

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		Style par défaut			
Add a choice					
Type					
Approvisionnement	Gray				Edit
Assainissement	#1e90ff				Edit
Bordures	Black				Edit
Bordures et pavés	Black				Edit
Caténaire	#00ff7f				Edit
Chaussée	Gray				Edit
Chaussée et canalisations	Black				Edit
Couche roulement récap jour	Black				Edit
Couche roulement récap nuit	Black				Edit
Equipements	#00bfff				Edit
Essais	Dark Gray				Edit
Fraisage	Black				Edit

Page layout



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

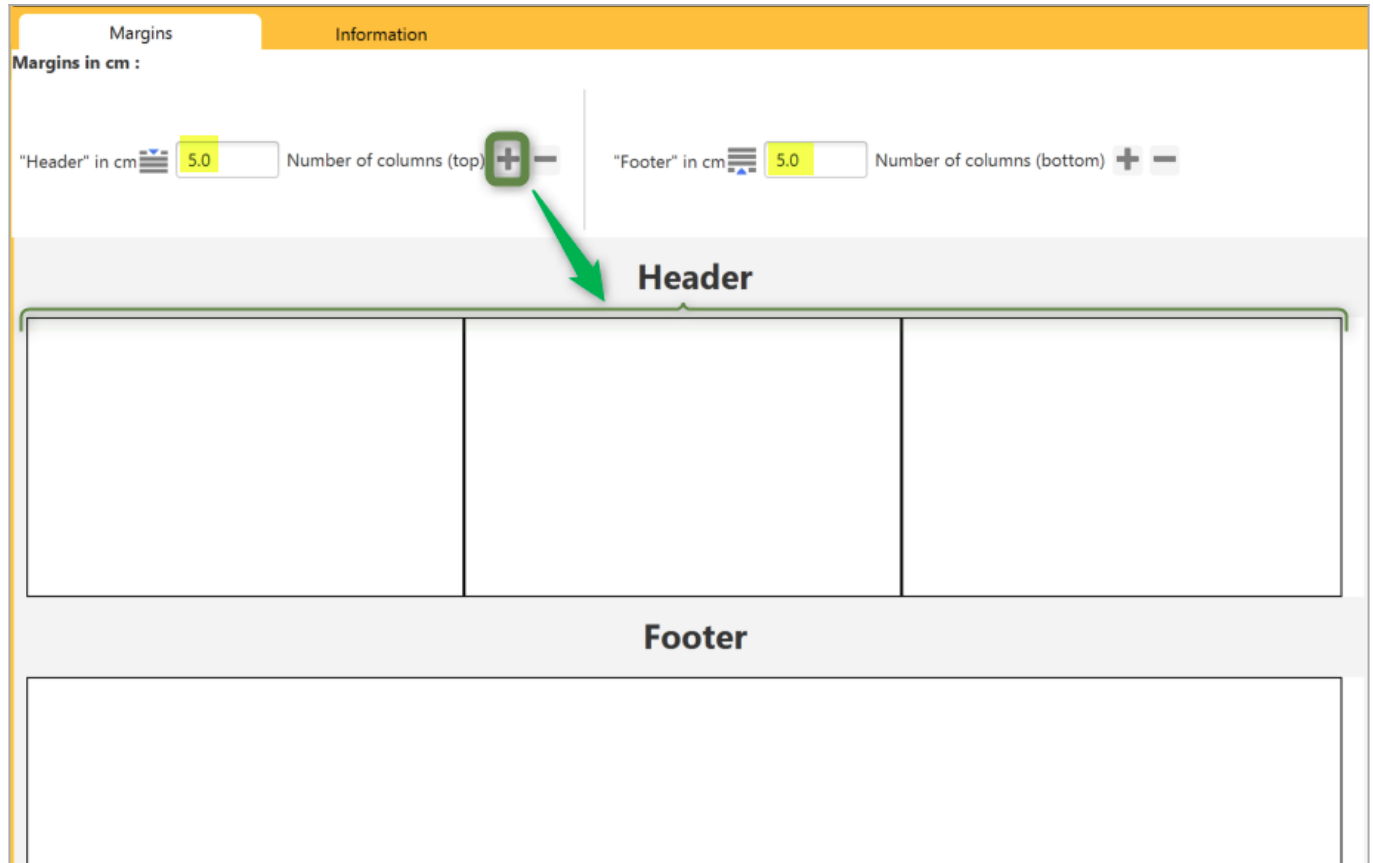
Adjust margins:

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 5 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. At the top, there are two tabs: 'Margins' (selected) and 'Information'. Below the tabs, the 'Margins in cm' section is visible. It includes input fields for 'Header' and 'Footer' margins, both set to 5.0. To the right of these fields are buttons for 'Number of columns (top)' and 'Number of columns (bottom)', each with a '+' and '-' icon. A green arrow points to the '+' icon of the 'Number of columns (top)' button, indicating that it has been clicked to set the number of columns to 3. Below the margin settings, the 'Header' section is shown as a table with 3 columns. Below the header is the 'Footer' section, which is currently empty.

