

## Page layout

The page layout is a simple and intuitive tool for creating a print template for PDF output. It can be accessed via the side browser button .

### Displaying default layout

In the left side panel, the “Page Layout” section lists your templates.

On the right part, tabs allow you to customize the selected template.

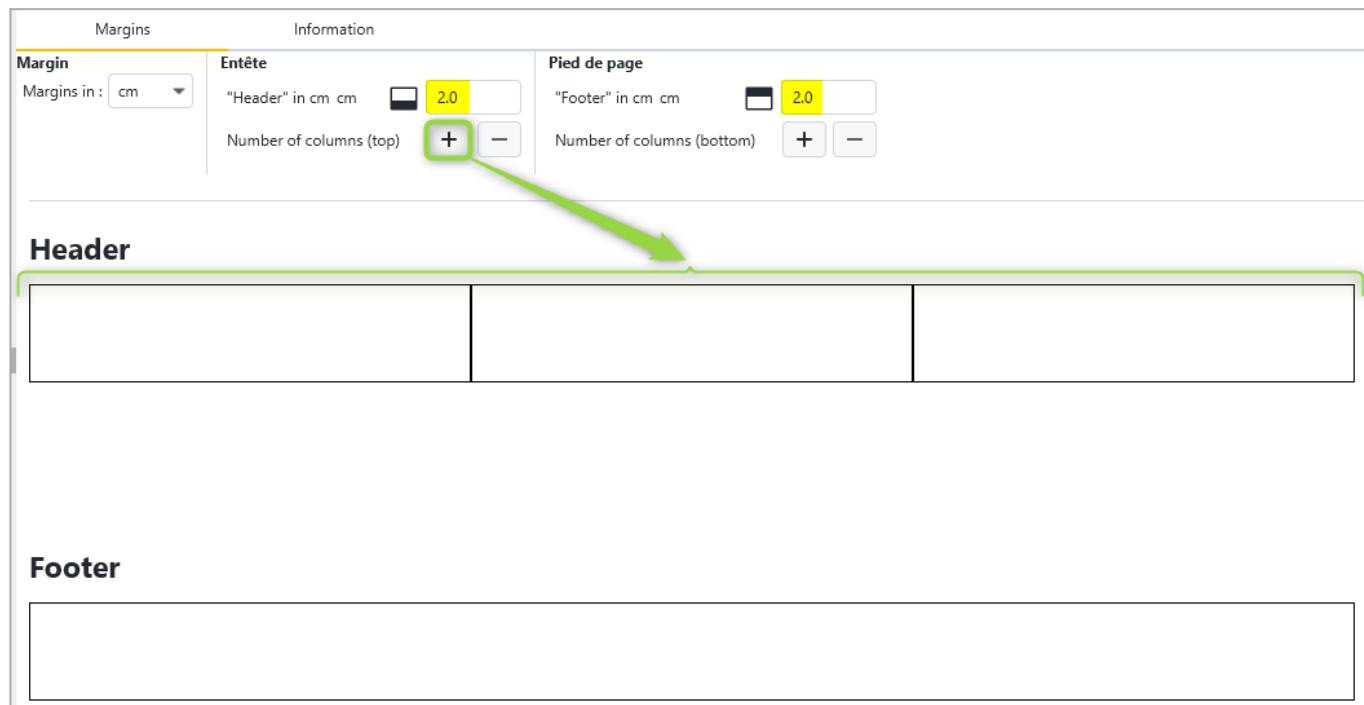
### Margins tab

Margin adjustment allows you to include different elements on the deliverables, depending on your needs. It is also possible to create columns in the header and footer.

### Adjusting margins for later insertion of deliverables information

In order to leave space for inserting various information, margins of 2 cm can be defined at the top and bottom.

Using the add columns button, three columns can also be created in the header:



The screenshot shows the 'Margins' tab of the Page Layout interface. It includes fields for 'Margin' (set to 'cm'), 'Entête' (Header) with a 'Header' in cm of 2.0, 'Number of columns (top)' with a '+' button highlighted in green, and 'Pied de page' (Footer) with a 'Footer' in cm of 2.0, 'Number of columns (bottom)' with a '-' button, and a green arrow pointing to the header area. The header area contains three empty boxes for columns. The footer area is also visible.

