

Goad Portal Crib Sheet

Working with print templates



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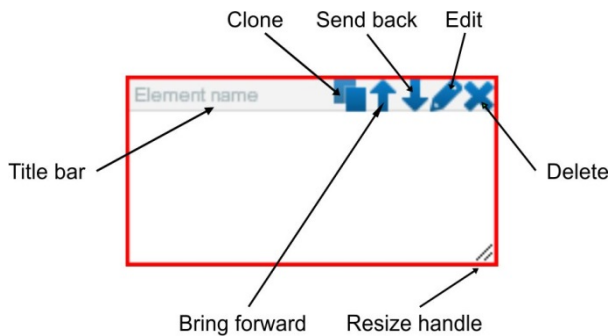
Working with print templates

The print template determines the paper size and orientation to be used when producing a PDF file ready for printing. It also determines the number, type and layout of all the individual elements that make up the final printed page. This crib sheet describes how to amend, move, resize, add and delete those elements.

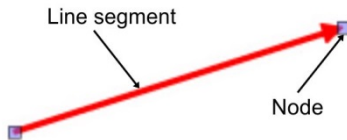
Print elements

Click on an element to select it and work with it.

A selected text, image, legend, inset map, Goad photo or plan element is identified by a red border and has the blue icons appropriate for that particular element shown in the top right corner.



A selected arrow, polyline or polygon element is identified by displaying purple nodes at the ends of each line segment. The blue icons for the element are shown in the top right hand corner of the page.



Note: Not all icons will be present for each element. For example, the copyright notice must appear on printed plans and this element cannot therefore be edited or deleted.

Moving elements

Text, image, legend, inset map, Goad photo or plan element

1. Click on the grey title bar at the top of the selected element and drag it to the desired location.

Arrow, polyline or polygon element

1. Click on a line segment belonging to the element and drag it to the desired location.

Resizing elements

Text, image, legend, inset map, Goad photo or plan element

1. Click on the resize handle at the bottom right corner of the selected element and drag it until the element is the size you want. The element size in mm is displayed during this process so you can achieve the exact size you require.


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Arrow, polyline or polygon element

1. Click on a node belonging to the element and drag it to the desired location.
2. Repeat for each node until the element is the size and shape you want.



Cloning an element

Sometimes the quickest way to add a new element is to clone an existing one and then modify it.


1. Click  in the title bar of the element (top right hand corner of page for arrow, polyline or polygon element). A copy of the element is made.

Changing the order of elements

There may be occasions when you want to place one element over the top of another element. In these cases you will need to determine the drawing order of the elements.


1. To bring an element to the front to ensure it displays on top of other elements, click  in its title bar (top right hand corner of page for arrow, polyline or polygon element).
2. To send an element to the back to ensure it is behind other elements, click  in its title bar (top right hand corner of page for arrow, polyline or polygon element).

Deleting elements

1. Click  in the title bar (top right hand corner of page for arrow, polyline or polygon element) of the element you want to delete.
2. Confirm that you do in fact want to delete the element.

Note: Some elements (for example the copyright) are mandatory and cannot therefore be deleted.

Editing elements

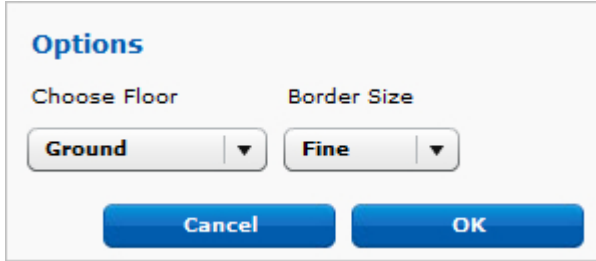
1. Click  in the title bar (top right hand corner of page for arrow, polyline or polygon element) of the element you want to edit. The property window appropriate to the type of element is displayed.
2. Make the changes you require.
3. Click **Save**.

