



## PageMaker Database Publishing: Step-By-Step

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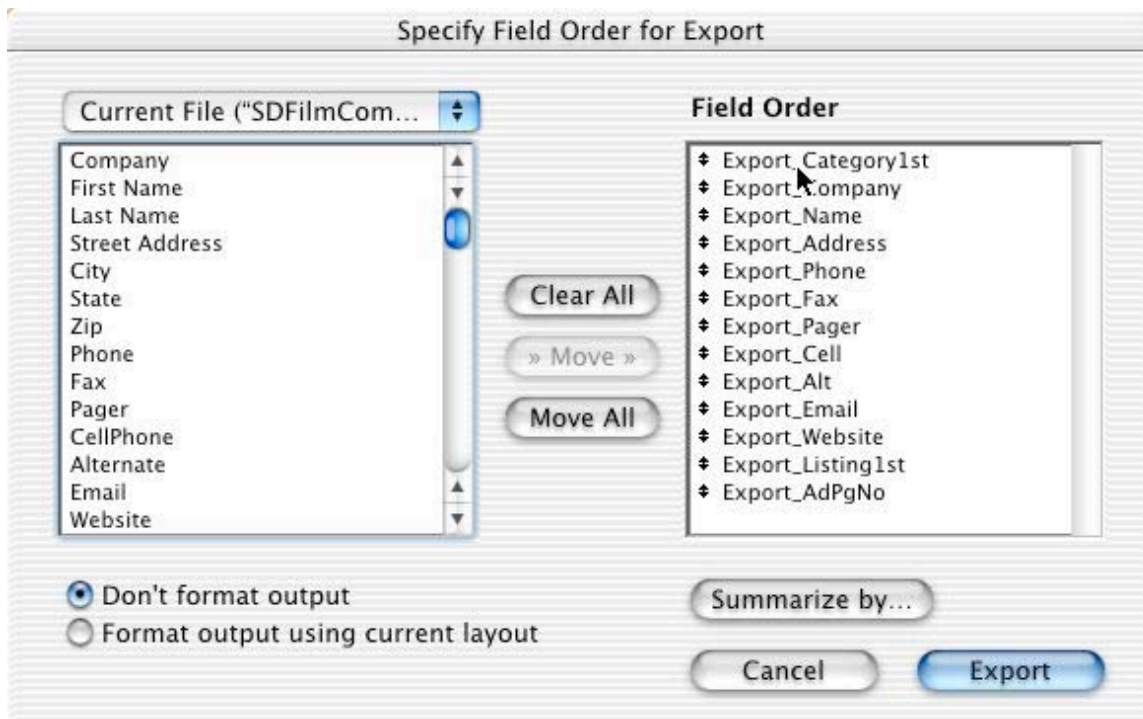
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### Step 1

Export the text from database program in the form of tab-delimited text.

If possible, include paragraph style coding in export by creating special export fields, as shown in the FileMaker example below.



