@HEAD 1 = Company Purchase Order Style Sheet

@NOTES = This sample purchase order chapter makes extensive use of Ventura's table functions for placement of items on the form. It could be used with files generated by a database, or it could be manually completed.

@NOTES = This form is comprised of seven distinct tables:

@NOTES = the invoice date and number section

@NOTES = the address (TO and SHIP TO)

@NOTES = the personnel information (CONTACT, PHONE, SALESPERSON, and SHIP HOW)

@NOTES = the item descriptions and amounts

@NOTES = the block containing the subtotal, tax, shipping and total

@NOTES = the signature block

@NOTES = the terms block

@NOTES = The use of these seven separate tables simplifies specification of column widths, since each has distinctly different requirements. To allow automatic ruled lines (gray) both above and below the tables, there are actually two more "unseen" rows per table, one above and one below. To allow some space, but to avoid the excessive space between the tables that normally spaced rows would create, a special tag, **FORMSPACE**, is applied to all paragraphs in the unseen rows. Its point size and interline space are quite small-this is the primary purpose of this tag, although it is also used for the small type of the signature lines. The signature block is the only block of the seven that does not contain an unseen top and bottom row.

@NOTES = The tags in this style sheet:

@HEAD 1 = BODY TEXT

@NOTES = Not used

@HEAD 1 = FORMLBLLEFT

@NOTES = For the 6-point Helvetica labels, flush left.

@HEAD 1 = FORMLBLRIGHT

@NOTES = Same as **FORMLBLLEFT**, but flush right.

@HEAD 1 = FORMLBLVERT

@NOTES = For the single-character center-stacked vertical labels, such as "SOLD TO."

@HEAD 1 = FORMSPACE

@NOTES = Applied to all paragraphs in the first and last rows of each table, to generate minimum vertical space. Also applied to the text in the signature block.

@HEAD 1 = FORMTITLE

@NOTES = Used for "PURCHASE ORDER," at the top right of the page.

@NOTES = The following three tags presume that you may want to rearrange the text elements of the address to the right of the logo. Having each in a separate paragraph with a distinct tag allows greater flexibility.

@HEAD 1 = LOGOADDR

@NOTES = Used for the street address line at the top of the page
@HEAD 1 = LOGOCITY
@NOTES = Used for the line of text following the address.
@HEAD 1 = LOGOPHONE
@NOTES = Used for the phone number to the right of the logo.
@HEAD 1 = LOGOTYPE
@NOTES = Used for the name of the company issuing the invoice.
@HEAD 1 = TABLE TEXT
@NOTES = Used for all text to which no other tag is applied.
@HEAD 1 = TBLTXTRIGHT
@NOTES = Used for the information that goes in the QUANTITY, PRICE, AND EXTENSION columns, as well as the column of numbered rows.
@HEAD 1 = Z_GRAY
@NOTES = Special tag for creating the tinted (50% black) lines.

@NOTES = Two tags were added to format this page, Notes and Head 1 are formatting this page only. This page was added using the Insert Page command, and the text file was loaded into it. To delete this page, select the Delete Page option from the Layout Menu.