The properties you can change when editing an element are the same as those for adding a new element of that type. See the sections in this crib sheet on adding new elements for details.

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Plan / Inset element

Choosing to edit the plan or inset element displays the following:

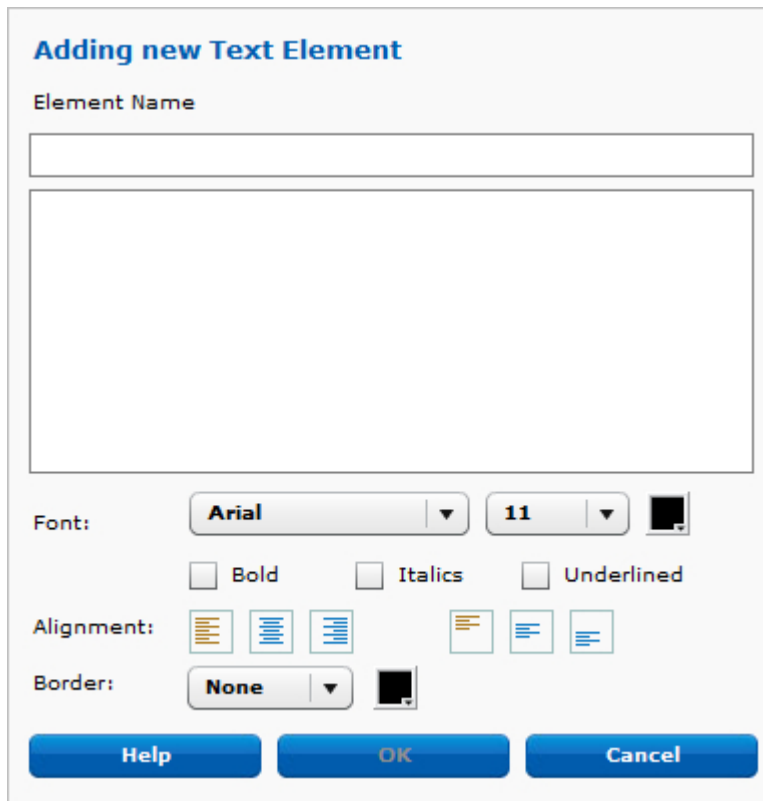


The dialog box titled "Options" contains two sections: "Choose Floor" and "Border Size". The "Choose Floor" section has a dropdown menu with "Ground" selected. The "Border Size" section has a dropdown menu with "Fine" selected. At the bottom, there are two buttons: "Cancel" and "OK".

1. Select the floor to display from the left hand drop down box.
2. Select the thickness of the border drawn around the plan box from the right hand drop down box.
3. Click **OK**.

Adding a text element

1. Click **T** in the **Create a print** panel to display the **Adding New Text Element** window.




The dialog box titled "Adding new Text Element" has an "Element Name" label above a text input field. Below this is a large text area for entering the text. The "Font:" section includes a dropdown menu set to "Arial", a size dropdown set to "11", and a color selection icon. There are three checkboxes for "Bold", "Italics", and "Underlined". The "Alignment:" section has six icons for text alignment. The "Border:" section has a dropdown menu set to "None" and a color selection icon. At the bottom, there are three buttons: "Help", "OK", and "Cancel".

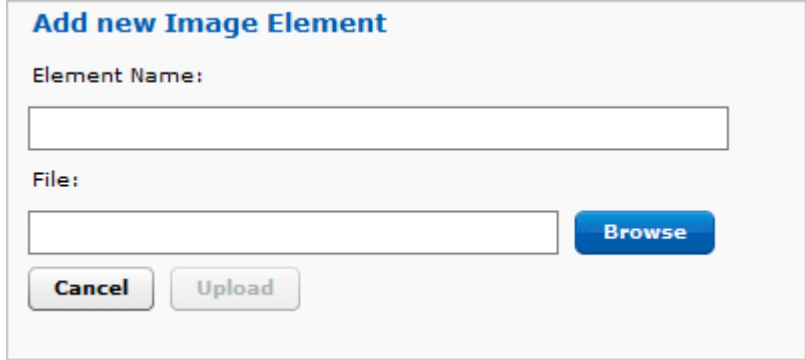
2. Enter a name for the text element.
3. Enter the text you want to appear.
4. Specify the font type, size and colour for the text. You can also choose to apply the bold, italics or underlined characteristics by checking the appropriate box(es). Specify the vertical and horizontal text alignment by clicking the appropriate icons.
5. If you want a border to appear around the text, select the border thickness and colour.

