge file at print time	.ME	198

APPENDIX E
Terminal Characteristics

This Appendix contains key definitions for the following terminals:

Altos II
Wyse
VT-100
Televideo 950 and 925
ADDS Viewpoint

The function keys on these terminals can be programmed to perform certain Uniplex commands. These commands are printed on strips that are provided at the end of this appendix. Place the strip above the function keys on your terminal.

Altos II keys:

The following keys perform the obvious functions:

Insrt Line
Insrt Char
Del Line
Del Char
Prev Scrn
Next Scrn
Home
Arrow keys (Left, Right, Up, Down)
Help
Backspace (it is non-destructive)

The following escape sequences must use lower case letters:

<esc> o (Insert Off)

The Altos II function keys are defined as follows:

	Unshifted	Shifted
FK1	Exit and Save	Quit no save
FK2	Write no exit	Save to file
FK3	Spell	Escape to Menu
FK4	Merge File and Insert	Global Find and Replace
FK5	Mark Top Left(Serial)	Mark Top Left(Block)
FK6	Mark Bottom	Insert Marked Text
FK7	Center Line	Show Print Effect
FK8	Start Print Effect	Stop Print Effect

FK9	Find Pattern	Find Next Occurrence
FK10	Format Paragraph	Format Document
FK11	Recall Ruler	Use Ruler
FK12	Enter Insert Mode	Leave Insert Mode
FK13	Top of File	Bottom of File
FK14	Go to Page	Refresh Screen
FK15	Delete Right	Delete Left
FK16	Delete Word	Restore Text

The numeric key pad is defined as follows:

<table>
<tr><td>Repeat</td><td>Store
Ruler</td><td>Merge File
and Overlay</td><td>Enter
Mode</td></tr>
<tr><td>Scroll
Up</td><td>Go
Up</td><td>Scroll
Down</td><td>Leave
Mode</td></tr>
<tr><td>Go
Left</td><td>Bottom
of
Screen</td><td>Go
Right</td><td>Convert to
Lower Case</td></tr>
<tr><td>Previous
Word</td><td>Go
Down</td><td>Next
Word</td><td rowspan="2">Convert
to
Upper
Case</td></tr>
<tr><td colspan="2">Insert
Blank
Lines</td><td>Delete
Blank
Lines</td></tr>
</table>

Wyse terminal keys:

The following keys perform the obvious functions:

- Line Insert
- Line Delete
- Line Erase (erases to end of line)
- Del Char
- Char Ins
- Home
- Arrow keys (Left, Right, Up, Down)
- Backspace (it is non-destructive)

The following keys cannot be mapped to functions:

- Scrl Up
- Scrl Down
- Ins/Rep

The following escape sequences must use lower case letters:

- <esc> t (top of file)
- <esc> r (recall ruler)
- <esc> e (exit + save)
- <esc> q (quit - no save)
- <esc> w (write - no exit)

The wyse function keys are defined as follows:

	Unshifted	Shifted
FK1	Exit and Save	Quit no save
FK2	Help	Write no exit
FK3	Format Paragraph	Format Document
FK4	Recall Ruler	Store Ruler
FK5	Enter Insert Mode	Leave Insert Mode
FK6	Top of File	Bottom of File
FK7	Find Pattern	Find Next Occurrence
FK8	Center Line	Global Find and Replace

VT-100 terminal keys:

The following standard escape sequence has been changed:
<esc> o (Insert off) is now <esc> 0 (zero)

The following keys perform the obvious functions:
arrow keys (left, right, up, down)

The function keys have been defined as follows:

FK1	Exit and Save
FK2	Help
FK3	Format Paragraph
FK4	Recall Ruler

Shifted function keys perform the same functions as unshifted function keys on this terminal.

