

## 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Assainissement	#1e90ff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Bordures	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Bordures et pavés	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Caténaire	#00ff7f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Chaussée	Gray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Chaussée et canalisations	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Couche roulement récap jour	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Couche roulement récap nuit	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Equipements	#00bfff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Essais	Dark Gray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Fraisage	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

### Page layout



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

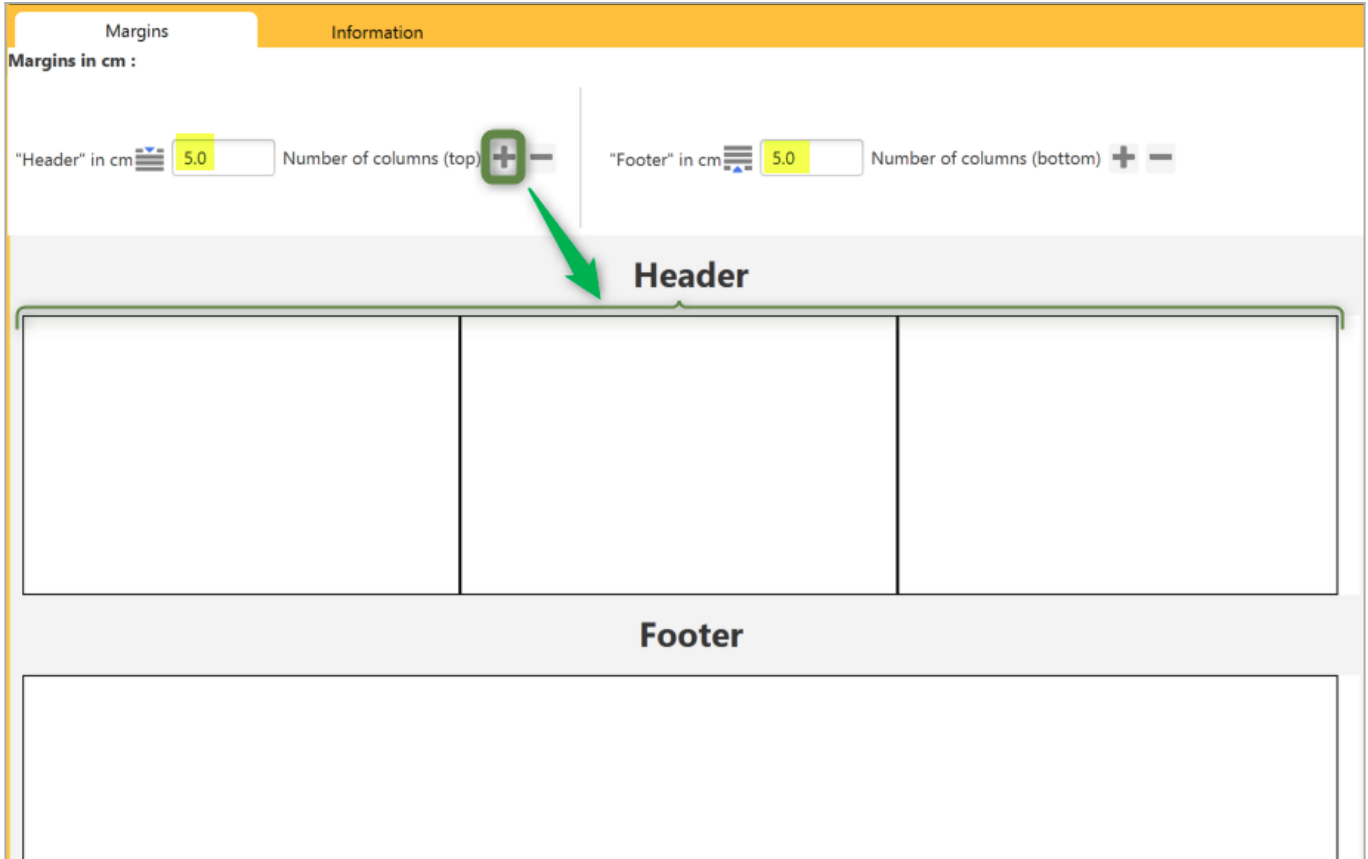
#### Adjust margins:

