


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.

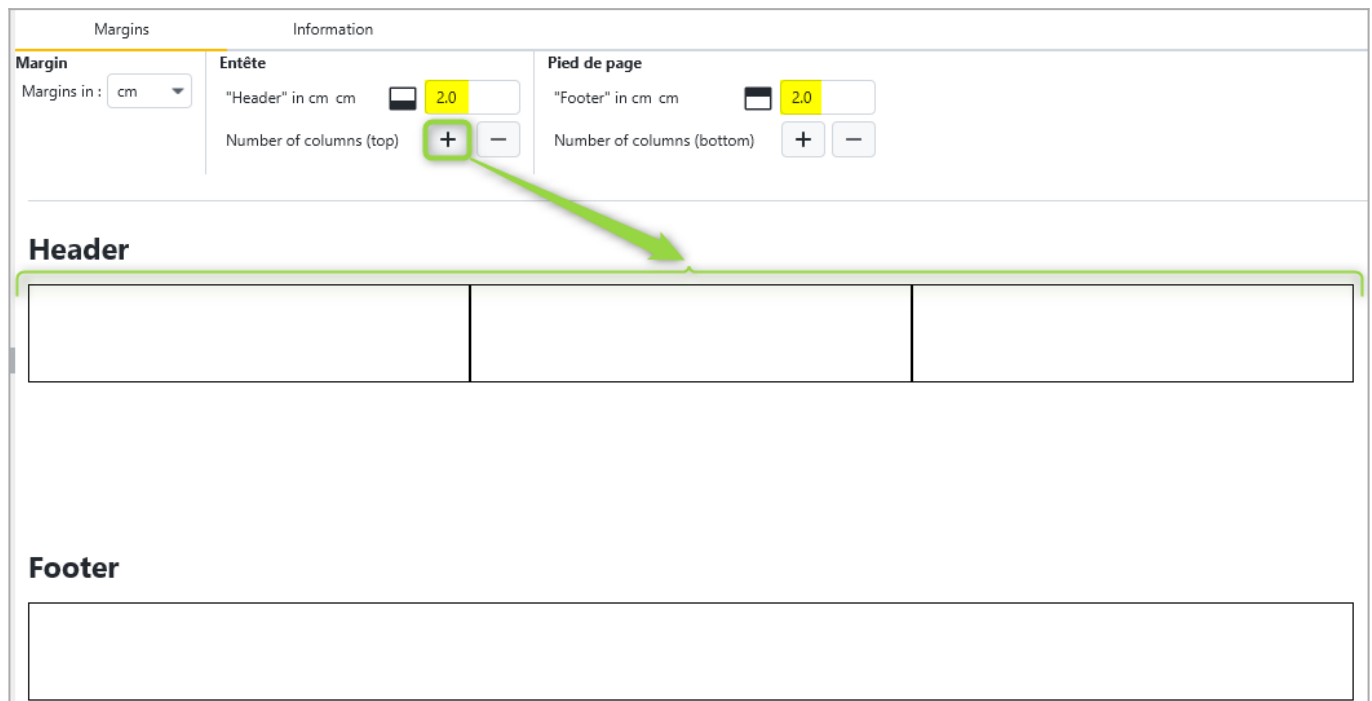
Margins tab

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 in the software interface. It is divided into two main sections: 'Entête' (Header) and 'Pied de page' (Footer). Under 'Entête', there are input fields for 'Header' in cm (set to 2.0) and 'Number of columns (top)' (with a green box around the '+' button and a green arrow pointing to the header area). Under 'Pied de page', there are input fields for 'Footer' in cm (set to 2.0) and 'Number of columns (bottom)'. Below these settings, the 'Header' section is shown as a table with three columns. The 'Footer' section is shown as a single row.

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	
Project <div>Project Name</div> <div>Description</div>		<div>Person in charge</div> <div>Start date</div> <div>End date</div>		Phase <div>Phase name</div> <div>Start date</div> <div>End date</div>		Various <div>Drawing name</div> <div>Page number</div>		Objets <div>Image</div> <div>Text</div>	
Header									
My project					Phase name <div> Change type > Settings Underline Copy Delete </div>				

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

Margins		Information		Phase		Various		Objets				
Project <div>Project Name</div> <div>Description</div>		<div>Person icon</div> <div>Calendar icon</div> <div>Bar chart icon</div> <div>Red bar chart icon</div>		<div>Text icon</div> <div>Green bar chart icon</div> <div>Red bar chart icon</div>		<div>Drawing name</div> <div>Page number</div>		<div>Table icon</div> <div>Image icon</div>				
Header <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">My project</td> <td style="width: 33%; text-align: center;">Phase name</td> <td style="width: 33%; text-align: right;">Projet Linéaire</td> </tr> </table>										My project	Phase name	Projet Linéaire
My project	Phase name	Projet Linéaire										
Footer <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Current date</td> <td style="width: 33%; text-align: right;">[PAGE] / [TOTALPAGES]</td> </tr> </table>											Current date	[PAGE] / [TOTALPAGES]
	Current date	[PAGE] / [TOTALPAGES]										

Inserting an image

Various	Objets
<div>Drawing name</div> <div>Page number</div>	<div>Table icon</div> <div style="border: 2px solid green; padding: 2px;">  </div>

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.