The numeric keypad is mapped to functions as follows:

<table>
<tr><td>Center
Line</td><td>Global
Find + Replace</td><td>Format
Document</td><td>Store
Ruler</td></tr>
<tr><td>Delete
Character</td><td>Find
Pattern</td><td>Enter
Insert Mode</td><td>Mark Top
Left Block</td></tr>
<tr><td>Delete
Line</td><td>Find Next
Occurrence</td><td>Leave
Insert Mode</td><td rowspan="2">Insert
Marked Text</td></tr>
<tr><td colspan="2">Insert
Line</td><td>Mark
Bottom</td></tr>
</table>

TVI-950 and TVI-925 terminal keys

The following keys perform the obvious functions:

Line Insert
Line Delete
Line Erase (erases to end of line)
Char Delete
Char Insert
Home
Arrow keys (Left, Right, Up, Down)
Backspace (it is non-destructive)

The following escape sequences must use lower case letters:

<esc> t (top of file)
<esc> r (recall ruler)
<esc> e (exit + save)
<esc> q (quit - no save)
<esc> w (write - no exit)

The function keys are defined as follows:

	Unshifted	Shifted
FK1	Exit and Save	Quit no Save
FK2	Help	Write no Exit
FK3	Format Paragraph	Format Document
FK4	Recall Ruler	Store Ruler
FK5	Enter Insert Mode	Leave Insert Mode
FK6	Top of File	Bottom of File
FK7	Find Pattern	Find Next Occurrence
FK8	Center Line	Global Find + Replace
FK9	Mark Top Left Serial	Start Print Effect
FK10	Mark Bottom	Stop Print Effect
FK11	Insert Marked Text	Show Print Effect

ADDS Viewpoint terminal keys

The following keys perform the obvious functions:
arrow keys (left, right, up, down)
home key

The following control codes cannot be supported on this terminal:
<ctrl> B - bottom of screen
<ctrl> U - scroll up
<ctrl> FD - format document
<ctrl> FP - format paragraph

The function keys are defined as follows:

	Unshifted	Shifted
FK1	Exit and Save	Quit no Save
FK2	Scroll Up	Scroll Down
FK3	Format Paragraph	Format Document

TVI-912 and TVI-910 terminal keys

The following key performs the obvious function:
home

SPECIAL TERMINAL INSTRUCTIONS

The Uniplex program only understands the following settings for the TERM environment variable. All other settings (even if they are understood by termcap) will cause Uniplex to use its default set of keys which includes only the control and escape codes.

alt2
wyse
tvi950
viewpoint
tvi912
tvi910
tvi925

Index

MAIL MERGE DOCUMENTATION

CONTENTS

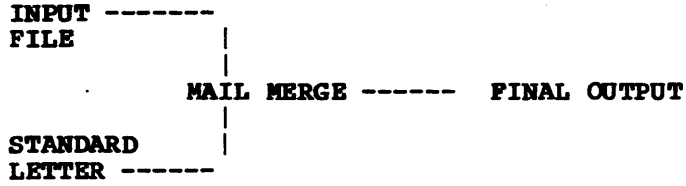
INTRODUCTION

Users of Uniplex systems have the advantage of a mail merge facility as part of their Uniplex Word Processor.

This documentation assumes that you have mastered the basic techniques involved in using your Word Processor. If you study all the examples and become familiar with all the aspects of mail merge, it will give you complete control over the content and format of your letters.

WHAT IS MAIL MERGE?

Mail Merge is a complete mail merging module, integrating information from one file, with a text document in another file to produce the finished documents, ie., any number of individual letters.



The advantages of such a system are evident. Merge 100 names and addresses from an input file, with a standard letter, for example, an invitation to a seminar. 100 individual invitations to a seminar are produced as final input.

CONCEPTS

This section is designed to give you a grasp of the basic concepts involved in using Mail Merge.

You will be creating 2 files. The first will contain information, for example, names and addresses. The second will contain the actual text or content of your letter. You will then select the Mail Merge facility from your Word Processing Menu. Using this will enable you to merge the 2 files and produce the finished documents.

IMPORTANT

It is essential when using Mail Merge that you understand the use of the terms **fields** and **variables.**

INPUT FILE

This file contains information, for example names and addresses.

In basic merging each piece of information that you enter into this file is known as a **field.**

A field may be defined as:

A line of information followed by a <RETURN>.

