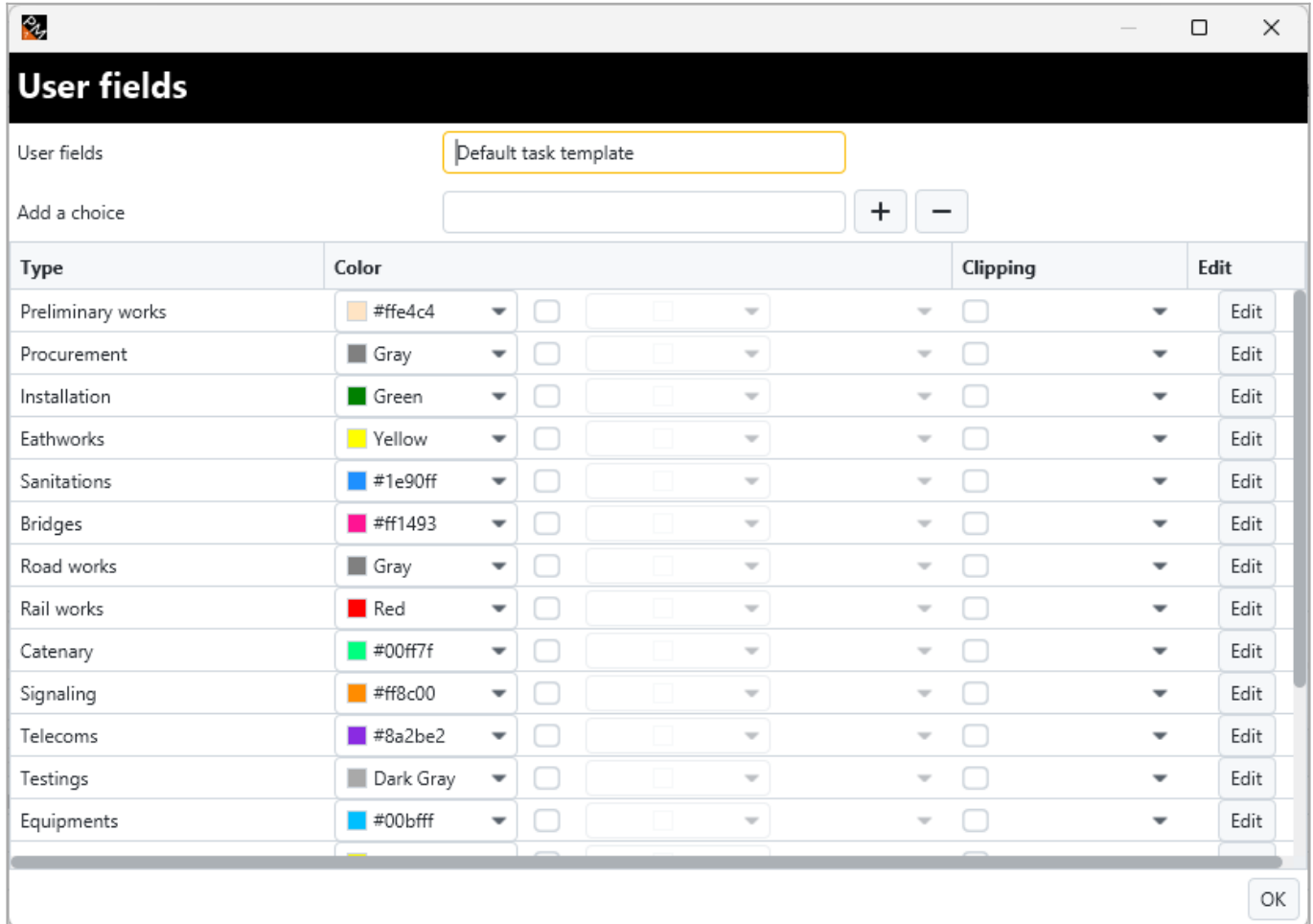


## Step 7 - Adding tasks styles and page layout

### 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

Default task template

Add a choice

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

OK

### Page layout

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

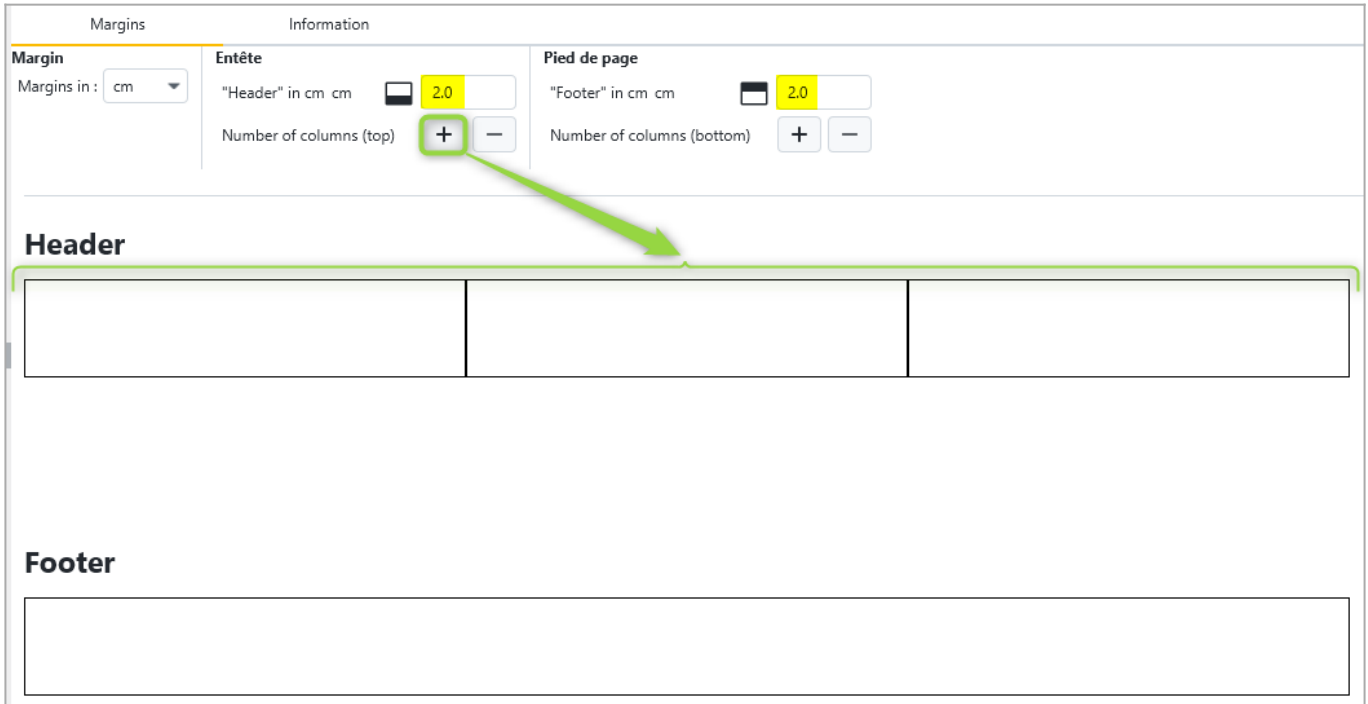
#### Adjust margins:

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' and 'Information' tabs in the software interface. The 'Margins' tab is active, showing settings for 'Header' and 'Footer' margins, both set to 2.0 cm. The 'Number of columns (top)' is set to 3, indicated by a green box around the '+' button and a green arrow pointing to the header area. The 'Header' area is a large rectangular box divided into three columns. The 'Footer' area is a single large rectangular box.

### 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 [Page 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 [Page icon]

**Objets**

[List icon] [Image icon]

---

**Header**

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

---

**Footer**

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

## Inserting an image

**Various**

Drawing name [Speaker icon]

Page number [Page 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
<b>Project</b> Project Name Description	    	  	Drawing name Page number	 
<b>Header</b>				
My project		Phase name	Projet <b>Linéaire</b>	
<b>Footer</b>				
Current date			[PAGE] / [TOTALPAGES]	

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