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6. Click **OK**.


Adding an image

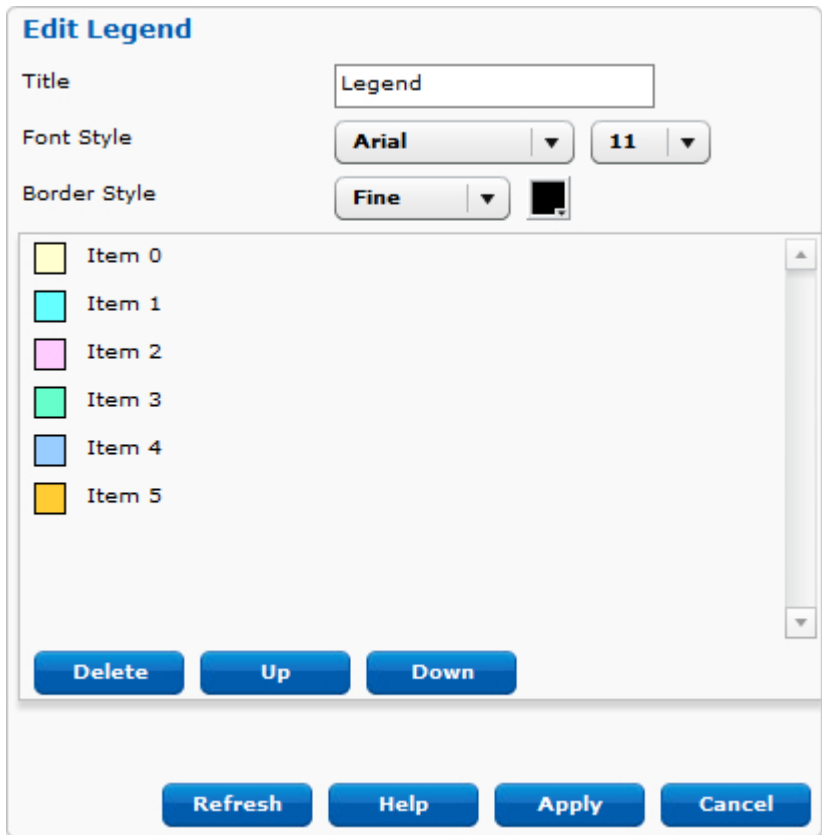
1. Click  in the **Create a print** panel to display the **Adding New Image Element** window.



2. Enter a name for the image element.
3. Click **Browse** and then locate and select the image you want to add to the plan.
4. Click **Upload**.

Adding a legend

1. Click  in the **Create a print** panel to display **Edit Legend** window.



2. All colours currently in use on the plan are automatically shown together with a default label. Highlight each one in turn and amend the label as required. To change the order

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of the legend items highlight the one you want to move and click **Up/Down**. To delete an item highlight it and then click **Delete**.

3. Enter the text you want to appear above the legend in the **Title** edit field. Set the font type and size using the **Font Style** settings. Select the border width and colour using the **Border Style** settings.
4. Click **Apply**.

Adding an inset map

1. Click  in the **Create a print** panel.


An inset element is added to the layout showing a section of the plan at the same scale as the main map and centred on the same location.