For example:

```
Mr
P
Barnet
1Ø The Mall
Sheffield
S.Yorks
*
```

In this example there are 6 fields, one field per line. These together comprise 1 record. The record is terminated by a * followed by a <RETURN>.

STANDARD LETTER FILE

In the standard letter file, each field is referred to as a **variable.** The first thing you must do when opening the file is to declare your variables.

For example:

```
.Vtitle
.Vname
.Vsurname
.Vaddress1
.Vaddress2
.Vaddress3
```

As you can see in this example, a variable is declared by a line containing **.V** followed by a variable name (eg., .Vtitle).

NOTE

Only use lower case letters in the variable name.

During merging, the fields of one record in the Input file are matched to the variables in the Standard Letter File to produce one finished document. This is done for each record in the Input File. It is therefore very important that the fields and variables correspond exactly.

Finally, RELAX, its simpler than it sounds.

INPUT FILE

Input file is what we will call the file that will contain all the information you wish to incorporate into your document. In order to make an Input File move to the Word Processing Menu.

Then select "Create a new file". Give your file a name.

Now simply enter the information you wish to use. End each record with an asterisk (*) followed by a <RETURN>. Make sure that the first record in the file begins on the first line of the file.

Here is an example of how your file might appear on the screen:

EXAMPLE 1 Filename address1

```
Mr
K
Bradley
1Ø The Crescent
Harrogate
N. Yorks
*
Mrs
P
Bishop
84 Cambridge Gardens
Notting Hill
London
*
```

When you have entered all your information in this way, the Input File is complete.

STANDARD LETTER FILE

Select the option "Create a new file."

You are now ready to create your second file containing the actual text of the letter. Give your file a name.

Before you can write the text of your letter, you must declare the nature of your variables. In order to declare a variable you should type in **.V** and then a variable name, for example: **.Vaddressl.** Then type your letter.

At each place where a variable piece of information is to be inserted you must type in the underscore sign _ followed by a variable name, for example: **_addressl.**

This specifies that a field will be substituted for a variable at that point in the text.

Here is an example of how your file might appear on the screen:

EXAMPLE 2 Filename: std.ltr.1

```
.Vtitle
.Vname
.Vsurname
.Vaddress1
.Vaddress2
.Vaddress3

_address1
_address2
_address3

Dear _title _surname
                    text of document
```

You will see from example 2 that you must declare your variables at the beginning of your file, one per line and left justified. At each point in your letter where specific information will be merged you must insert _ and the variable name. Your Standard Letter File is now complete.

THE MAIL MERGE FORM

In order to merge your files, go to the Word Processing Menu and select the Mail Merge option.

Uniplex will ask you for the name of your text or standard letter file.

Enter the name and the following screen will appear:

```
                          Mail Merge

Enter name of standard text file          [____________________]

Enter name of record file                 [____________________]

Page breaks after each document (y/n)     [Y]

Enter filename in which to store results  [____________________]

Operation to be in background   (y/n)     [Y]

              To accept press <esc> e
              To quit press   <esc> q
              For help press  <esc> h
```

You can think of this as a simple form, containing a series of questions which you must answer.

COMPLETING THE FORM

You should enter the name of your input or record file and press <RETURN>.

You will see that Uniplex helps you to decide what to enter in each case by displaying your choices at the top of the screen, above the ruler.

For example, if you go to the last field, Uniplex will say to you:

Enter 'y' to merge in background, 'n' to wait for merge to finish

In each case Uniplex will give you an explanation of the options available to you. After completing each option, press <RETURN>

When you have entered all the relevant information press **<esc> e.**

If at any time, you want to leave the merge operation without performing the merge, press **<esc> q.**

Remember, if you need help press **<esc> h.**

THE MERGED DOCUMENT

Mail Merge will now merge the 2 files and produce the finished letters. If you choose to do the merge in background, Uniplex will return you to the Word Processing Menu where you can do other work. Otherwise, Uniplex will erase the Merge Menu, and wait until the merge is complete before returning you to the Word Processing Menu.

When the Mail Merge is complete, select "Edit a File". Then simply enter the filename of your merged documents. Uniplex has stored them.