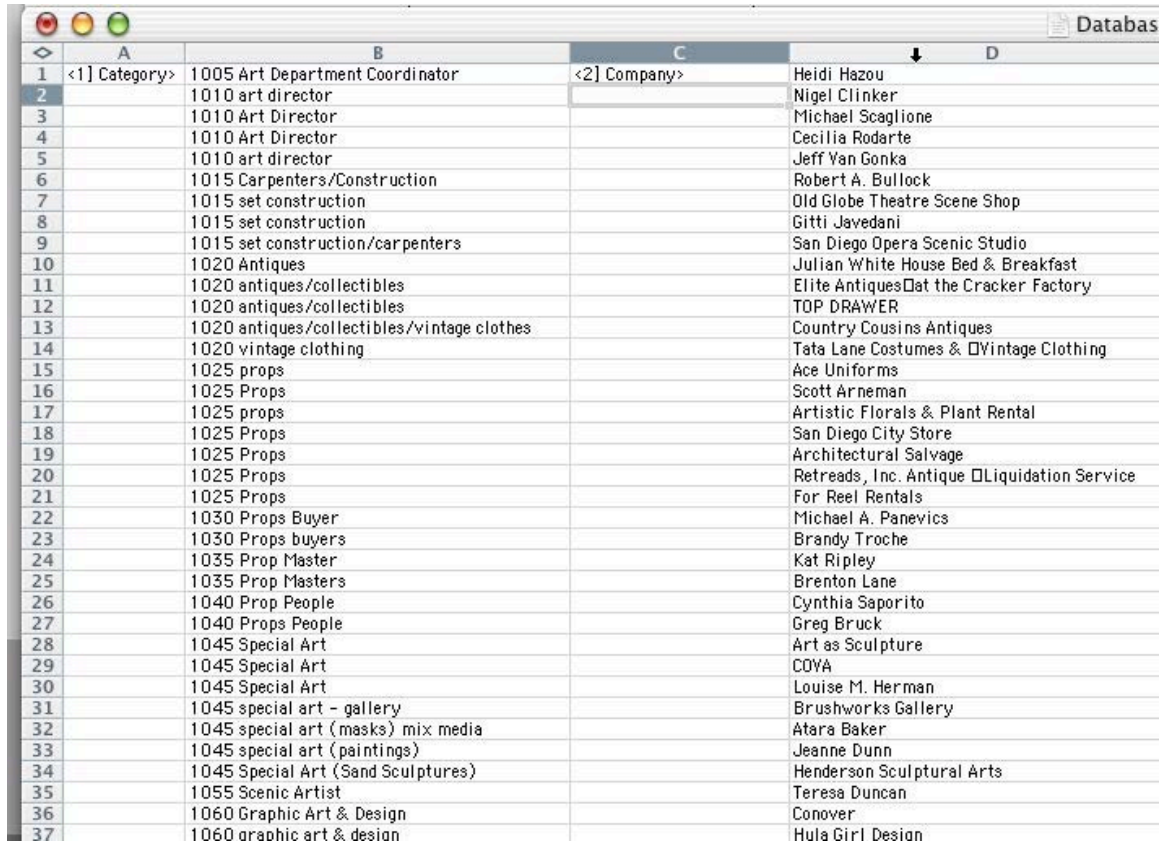
## Step 2

Open exported file in Excel or similar program.

If you were not able to in export coded fields, insert empty columns before each exported column and type the name of the desktop publishing style in the first cells.

(If you were able to export coded fields, proceed to step 3B.)

Note: PageMaker uses the greater-than and less-than brackets to enclose the style name. If you have not created the styles yet, don't worry; PageMaker will create them for you when you import/place the text.



The screenshot shows an Excel spreadsheet with four columns: A, B, C, and D. Column A contains category codes, column B contains category descriptions, column C contains company names, and column D contains company names. The spreadsheet is titled 'Databas' in the top right corner. The data is as follows:

	A	B	C	D
1	<1] Category>	1005 Art Department Coordinator	<2] Company>	Heidi Hazou
2		1010 art director		Nigel Clinker
3		1010 Art Director		Michael Scaglione
4		1010 Art Director		Cecilia Rodarte
5		1010 art director		Jeff Yan Gonka
6		1015 Carpenters/Construction		Robert A. Bullock
7		1015 set construction		Old Globe Theatre Scene Shop
8		1015 set construction		Gitti Javedani
9		1015 set construction/carpenters		San Diego Opera Scenic Studio
10		1020 Antiques		Julian White House Bed & Breakfast
11		1020 antiques/collectibles		Elite AntiquesDat the Cracker Factory
12		1020 antiques/collectibles		TOP DRAWER
13		1020 antiques/collectibles/vintage clothes		Country Cousins Antiques
14		1020 vintage clothing		Tata Lane Costumes & DVintage Clothing
15		1025 props		Ace Uniforms
16		1025 Props		Scott Arneman
17		1025 props		Artistic Florals & Plant Rental
18		1025 Props		San Diego City Store
19		1025 Props		Architectural Salvage
20		1025 Props		Retreads, Inc. Antique DLiquidation Service
21		1025 Props		For Reel Rentals
22		1030 Props Buyer		Michael A. Panevics
23		1030 Props buyers		Brandy Troche
24		1035 Prop Master		Kat Ripley
25		1035 Prop Masters		Brenton Lane
26		1040 Prop People		Cynthia Saporito
27		1040 Props People		Greg Bruck
28		1045 Special Art		Art as Sculpture
29		1045 Special Art		COVA
30		1045 Special Art		Louise M. Herman
31		1045 special art - gallery		Brushworks Gallery
32		1045 special art (masks) mix media		Atara Baker
33		1045 special art (paintings)		Jeanne Dunn
34		1045 Special Art (Sand Sculptures)		Henderson Sculptural Arts
35		1055 Scenic Artist		Teresa Duncan
36		1060 Graphic Art & Design		Conover
37		1060 graphic art & design		Hula Girl Design

