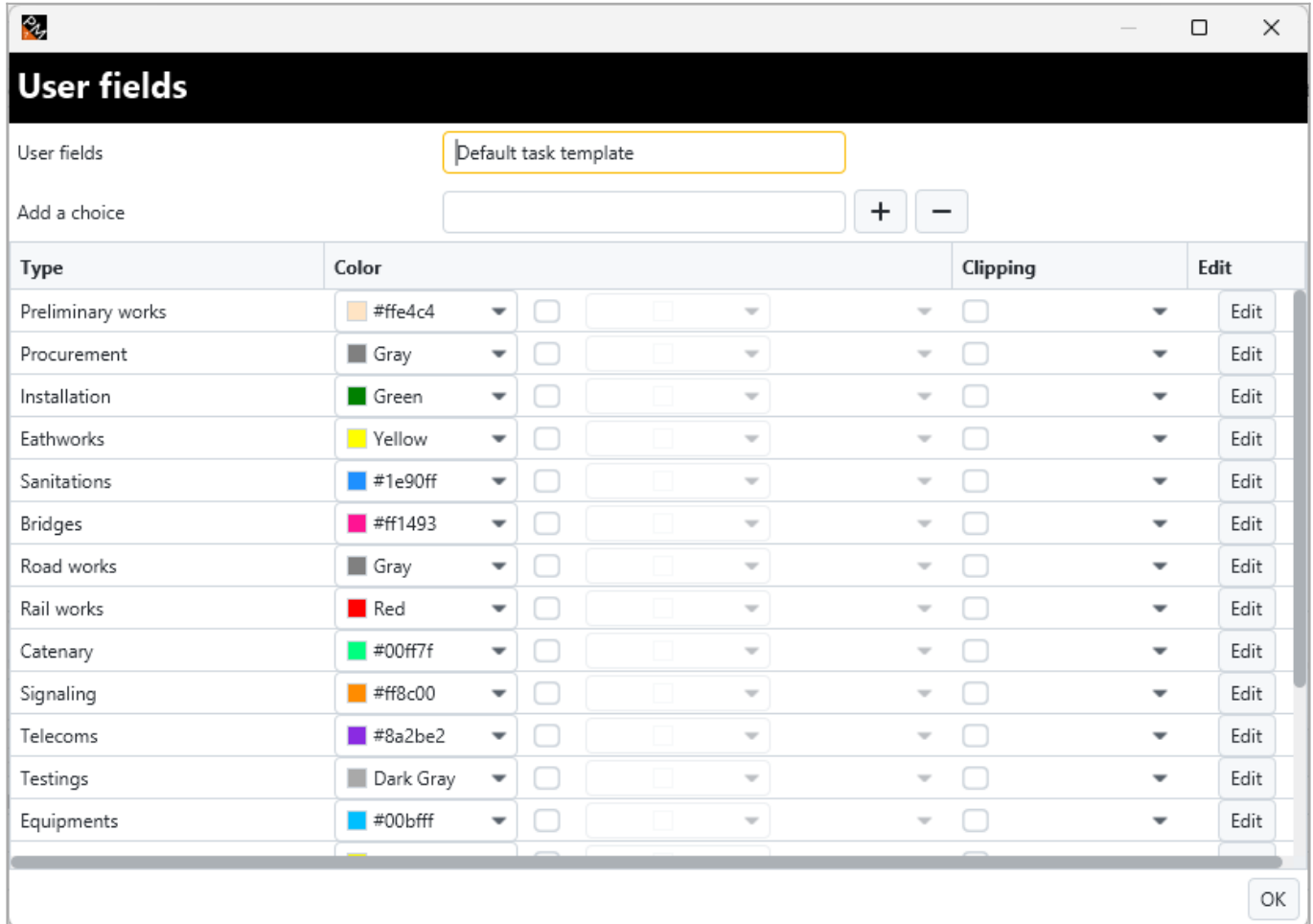


Step 7 - Adding tasks styles and page layout

Tasks styles














The tasks styles have been imported with the project template used at the very beginning of the tutorial. You will therefore find the following styles already defined:



User fields

User fields

Add a choice

Type	Color	Clipping	Edit
Preliminary works	 #ffe4c4	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Procurement	 Gray	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Installation	 Green	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Eathworks	 Yellow	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Sanitations	 #1e90ff	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Bridges	 #ff1493	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Road works	 Gray	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Rail works	 Red	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Catenary	 #00ff7f	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Signaling	 #ff8c00	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Telecoms	 #8a2be2	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Testings	 Dark Gray	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>
Equipments	 #00bfff	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="Edit"/>

Page layout

You will now adjust the page layout for PDF printing by clicking on the  button of the sidebar menu.