### Informations tab

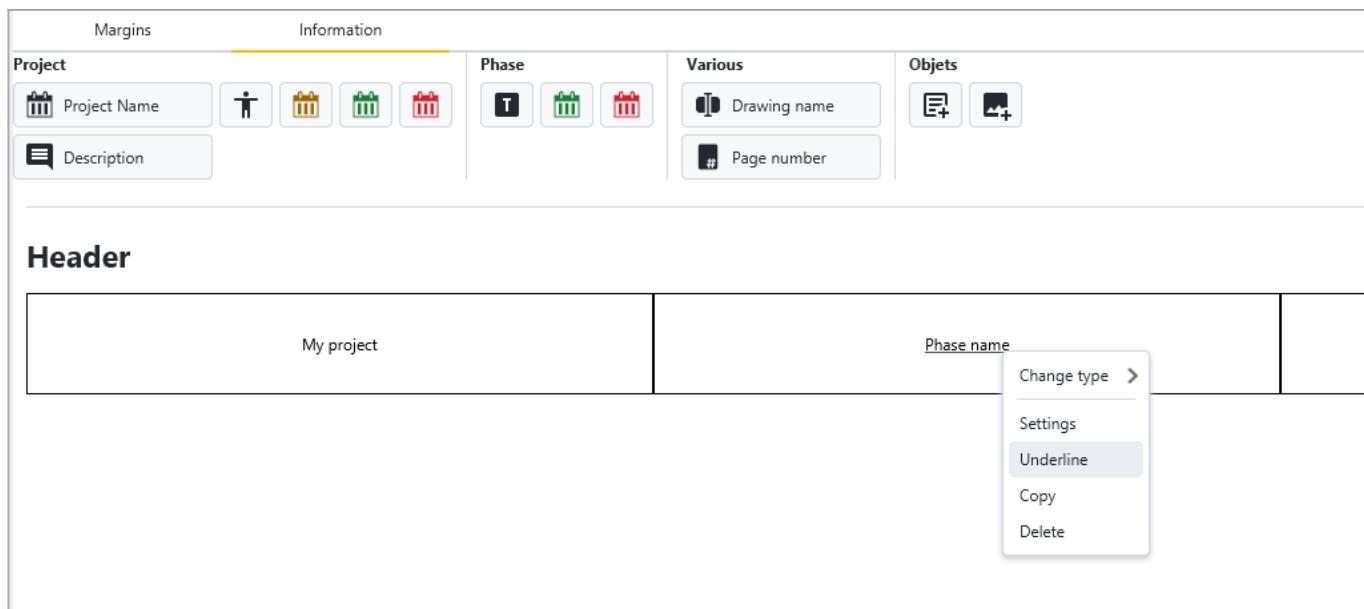
This tab allows you to insert on the pages various information relating to the:

- Project: Name, Description, Person in charge, Start and end dates.
- Phase: Name, Start and End Dates.
- Board: Drawing name, and Page Number in the deliverable.
- Deliverable: Current date (of edition).

It is also possible to insert free text and images.

## Example of inserting project and phase names, and page number

By means of a simple drag and drop, the fields “Project name”, “Phase name”, “Current date” and “Page number” will be integrated here in the upper and lower margins. For each field, right-clicking on the text allows you to customise the font, size and colour via the “Settings” option:



The screenshot shows the Phase Manager software interface with a 3x3 grid of cells for inserting project and phase names, and page number. The 'Phase name' cell in the top right is selected, and a context menu is open with the following options: Change type, Settings (highlighted), Underline, Copy, and Delete.

Note that the alignment is automatic in each of the 9 cells:

Margins      Information

Project      Phase      Various      Objets

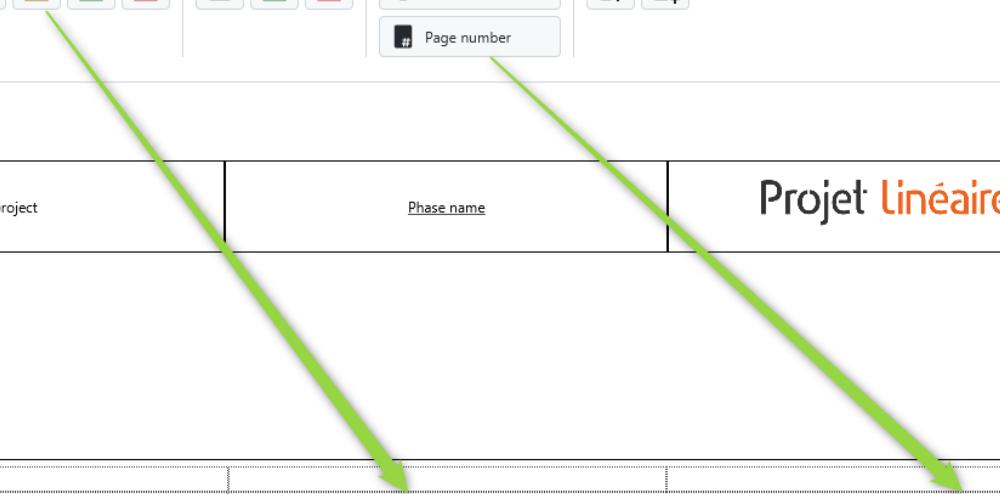
Project Name    Description    Phase T    Phase B    Phase C    Various Drawing name    Various Page number

**Header**

My project	Phase name	Projet linéaire
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**Footer**

	Current date	[PAGE] / [TOTALPAGES]
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## Inserting an image

Various      Objets

Drawing name    Page number

**Objets** button is highlighted with a green border.

To add an image, proceed on the drag and drop principle to bring the button to the desired location, open a dialog window and search the image file.