### Step 3

A) Copy the Codes down the entire column, matching the depth of the text.  
(Use the Fill Down command.)

	A	B	C	D
1	<1] Category>	1005 Art Department Coordinator	<2] Company>	Heidi Hazou
2	<1] Category>	1010 art director	<2] Company>	Nigel Clinker
3	<1] Category>	1010 Art Director	<2] Company>	Michael Scaglione
4	<1] Category>	1010 Art Director	<2] Company>	Cecilia Rodarte
5	<1] Category>	1010 art director	<2] Company>	Jeff Van Gonka
6	<1] Category>	1015 Carpenters/Construction	<2] Company>	Robert A. Bullock
7	<1] Category>	1015 set construction	<2] Company>	Old Globe Theatre Scene Shop
8	<1] Category>	1015 set construction	<2] Company>	Gitti Javedani
9	<1] Category>	1015 set construction/carpenters	<2] Company>	San Diego Opera Scenic Studio
10	<1] Category>	1020 Antiques	<2] Company>	Julian White House Bed & Breakfast
11	<1] Category>	1020 antiques/collectibles	<2] Company>	Elite AntiquesDat the Cracker Factory
12	<1] Category>	1020 antiques/collectibles	<2] Company>	TOP DRAWER
13	<1] Category>	1020 antiques/collectibles/vintage clothes	<2] Company>	Country Cousins Antiques
14	<1] Category>	1020 vintage clothing	<2] Company>	Tata Lane Costumes & DVintage Clothing
15	<1] Category>	1025 props	<2] Company>	Ace Uniforms
16	<1] Category>	1025 Props	<2] Company>	Scott Arneman
17	<1] Category>	1025 props	<2] Company>	Artistic Florals & Plant Rental
18	<1] Category>	1025 Props	<2] Company>	San Diego City Store
19	<1] Category>	1025 Props	<2] Company>	Architectural Salvage
20	<1] Category>	1025 Props	<2] Company>	Retreads, Inc. Antique Liquidation Service
21	<1] Category>	1025 Props	<2] Company>	For Reel Rentals
22	<1] Category>	1030 Props Buyer	<2] Company>	Michael A. Panevics
23	<1] Category>	1030 Props buyers	<2] Company>	Brandy Troche
24	<1] Category>	1035 Prop Master	<2] Company>	Kat Ripley
25	<1] Category>	1035 Prop Masters	<2] Company>	Brenton Lane
26	<1] Category>	1040 Prop People	<2] Company>	Cynthia Saporito
27	<1] Category>	1040 Props People	<2] Company>	Greg Bruck
28	<1] Category>	1045 Special Art	<2] Company>	Art as Sculpture
29	<1] Category>	1045 Special Art	<2] Company>	COYA
30	<1] Category>	1045 Special Art	<2] Company>	Louise M. Herman
31	<1] Category>	1045 special art - gallery	<2] Company>	Brushworks Gallery
32	<1] Category>	1045 special art (masks) mix media	<2] Company>	Atara Baker
33	<1] Category>	1045 special art (paintings)	<2] Company>	Jeanne Dunn
34	<1] Category>	1045 Special Art (Sand Sculptures)	<2] Company>	Henderson Sculptural Arts
35	<1] Category>	1055 Scenic Artist	<2] Company>	Teresa Duncan
36	<1] Category>	1060 Graphic Art & Design	<2] Company>	Conover
37	<1] Category>	1060 graphic art & design	<2] Company>	Hula Girl Design

