

# Step 7 - Adding tasks styles and page layout

## **Tasks tyles**

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	[			+ -		
Туре						
Approvisionnement	Gray	•		-	Edit	
Assainissement	#1e90ff	•		-	Edit	
Bordures	Black	•			Edit	
Bordures et pavés	Black	•	-	v	Edit	
Caténaire	#00ff7f	•		Ŧ	Edit	
Chaussée	Gray	•	-	•	Edit	
Chaussée et canalisations	Black	-		Ŧ	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:

Margins	Information	
Margins in cm :		
"Header" in cm <mark>5.0</mark>	Number of columns (to	») 🕀 — "Footer" in cm 🚃 5.0 Number of columns (bottom) 🕂 —
		Header
		Footer

#### 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		Informa	tion					
Project					Phase			Various
Project Name	ŵ		<u></u>	<u></u>	B		<u></u>	🔝 Drawing name
Q Description	.Ш.							↓ 9 Page number
					Hea	der		
Project name			Pha	ase name	Se	ettings		
					Ur	nderline		
					Co	ору		
					De	elete		
Footer								

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



	Informa	tion								
				Phase			Varie	ous		
Ť							[	Drawing name	Т	<b>E</b> #
				Hea						
Phase name										
Footer										
Date du jour								Pa	age number	

## Inserting an image



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	<b>† 🛱 🛱 (</b>	Phase	Various Drawing name	
			Header	
My project			Phase name	➢ Projet Linéaire
			Footer	
				[PAGE] / [TOTALPAGE]

You can now head to step 8 of the tutorial !