@HEAD 1 = Address/Phone List: PH

This sample address and phone list is designed to allow simple and automated incorporation of information generated by a database. There are a number of inclusions that might not be easily apparent, but that are necessary to fully utilize the design.

Each phone number is a separate paragraph that must include, as its first character, a tab, so that the tab settings for the tag can insert the dot leader.

All other tags except **BODY TEXT**, **ENDENTRY** and Ventura's generated tags, have the Allow Within set to No, and the Keep With Next set to Yes. Each block of data corresponding to a single entry will stay together. This only works, however, if every block is followed by an empty paragraph tagged **ENDENTRY**, in order to allow column and page breaks between blocks of data.

This style sheet contains the following tags:

@HEAD 1 = ADDRESS

Applied to both (or as many as necessary) paragraphs containing address information. This tag uses a <169>hanging indent,<170> in other words, all lines after the first will be indented further. The hanging indent indicates when a line is continued from the previous line. so that this works, make each line of the address a separate line.

@HEAD 1 = BODY TEXT

Not used

@HEAD 1 = ENDENTRY

An empty paragraph with this tag goes at the end of every block (Name, phone, title and address).

@HEAD 1 = NAMEFIRST

This tag is applied to the first name only, so that it have different specifications from the **NAMELAST** tag. It sits on the same baseline as the **NAMELAST** paragraph.

@HEAD 1 = NAMELAST

This tag is applied to the last name only, so that it may be larger and/or bolder. This is applied to the first paragraph of each block of data. Having a tag specifically for the last name is also used for automatic display in the page header of the first and last of the last names that appear on each page.

@HEAD 1 = PHONENO

This tag is applied to a paragraph containing only a phone number, and, as the first character of the paragraph, a tab. This paragraph sits on the same baseline as the **NAMELAST** and **NAMEFIRST** paragraphs.

@HEAD 1 = SECTIONHEAD

This tag is applied to the first paragraph in the text file, and that paragraphs contents are automatically displayed in the page header.

@HEAD 1 = TITLE

This tag is applied to an optional paragraph following the phone number that contains text describing the person<197>his/her title or

position.

One additional tag was added to this style sheet to format this page only, Head 1 is not used in the general formatting of this style sheet. This page was added using the Insert/Remove Page command, and the text file was loaded into it. To delete this page, highlight the page in Frame Mode, go to the Edit Menu, Remove Text File, and delete this file from the Chapter. Then go to Insert/Remove Page command, and remove the current page.