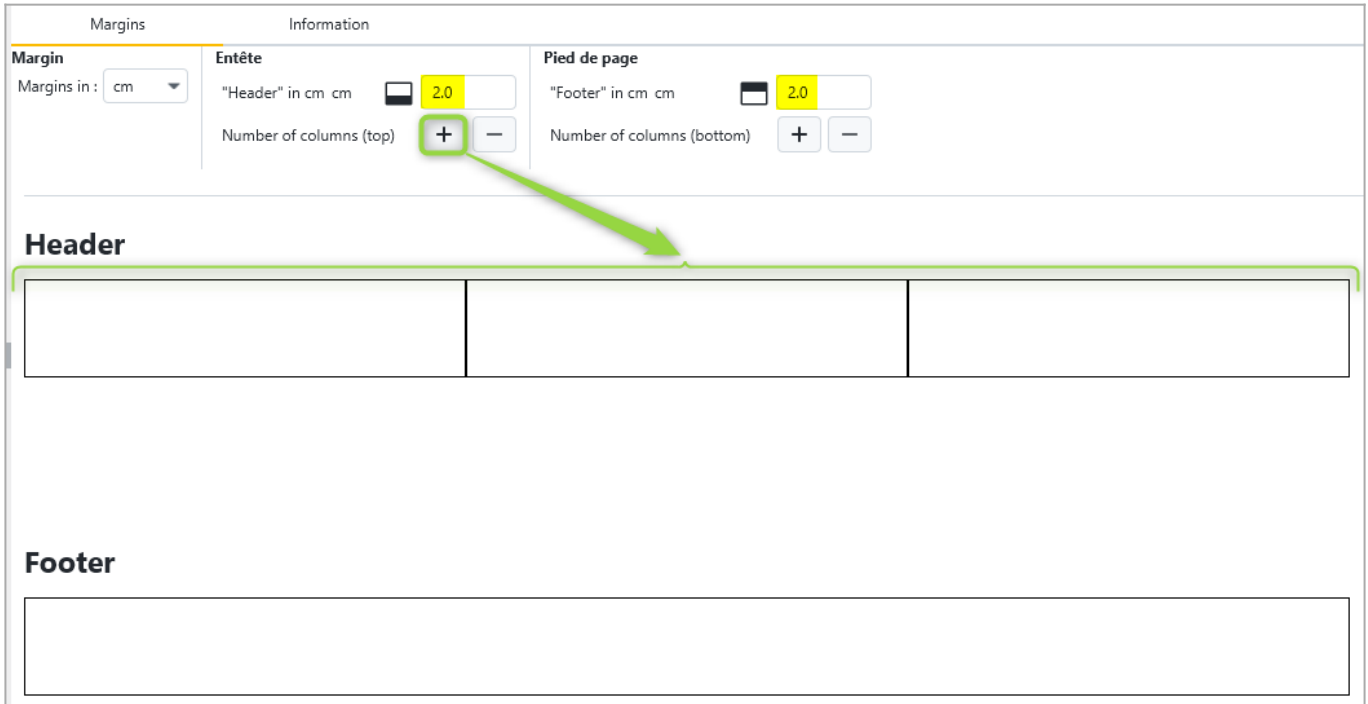
Adjust margins:

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 in the software interface. It is divided into two sections: 'Entête' (Header) and 'Pied de page' (Footer). In the 'Entête' section, 'Number of columns (top)' is set to 3, with a green box around the '+' button and a green arrow pointing to the resulting three columns in the header area. In the 'Pied de page' section, 'Number of columns (bottom)' is set to 1, with a single wide box in the footer area. The 'Margin' section shows 'Margins in : cm' and 'Entête' shows '"Header" in cm cm' set to 2.0. The 'Pied de page' section shows '"Footer" in cm cm' set to 2.0.

Margins tab

Click on the Informations tab to add dynamic fields and your logo:

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:

Margins Information

Project

Project Name [Person icon] [Calendar icon] [Gantt icon] [List icon]

Description [List icon]

Phase

[Text icon] [Gantt icon] [List icon]

Various

Drawing name [Speaker icon]

Page number [Hash icon]

Objets

[List icon] [Image icon]

Header

My project	<u>Phase name</u>	
------------	-------------------	--

- Change type >
- Settings
- Underline
- Copy
- Delete

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

Margins Information

Project

Project Name [Person icon] [Calendar icon] [Gantt icon] [List icon]

Description [List icon]

Phase

[Text icon] [Gantt icon] [List icon]

Various

Drawing name [Speaker icon]

Page number [Hash icon]

Objets

[List icon] [Image icon]

Header

My project	<u>Phase name</u>	Projet linéaire
------------	-------------------	------------------------

Footer

	Current date	[PAGE] / [TOTALPAGES]
--	--------------	-----------------------

Inserting an image

Various

Drawing name [Speaker icon]

Page number [Hash icon]










Objets

[List icon] [Image icon]

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.

Informations tab

Your final template will look like this:

Margins	Information	Phase	Various	Objets
Project Project Name Description	   	  	Drawing name Page number	 
Header				
My project		Phase name		Projet linéaire
Footer				
Current date				[PAGE] / [TOTALPAGES]

You can now head to [step 8 of the tutorial](#) !