The merged documents from our example files will read:

```
10 The Crescent
Harrogate
N. Yorks

Dear Mr Bradley
              text of document
.PA


84 Cambridge Gardens
Notting Hill
London

Dear Mrs Bishop
              text of document
.PA
```

You will notice that the declarations or .V lines do not occur in the final output.

.PA indicates a page break.

SUMMARY

In the example you have seen, you have used basic merging to produce finished letters. There is no limit on the number of documents that may be produced.

REMEMBER that in basic merging:

1. '.V' followed by a variable name 'declares' a variable name and it will be matched with a corresponding field from the Input File.
2. The '.V' lines are not output to the merged documents.
3. '_' followed by a variable name specifies that a field for the variable will be substituted at that point in the text.

NOTE

Remember to use lower case letters in your variable name.

VARIABLE FORMATTING

You can of course insert information into the text of your letter using Mail Merge. For example:

STANDARD LETTER FILE

```
text on left    _varl    text on right
text on left    _var2    text on right
```

These variables will be matched with the respective fields in the Input File.

However, supposing that in the **INPUT FILE:**

the field for _varl is John

the field for _var2 is Vladivostock

John and Vladivostock are of very different lengths and when they are merged you will not achieve a neat text format in your final letters.

Using **variable formatting** you can ensure that your merged letters are neatly formatted.

Uniplex provides you with the option of **formatting flags** with which you can easily achieve this.

THE FORMATTING FLAGS

There are 8 formatting flags:

L field to be left justified.

R field to be right justifid.

S field to have one space after.

N field to have no space after.

T field to be truncated.

E field to be extended.

D line to be deleted if variable is null.

I null variable to be replaced by space.

These flags are inserted in the declaration section of your **STANDARD LETTER FILE** between the .V prefix and the variable name, for example: .VLvar1.

The following pages in this Chapter contain examples of the uses of **variable formatting.**

EXAMPLE

INPUT FILE

```
John
Europe
was
here
*
```

Now create your Standard Letter File. First declare your variables:

STANDARD LETTER FILE

```
.VLvar1
.VRvar2
.VSvar3
.VNvar4

text on left    _var1   text on right
text on left    _var2   text on right
text on left    _var3   text on right
text on left    _var4   text on right
```

You will note that the formatting flags are part of your declaration and are entered between the .V prefix and the variable name (eg., .VLvar1).

Now merge your documents in the normal way. You will see that they have been formatted in the way you indicated using the formatting flags.

MERGED LETTER

```
text on left    John   text on right
text on left Europe    text on right
text on left    was text on right
text on left    heretext on right
```

From this you can see that:

L left justifies the field from the underscore '_' to the start of the next word.
R right justifies the field from the end of the previous word to the end of the variable name.
S leaves one space between the end of the field and the next word.
N leaves no space between the end of the field and the next word.

EXAMPLE

INPUT FILE

```
very long value for field1
very long value for field2
*
```

STANDARD LETTER FILE

```
.VTvar1
.VEvar2

text to left            _var1           text to right
text to left            _var2           text to right
```

MERGED LETTER

```
text to left            very long value text to right
text to left            very long value for field2 text to right
```

T truncates the field if it is too long
E extends the field, pushes it to the right

EXAMPLE

INPUT FILE (3 blank lines).

*

STANDARD LETTER FILE

```
.VDvar1
.VIvar2
.VDvar3

before field1 _var1 after field1
before field2 _var2 after field2
before field3 _var3 after field3
```

MERGED DOCUMENT

```
before field2    after field2
```

From this you can clearly see that:

D deletes the line if the field is blank
I inserts a space if the field is blank

SUMMARY

1 There are 8 formatting flags. With these you can control the format of your letters.

2 The variable formatting flags are entered as part of your declaration between the .V prefix and the variable name.

3 Combinations of formatting flags may be used (eg., .VLTDvarl).

NOTE:

1 Variable formatting applies to all occurrences of a field.

2 For a comprehensive list of option flags see APPENDIX A.

FIELD FORMATTING

Field formatting allows you to specify the layout of a variable each time it is used. Field formatting overrides any variable formatting that has been set.

