


## 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.

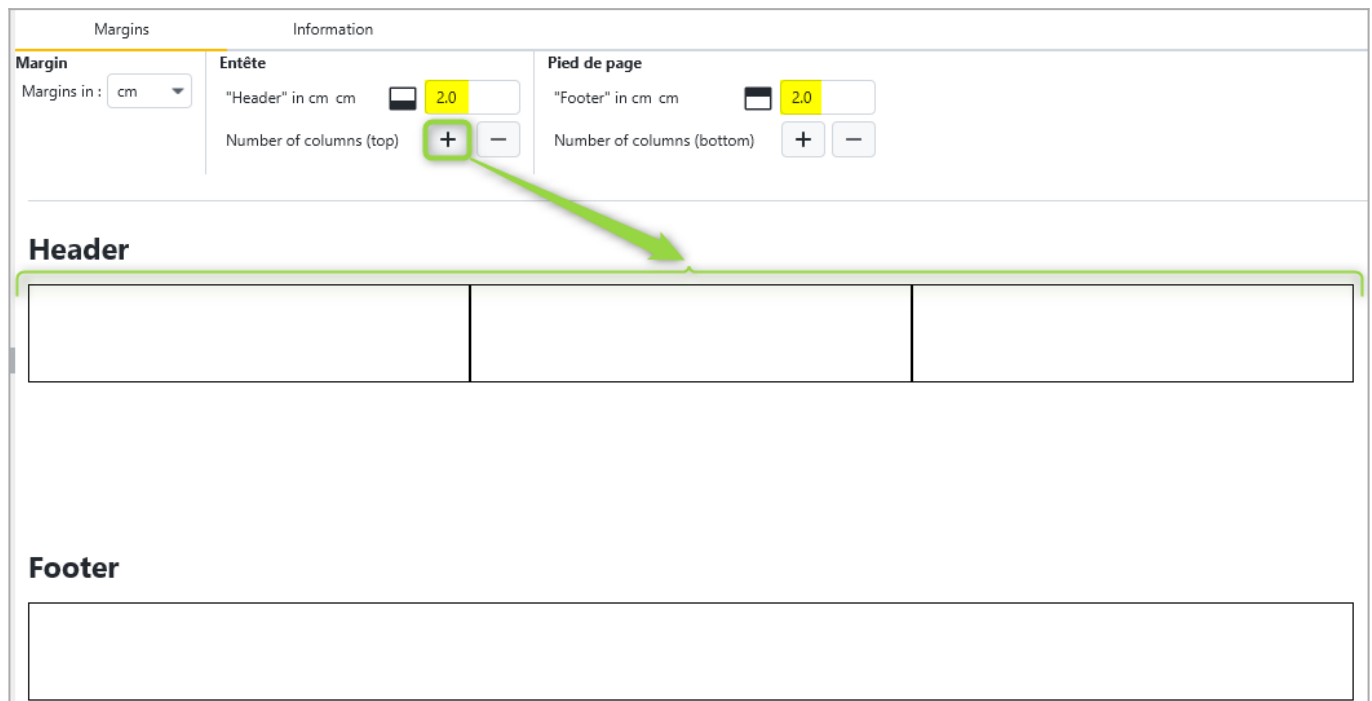
### Margins tab

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 displays the 'Margins' tab in the software interface. It is divided into two main sections: 'Entête' (Header) and 'Pied de page' (Footer). Each section has a 'Margin' dropdown set to 'cm' and a numerical input field set to '2.0'. Below these, there are 'Number of columns' controls for both top and bottom, each with a '+' and '-' button. A green arrow points to the '+' button for the top header columns. The visual representation below shows a header area divided into three columns and a single footer area.

### 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:

Margins		Information		Phase		Various		Objets	
<b>Project</b> <div>Project Name</div> <div>Description</div>		<div>Person in charge</div> <div>Start date</div> <div>End date</div>		<b>Phase</b> <div>Phase name</div> <div>Start date</div> <div>End date</div>		<b>Various</b> <div>Drawing name</div> <div>Page number</div>		<b>Objets</b> <div>Image 1</div> <div>Image 2</div>	
<b>Header</b>									
My project					<u>Phase name</u> <div>           Change type &gt;            Settings            Underline            Copy            Delete         </div>				

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

Margins

Information

Project

Project Name

Description

Phase

Various

Drawing name

Page number

Objets

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

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.