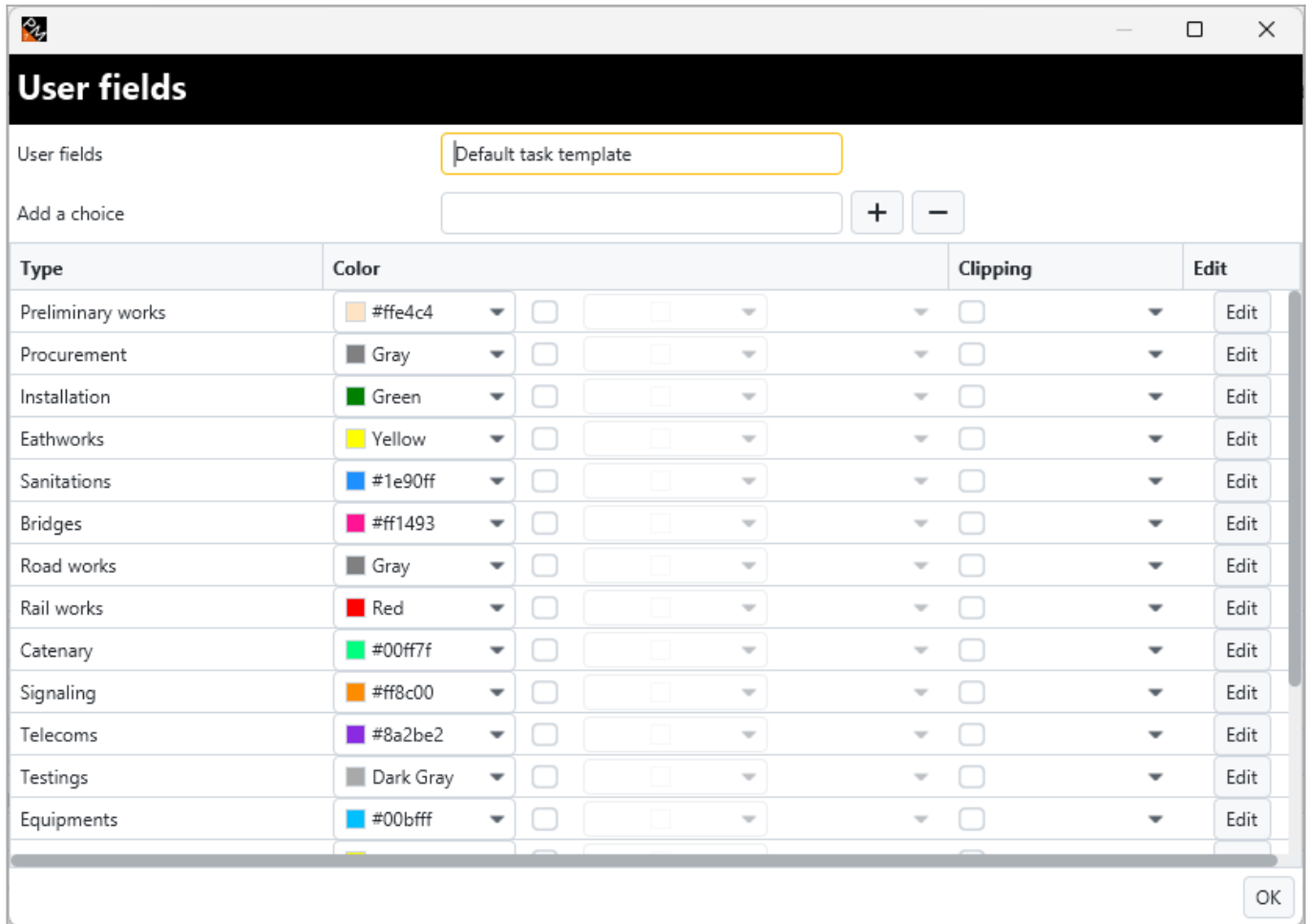


Step 7 - Adding tasks styles and page layout

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	☐	Edit
Procurement	 Gray	☐	Edit
Installation	 Green	☐	Edit
Eathworks	 Yellow	☐	Edit
Sanitations	 #1e90ff	☐	Edit
Bridges	 #ff1493	☐	Edit
Road works	 Gray	☐	Edit
Rail works	 Red	☐	Edit
Catenary	 #00ff7f	☐	Edit
Signaling	 #ff8c00	☐	Edit
Telecoms	 #8a2be2	☐	Edit
Testings	 Dark Gray	☐	Edit
Equipments	 #00bfff	☐	Edit