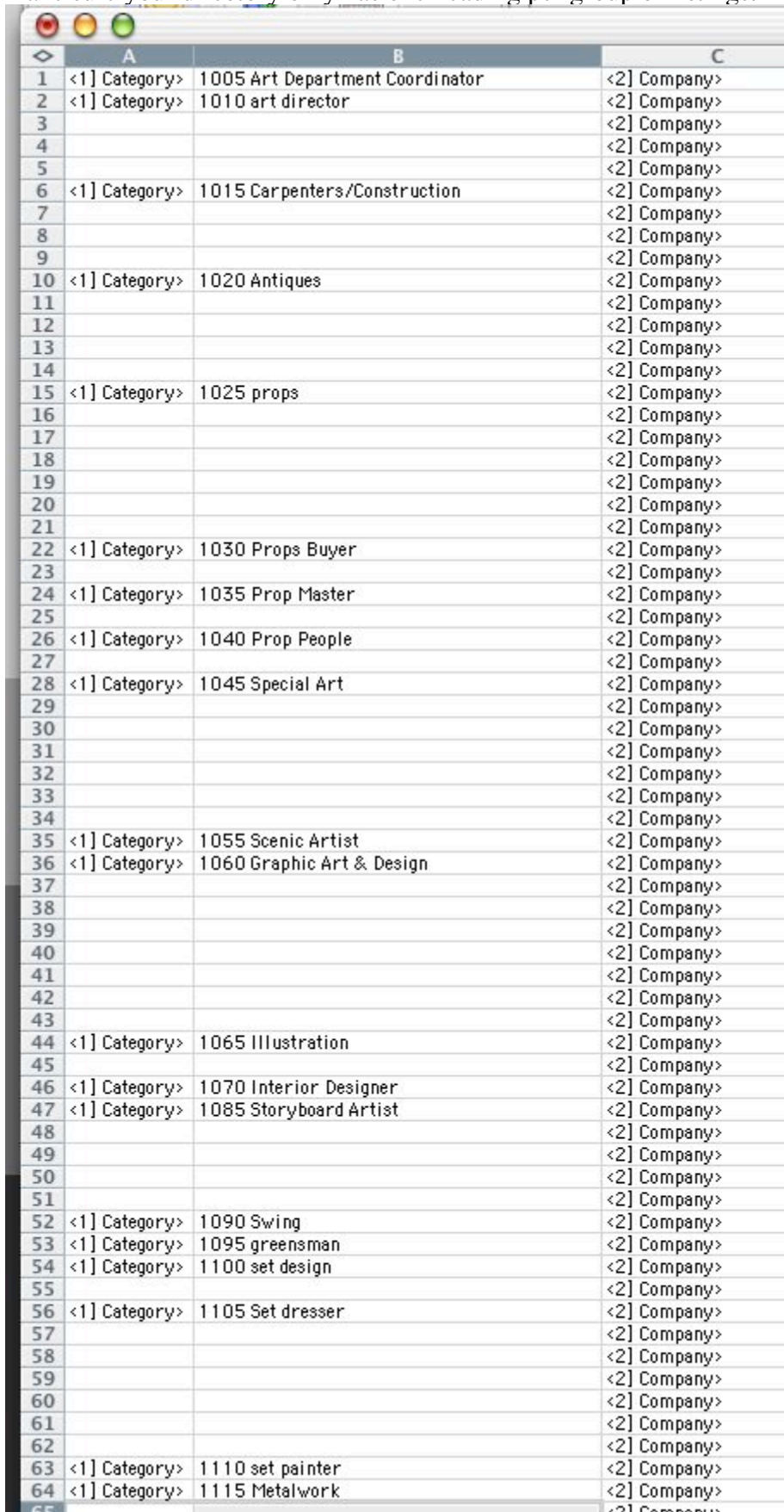
B) Note: If you exported coded text from the database, it would look like this, saving a number of steps per exported field:

	A	B	C	D	E					
1	<1] Category>	1005 Art Department Coordinator	<2] Company>	Heidi Hazou	<4] Address>	4455 Valeta Street	<5] Phones>	619-523-1		
2	<1] Category>	1010 art director	<2] Company>	Nigel Clinker	<4] Address>	1450 Harbor Island	<5] Phones>	619-954-7		
3	<1] Category>	1010 Art Director	<2] Company>	Michael Scaglione	<4] Address>	P.O. Box 91035	<4] Ac	<5] Phones>	619-543-1	
4	<1] Category>	1010 Art Director	<2] Company>	Cecilia Rodarte	<4] Address>	2376 Altisma Way,	<5] Phones>	760-918-6		
5	<1] Category>	1010 art director	<2] Company>	Jeff Van Gonka	<4] Address>	10497 Hermanos Ro	<5] Phones>	858-569-9		
6	<1] Category>	1015 Carpenters/Construction	<2] Company>	Robert A. Bullock	<4] Address>	3777 Ray Street	<4] Ac	<5] Phones>	619-688-0	
7	<1] Category>	1015 set construction	<2] Company>	<3] Name>	Ben Thoron	<4] Address>	1363 Old Globe Way	<5] Phones>	619-235-2	
8	<1] Category>	1015 set construction	<2] Company>	Gitti Javedani	<4] Address>	5939 Darwin Court,	<5] Phones>	760-438-2		
9	<1] Category>	1015 set construction/carpenters	<2] Company>	<3] Name>	John David Peters	<4] Address>	3064 Commercial St	<5] Phones>	619-232-5	
10	<1] Category>	1020 Antiques	<2] Company>	<3] Name>	Mary Marvin	<4] Address>	P.O. Box 824	<4] Ac	<5] Phones>	760-765-1
11	<1] Category>	1020 antiques/collectibles	<2] Company>	<3] Name>	Mara Escajeda	<4] Address>	448 West Market St	<5] Phones>	619-238-1	
12	<1] Category>	1020 antiques/collectibles	<2] Company>	<3] Name>	MARA ESCAJEDA	<4] Address>	448 W. Market Stre	<5] Phones>	619-238-1	
13	<1] Category>	1020 antiques/collectibles/vintage cloth	<2] Company>	<3] Name>	Sydney Cousins	<4] Address>	2889 Adams Avenue	<5] Phones>	619-284-3	
14	<1] Category>	1020 vintage clothing	<2] Company>	<3] Name>	Linda Hanover	<4] Address>	525 Evans Place	<4] Ac	<5] Phones>	619-688-9
15	<1] Category>	1025 props	<2] Company>	<3] Name>	Marc Stein	<4] Address>	748 6th Ave	<4] Ad	<5] Phones>	619-233-0
16	<1] Category>	1025 Props	<2] Company>	Scott Arneman	<4] Address>	11002 Valle Vista Ri	<5] Phones>	619-561-5		
17	<1] Category>	1025 props	<2] Company>	<3] Name>	Pat Higgins	<4] Address>	441 Fifth Avenue	<4] Ac	<5] Phones>	619-220-8
18	<1] Category>	1025 Props	<2] Company>	<3] Name>		<4] Address>	202 "C" St., #57	<4] Ac	<5] Phones>	619-239-2