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 tab](#)

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

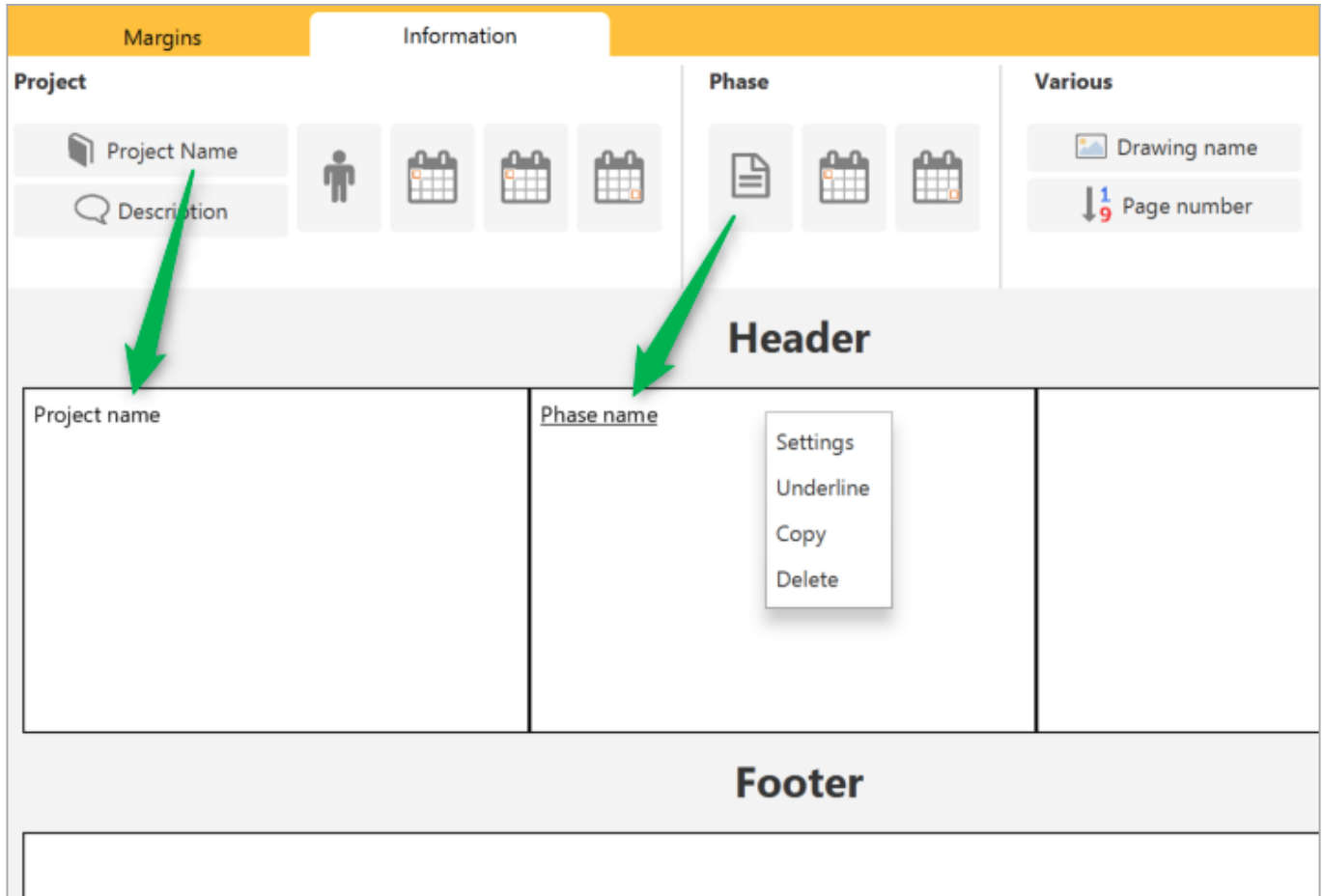
This tab allows you to insert on the pages various information relating to the:

- 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 displays the software interface with a top navigation bar containing 'Margins' and 'Information' tabs. Below this, there are three main sections: 'Project', 'Phase', and 'Various'. The 'Project' section includes 'Project Name' and 'Description' buttons. The 'Phase' section includes a document icon and two calendar icons. The 'Various' section includes 'Drawing name' and 'Page number' buttons. Two green arrows indicate the drag-and-drop process: one from the 'Project Name' button to the 'Project name' field in the 'Header' area, and another from the document icon in the 'Phase' section to the 'Phase name' field in the 'Header' area. The 'Header' area is a large grey box divided into three columns. The 'Project name' field is on the left, the 'Phase name' field is in the middle, and a third empty field is on the right. A context menu is open over the 'Phase name' field, showing options: 'Settings', 'Underline', 'Copy', and 'Delete'. Below the header is a 'Footer' area, which is currently empty.

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

Information

Phase

Various

Drawing name

Page number

**Header**

Phase name

**Footer**

Date du jour

Page number

## Inserting an image

Various

Drawing name

Page number

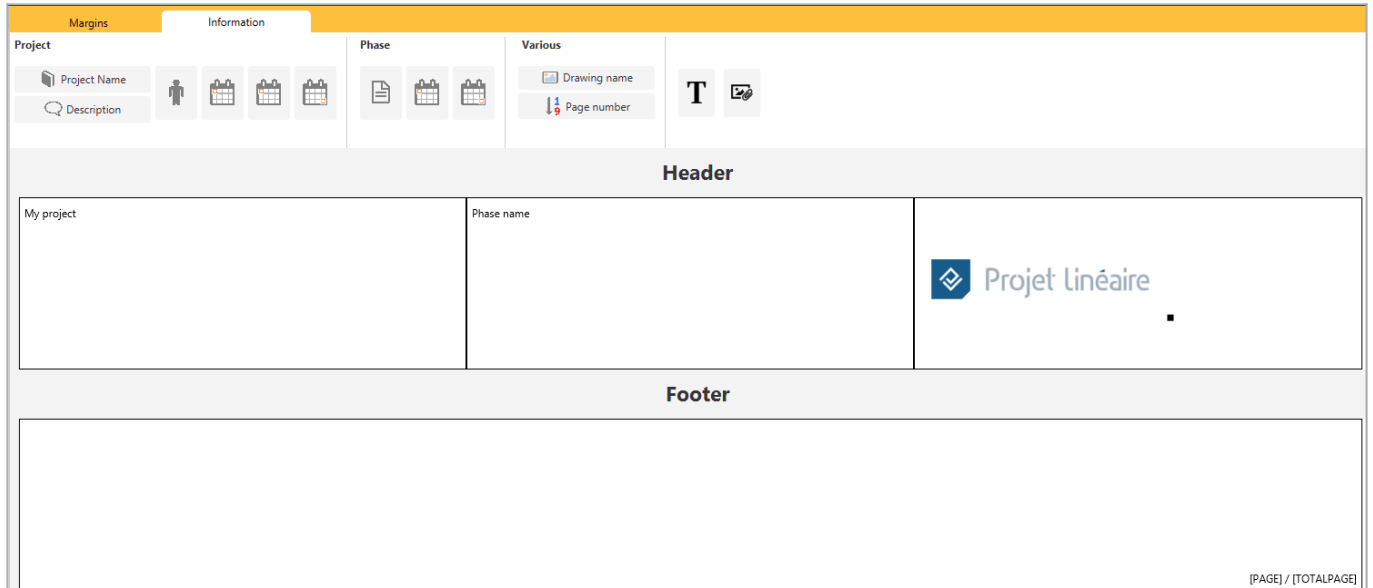
**T**

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:



The screenshot displays the 'Information' tab in the Phase Manager software. The interface is organized into several sections:

- Project:** Includes fields for 'Project Name' and 'Description'.
- Phase:** Features three calendar icons for scheduling.
- Various:** Contains fields for 'Drawing name' and 'Page number', along with a 'Text' icon.
- Header:** A section containing three columns: 'My project', 'Phase name', and a logo for 'Projet Linéaire'.
- Footer:** A large empty area at the bottom of the page.

A page number indicator '[PAGE] / [TOTALPAGE]' is located in the bottom right corner of the footer area.

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