EXAMPLE

INPUT FILE

```
very long value for fieldl
very long value for field2
*
```

STANDARD LETTER FILE

```
.VTvarl
.VEvar2

text to left          _varl          text to right
text to left          _Evarl         text to right
text to left          _var2          text to right
text to left          _Tvar2         text to right
```

MERGED LETTER

```
text to left          very long value text to right
text to left          very long value for fieldl text to right
text to left          very long value for field2 text to right
text to left          very long value text to right
```

Notice that the **field formatting** overrides the variable formatting in the merged document. The first instance of varl is formatted according to the variable formatting information and the second instance is formatted according to the field formatting information.

T truncates the field if it is too long
E extends the field, pushes it to the right

SUMMARY

1 Field Formatting may be used for specific occurrences at the place where the substitution is to take place (For example, example, _LTDvar1).

2 Field formatting overrides formatting flags set at the declaration level (i.e., the **.V** level).

3 For a comprehensive list of option flags see APPENDIX A.

ADVANCED CONCEPTS

The more advanced aspects of merging cannot be accomplished using the "Mail Merge" option on your Word Processing Menu.

The following pages rely on a Unix Command Line, to merge your documents.

This may be done from within a menu but NOT from within a file.

Before using the more advanced aspects of mail merging, it is essential that you understand the use of **delimiters.**

A delimiter is simply a separator.

As we said at the beginning of this section, basic mail merge takes each field as:

A line of information followed by a new line.

This is the default, or pre-set field delimiter. More advanced aspects of mail merge require you to change this default.

You may change this delimiter by using an option flag in your command line.

The syntax for the command line is:

Rmerge [option flags] document file <input file> output file

A full list of Command Line Options may be found in APPENDIX B.

Each of the following examples illustrates a different method of using delimiters to merge your letters.

RECORD GROUPING

The record grouping facility is useful, not only as the usual record separating aid, but also in the case where the number of fields in each record of the input file is not known or varies. You can change the record delimiter from *, which Uniplex uses in the standard merge menu, to your own symbol.

EXAMPLE

INPUT FILE

```
Fred
2 High Street
Watford
))
Bob
))
Joanne
3 Low Lane
Hampstead
London
))
```

Now create a Standard Letter File. Declare your variables and use the D option.

EXAMPLE

STANDARD LETTER FILE
.Vname
.VDaddress1
.VDaddress2
.VDaddress3

_address1
_address2
_address3

Dear _name
main text of document

If the record contains less fields than variables in the document, the remaining variables are set blank. If the record contains more they are ignored.

Now type in **<ctrl> u** and the Unix command line containing the names of your files and the record delimiter option.

Rmerge -r'))\n' document < inputfile > outputfile

The **-r** command line option specifies the record delimiter.

Note that if no record delimiter is used, records should not be separated and every field must be specified. Merge will automatically set the number of fields per record to the number of variables in the document.

MERGED LETTER

```
2 High Street
Watford

Dear Fred
        main text of document
.PA

Dear Bob
        main text of document
.PA

3 Low Lane
Hampstead
London

Dear Joanne
          main text of document
.PA
```

You will note that in this example, the D option has deleted the blank lines in the address.

MULTIPLE LINE FIELDS

In the basic mail merge examples we had 6 fields of information in the Input File and 6 variables in our Standard Letter.

Multiple Line fields allow several fields to be inserted into your final letter using only 1 variable.

Type in an Input File as follows:

EXAMPLE Filename : address2

```
Keith/
10 The Crescent
Harrogate
N.Yorks/
*
Phyllis/
84 Cambridge Gardens
Notting Hill
London/
*
```

In the file you have now created, there are two records each containing the name and the address.

We have re-defined the limits of the field. You must do this by using the field delimiter / . In this example the field delimiter has been set to / at the end of each line; at the end of the name and at the end of the address.