19	<1] Category>	1025 Props	<2] Company>	<3] Name>	Elizabeth Scalice	<4] Address>	1971 India Street	<4] Ac	<5] Phones>	619-696-1
20	<1] Category>	1025 Props	<2] Company>	<3] Name>	Joan Seifried	<4] Address>	3220 Adams Avenue	<5] Phones>	619-284-3	
21	<1] Category>	1025 Props	<2] Company>	<3] Name>	Karen Bruck	<4] Address>	328 Greenview Lane	<5] Phones>	760-731-9	
22	<1] Category>	1030 Props Buyer	<2] Company>	Michael A. Panevics	<4] Address>	959 Felspar Street,	<5] Phones>	858-483-3		
23	<1] Category>	1030 Props buyers	<2] Company>	Brandy Troche	<4] Address>	4762 Nutmeg Stre	<5] Phones>	619-266-0		
24	<1] Category>	1035 Prop Master	<2] Company>	Kat Ripley	<4] Address>	6708 Coronitia Stre	<5] Phones>	760-431-7		
25	<1] Category>	1035 Prop Masters	<2] Company>	Brenton Lane	<4] Address>	4627 Santa Monica #	<5] Phones>	619-224-8		
26	<1] Category>	1040 Prop People	<2] Company>	Cynthia Saporito	<4] Address>	P.O. Box 2661	<4] Ac	<5] Phones>	760-720-0	
27	<1] Category>	1040 Props People	<2] Company>	Greg Bruck	<4] Address>	1726 Wind River Rc	<5] Phones>	619-444-8		
28	<1] Category>	1045 Special Art	<2] Company>	<3] Name>	Laurie Kallis	<4] Address>	P.O. Box 957	<4] Ac	<5] Phones>	858-454-4
29	<1] Category>	1045 Special Art	<2] Company>	<3] Name>	Jennifer Spencer	<4] Address>	3103 Falcon Street	<4] Ac	<5] Phones>	619-234-0
30	<1] Category>	1045 Special Art	<2] Company>	Louise M. Herman	<4] Address>	19101 Fortuna Del I	<5] Phones>	760-736-3		
31	<1] Category>	1045 special art - gallery	<2] Company>	<3] Name>		<4] Address>	2400 Kettner Blvd.,	<5] Phones>	619-232-7	
32	<1] Category>	1045 special art (masks) mix media	<2] Company>	Atara Baker	<4] Address>	4563 Terry Ln	<4] Ac	<5] Phones>	619-464-6	
33	<1] Category>	1045 special art (paintings)	<2] Company>	Jeanne Dunn	<4] Address>	4708 Dauer Ave	<4] Ac	<5] Phones>	619-464-6	
34	<1] Category>	1045 Special Art (Sand Sculptures)	<2] Company>	<3] Name>	Dave Henderson	<4] Address>	8382 Abbots Hill Rd	<5] Phones>	858-278-3	
35	<1] Category>	1055 Scenic Artist	<2] Company>	Teresa Duncan	<4] Address>	4015-178 Carmel Y	<5] Phones>	858-259-8		
36	<1] Category>	1060 Graphic Art & Design	<2] Company>	<3] Name>	David Conover	<4] Address>	800 W. Ivy, Studio C	<5] Phones>	619-238-1	
37	<1] Category>	1060 graphic art & design	<2] Company>	<3] Name>	Nancy Walter	<4] Address>	233 Caminito De Las	<5] Phones>	760-944-3	