Page layout

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

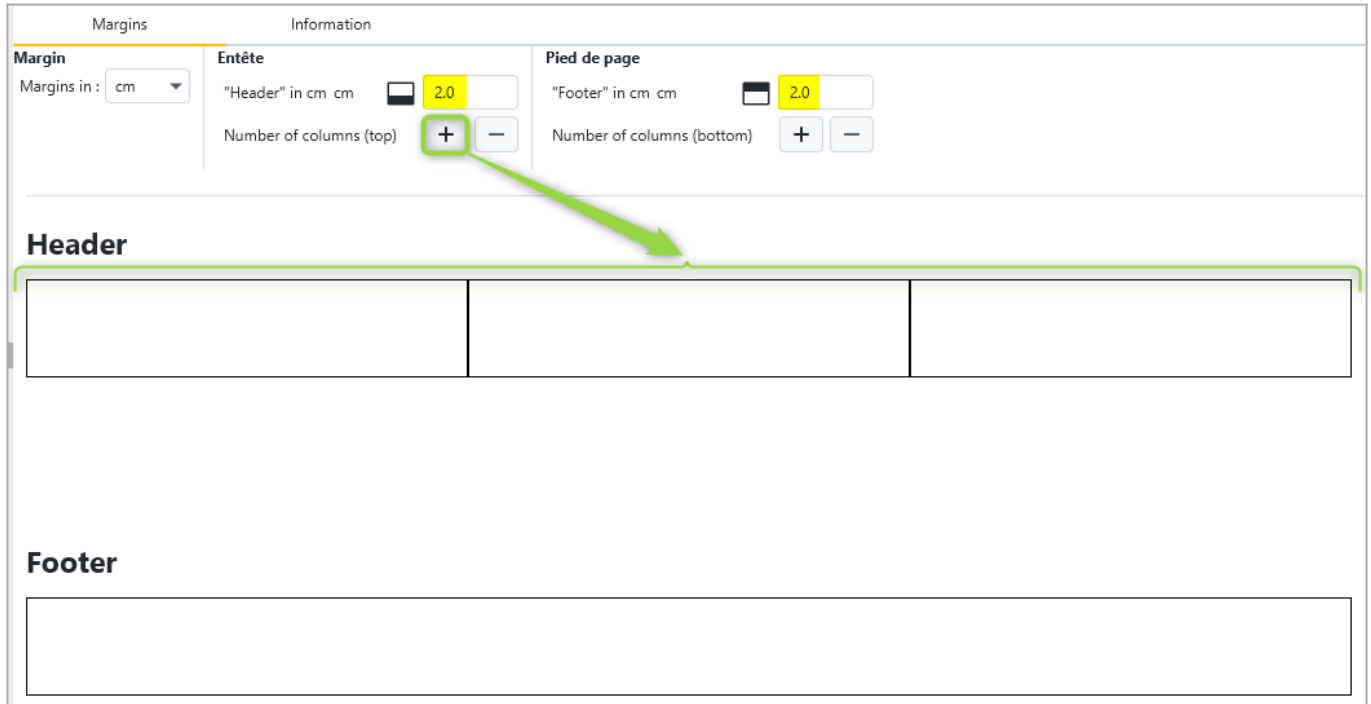
Adjust margins:

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:



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		Phase		Various		Objets	
Project Project Name Description				T		Drawing name Page number			
Header									
My project					Phase name Change type > Settings Underline Copy Delete				

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

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

Inserting an image

Various Drawing name Page number	Objets
--	--

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				
Project Project Name Description		Phase   				
		Various Drawing name Page number				
		Objets  				
Header <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">My project</td> <td style="width: 33%; text-align: center;"><u>Phase name</u></td> <td style="width: 33%; text-align: right;">Projet Linéaire</td> </tr> </table>				My project	<u>Phase name</u>	Projet Linéaire
My project	<u>Phase name</u>	Projet Linéaire				
Footer <table border="1" style="width: 100%;"> <tr> <td style="width: 60%; text-align: center;">Current date</td> <td style="width: 40%; text-align: right;">[PAGE] / [TOTALPAGES]</td> </tr> </table>				Current date	[PAGE] / [TOTALPAGES]	
Current date	[PAGE] / [TOTALPAGES]					

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