[Margins tab](#)

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

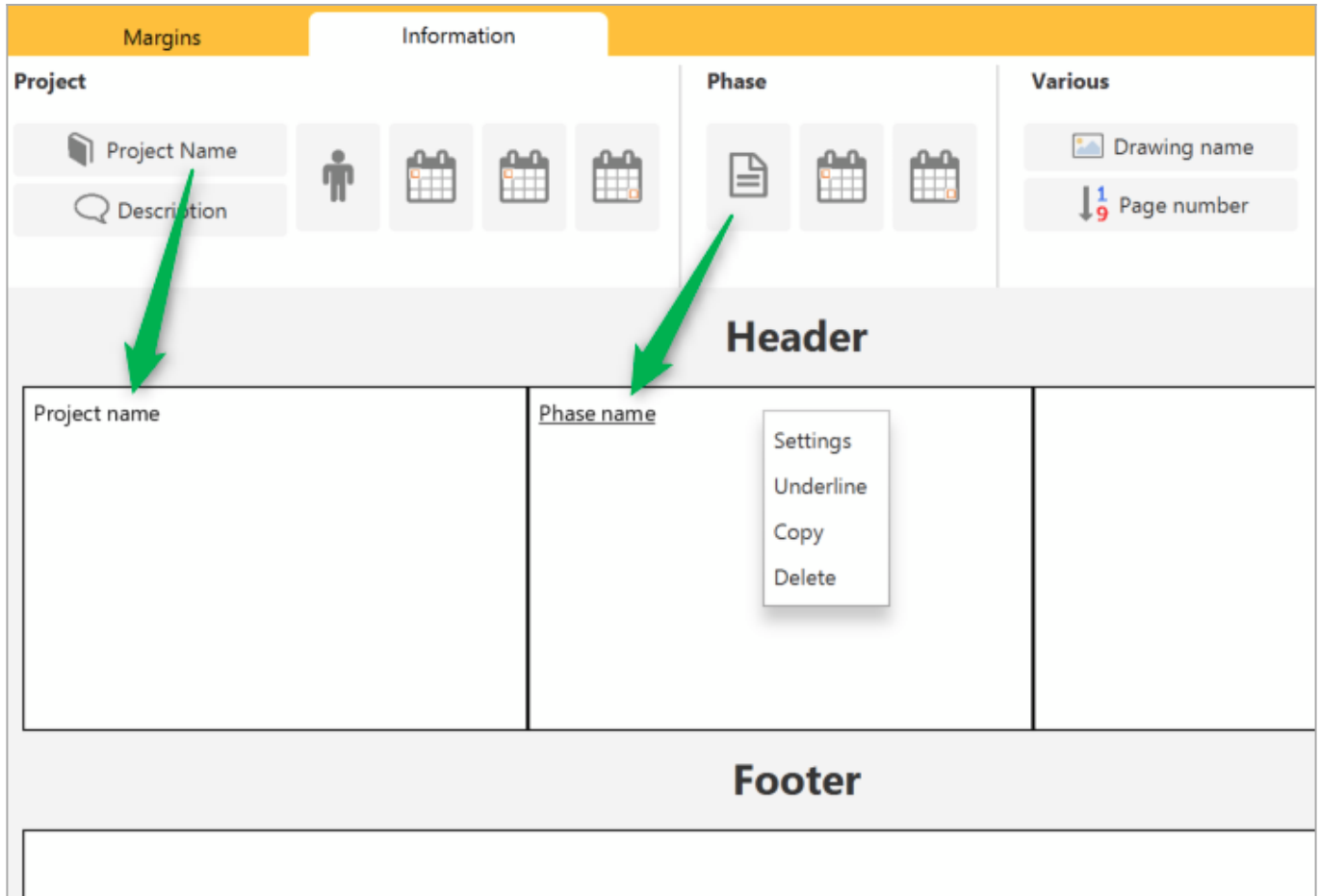
This tab allows you to insert on the pages various information relating to the:

- 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:



The screenshot illustrates the Phase Manager interface with a top navigation bar containing 'Margins', 'Information', and 'Various' tabs. Below these are three main sections: 'Project', 'Phase', and 'Various'. The 'Project' section includes 'Project Name' and 'Description' buttons. The 'Phase' section includes a 'Phase' button and three calendar icons. The 'Various' section includes 'Drawing name' and 'Page number' buttons. Two green arrows indicate the drag-and-drop process: one from 'Project Name' to the 'Project name' field in the 'Header' section, and another from the 'Phase' button to the 'Phase name' field in the 'Header' section. A right-click context menu is shown over the 'Phase name' field, with options: 'Settings', 'Underline', 'Copy', and 'Delete'. The 'Header' section is divided into three columns, and the 'Footer' section is a single row below it.

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

Information				Phase			Various			
							Drawing name	T		
							1 9 Page number			
Header										
		Phase name								
Footer										
		Date du jour				Page number				

Inserting an image

Various	
Drawing name	T
1 9 Page number	

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		
Project			Information			Phase			Various		
Project Name			Description			Drawing name			Page number		
My project			Phase name			Projet Linéaire			[PAGE] / [TOTALPAGE]		
Header			Footer								

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