#### Step 4

Delete the duplicate listings in the main category columns, leaving only the first listing. This will make sure your directory only has one heading per group of listings.

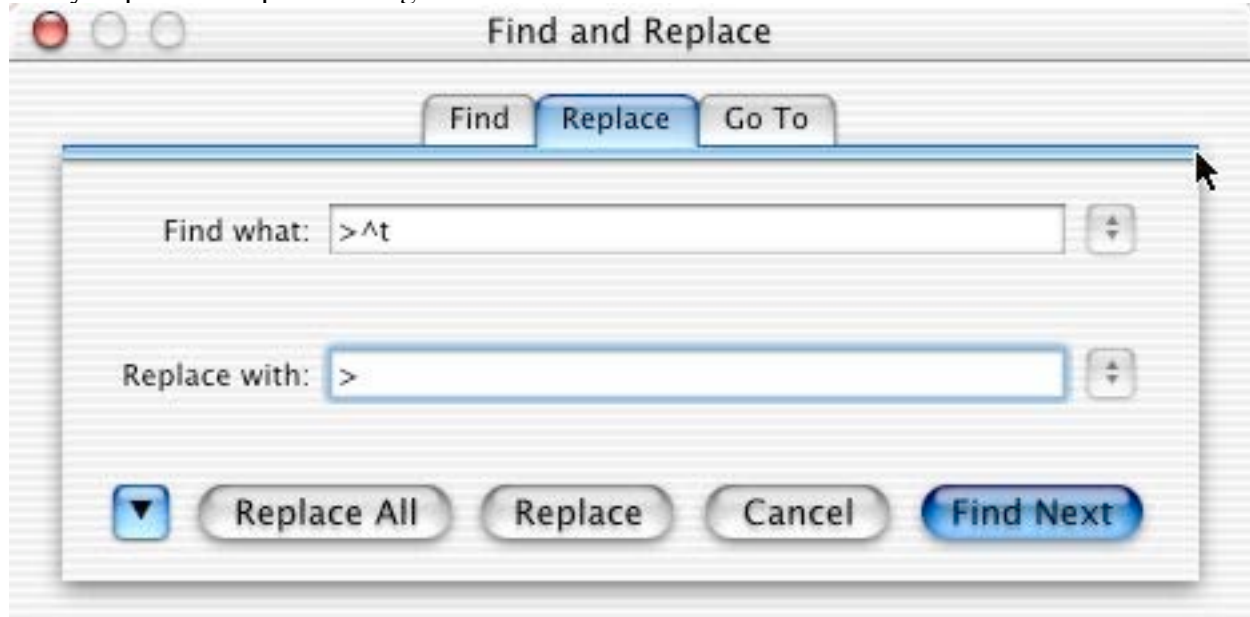


The image shows a spreadsheet application window with three columns labeled A, B, and C. The rows contain data for various categories and company listings. The first column (A) contains category names, the second column (B) contains specific roles or descriptions, and the third column (C) contains the text '<2> Company >'. The rows are numbered 1 through 65.

	A	B	C
1	<1> Category>	1005 Art Department Coordinator	<2> Company >
2	<1> Category>	1010 art director	<2> Company >
3			<2> Company >
4			<2> Company >
5			<2> Company >
6	<1> Category>	1015 Carpenters/Construction	<2> Company >
7			<2> Company >
8			<2> Company >
9			<2> Company >
10	<1> Category>	1020 Antiques	<2> Company >
11			<2> Company >
12			<2> Company >
13			<2> Company >
14			<2> Company >
15	<1> Category>	1025 props	<2> Company >
16			<2> Company >
17			<2> Company >
18			<2> Company >
19			<2> Company >
20			<2> Company >
21			<2> Company >
22	<1> Category>	1030 Props Buyer	<2> Company >
23			<2> Company >
24	<1> Category>	1035 Prop Master	<2> Company >
25			<2> Company >
26	<1> Category>	1040 Prop People	<2> Company >
27			<2> Company >
28	<1> Category>	1045 Special Art	<2> Company >
29			<2> Company >
30			<2> Company >
31			<2> Company >
32			<2> Company >
33			<2> Company >
34			<2> Company >
35	<1> Category>	1055 Scenic Artist	<2> Company >
36	<1> Category>	1060 Graphic Art & Design	<2> Company >
37			<2> Company >
38			<2> Company >
39			<2> Company >
40			<2> Company >
41			<2> Company >
42			<2> Company >
43			<2> Company >
44	<1> Category>	1065 Illustration	<2> Company >
45			<2> Company >
46	<1> Category>	1070 Interior Designer	<2> Company >
47	<1> Category>	1085 Storyboard Artist	<2> Company >
48			<2> Company >
49			<2> Company >
50			<2> Company >
51			<2> Company >
52	<1> Category>	1090 Swing	<2> Company >
53	<1> Category>	1095 greensman	<2> Company >
54	<1> Category>	1100 set design	<2> Company >
55			<2> Company >
56	<1> Category>	1105 Set dresser	<2> Company >
57			<2> Company >
58			<2> Company >
59			<2> Company >
60			<2> Company >
61			<2> Company >
62			<2> Company >
63	<1> Category>	1110 set painter	<2> Company >
64	<1> Category>	1115 Metalwork	<2> Company >
65			<2> Company >

### Step 5

Save file (keeping as text format) and open in Word. The file will look very jumbled; don't worry. Open the Replace dialog box.



Do the following find-&-replace searches, clicking the Replace All button for each one:

Find >^t    Replace with >

Find ^t    Replace with ^p

Find ^p^p    Replace with ^p  
(Repeat until all are found and replaced.)

If necessary, find-&-replace the following:

Find "    Replace with nothing (delete all text from Replace field)

Find two spaces    Replace with one space  
(type actual spaces; repeat until all are found)

### Step 6

Save file (keeping as text) and open in PageMaker.

Note: it is desirable that you create your PageMaker styles in advance of importing this text, however, it is not a requirement.

Place the Word-edited text format file — be SURE to click the Read Tags option when importing the file. This will cause the text to be formatted to your defined PageMaker text styles.

If you did not create styles in advance, the style names will be added to the Style palette, but the text will have a generic format until you edit the style in PageMaker.