Now you can see that our Standard Letter need only contain two variables:

STANDARD LETTER

```
.Vname
.Vaddress

_address

Dear _name
          main text of document
```

MAIL MERGING

In order to merge these documents you must use the **-f** flag option (see list of command options in appendix B) in the command line. The **-f** flag re-defines the limits of the field. You must express the fact that the address field is terminated by a \ followed by a <RETURN>. **\n** denotes a <RETURN>.

In addition, you must specify that you are using the standard record separator * followed by a <RETURN>. **\n** denotes a <RETURN> in this case as well.

Now create a Standard Letter File. Declare your variables and use the **D** option.

Now type in **<ctrl> u** and the Unix command line containing the names of your files and the merge options to set field and record delimiters:

Rmerge -f'/\n' -r'*\n' std.ltr.2 < address2 > merged2

Your document is now merged:

```
10 The Crescent
Harrogate
N.Yorks

Dear Keith
          text of document
.PA

84 Cambridge Gardens
Notting Hill
London

Dear Phyllis
            text of document
.PA
```

VARIABLE MAPPING

Variable Mapping enables you to insert information into the text of your letter. A variable declaration in your Standard Letter File can be mapped to a particular field in your Input File.

Now, create a file:

EXAMPLE

INPUT FILE

```
Mr
Jim
Bloggs
81 Carysfort Road
Stoke Newington
London
*
Mrs
Edna
Smedley-Blyth
2 Temple Fortune Mansions
Golders Green
Glasgow
*
```

Create your Standard Letter File. Declare your variables together with a number which matches the field you require in the Input File:

EXAMPLE

STANDARD LETTER FILE

```
.V2name
.V6town

_name lives in _town
```

A number directly after the .V in the declaration, maps the variable to the equivalent field in the record.

MAIL MERGE

Now type in **<ctrl> u** and the Unix command line containing your file names and the specification of the * as a record delimiter:

Rmerge -r'*\n' document < inputfile > outputfile.

The names and towns have now been merged into the final text of your letter:

```
Jim lives in London
.PA

Edna lives in Glasgow
.PA
```

Note that you must use a record delimiter to separate records if you use the variable mapping option.

APPENDIX A

This appendix contains options for variable declarations and variable formatting:

TEXT FORMATTING OPTIONS

-L	field to be left justified.
-R	field to be right justified.
-S	feld to have one space after.
-N	field to have no spaces after.
-T	variable to be truncated if larger than field.
-E	field to be extended if variable is too long.
-D	line to be deleted if variable is null.
-I	null variable to be replaced by space.

VARIABLE DECLARATION OPTIONS

-L	all occurrences of variable to be left justified.
-R	all occurrences of variable to be right justified.
-S	all occurrences of variable to have one space after.
-N	all occurrences of variable to have no following spaces.
-T	value to be truncated if it is too long.
-E	field to be extended if variable is too long.
-D	line to be deleted if variable is null.
-I	null variable to be replaced by space.

APPENDIX B

For more advanced merging, ie. merging using the Unix Command line,the following options may be used as part of the command.

COMMAND LINE OPTIONS

-b	suppress banner heading.
-p	suppress .PA being inserted after each document.
-d'<string>'	<string> defines variable declaration prefix , default = '.V'.
-f'<string>'	<string> defines field terminator within an Input File , default = <RETURN> '\n'.
-r'<string>'	<string> defines record delimiter. If option not present the end of each record is calculated from the number of variables in the standard letter file. If Mail Merge is chosen on the menu, the record delimiter is set to *.
-n<number>	<number> is the maximum number of documents to be produced.
-L'<variable>'	fields for <variable> to be left justified.
-R'<variable>'	fields for <variable> to be right justified.
-S'<variable>'	fields for <variable> to have one space after.
-N'<variable>'	fields for <variable> to have no following. spaces
-T'<variable>'	values for <variable> to be truncated if too long.
-E'<variable>'	fields for <variable> to be extended if too short.
-D'<variable>'	lines with null <variable> to be deleted.
-I'<variable>'	null fields for <variable> to have space inserted.

NOTE: If **<variable>** not specified, formatting refers to all variables. The ' character can usually be omitted, but safeguards against Unix interpreting special characters.

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