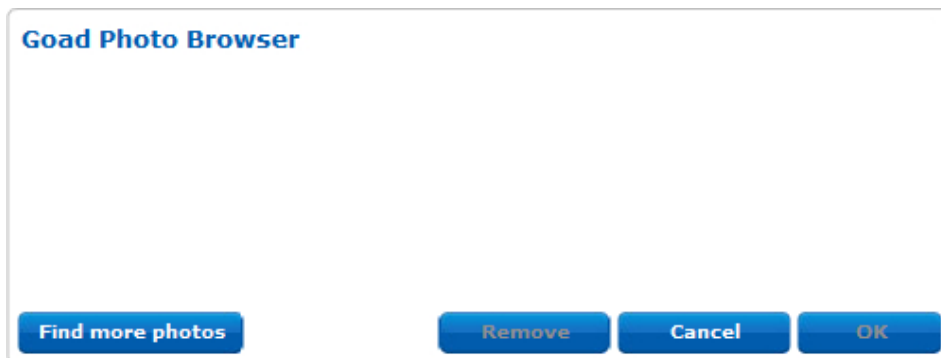
2. To change the scale of the inset map, click  at the top of the slider (zoom in) or  at the bottom of the slider (zoom out), or click and drag the slider.
3. To centre the inset map on a different location, either click  on the pan control and then click and drag the plan until it is centred on your area of interest, or click one of the arrows to move the plan in the desired direction.
4. To change the floor to display in the inset, click  and select the floor from the left hand drop down box. Click **OK**.
5. To change the thickness of the border around the inset map, click  and select the size from the right hand drop down box. Click **OK**.

Adding a Goad photo

1. Click  in the **Create a print** panel.

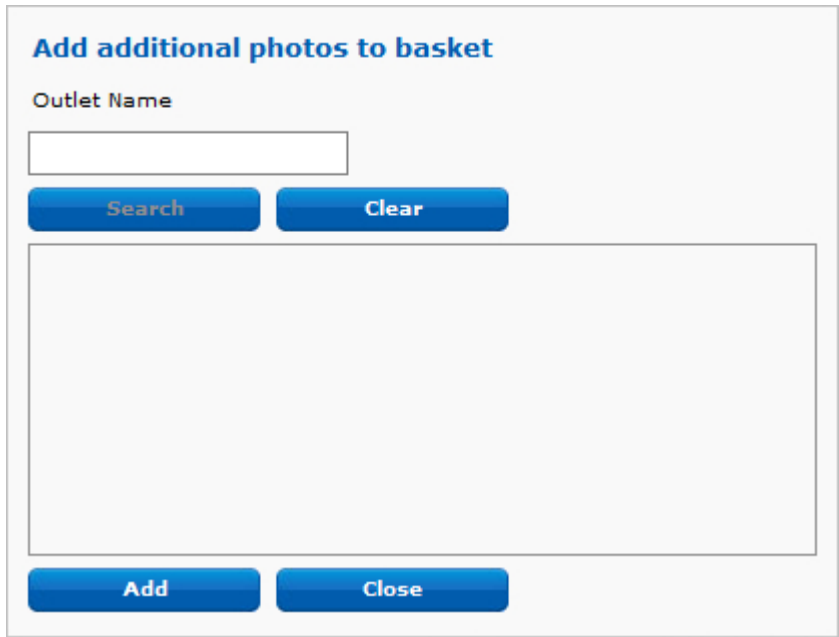
A Goad Photo element is added to the output.

2. Click  on the new photo element to display the **Goad Photo Browser**.



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3. Click **Find more photos**.



The dialog box is titled "Add additional photos to basket" in blue text. It contains a text input field labeled "Outlet Name". Below the input field are two blue buttons: "Search" and "Clear". A large empty rectangular area is positioned below these buttons. At the bottom of the dialog are two more blue buttons: "Add" and "Close".

4. Enter the first few letters of the outlet you want a photo for. Click **Search**.
5. Photos matching the search criteria are displayed. Check the boxes of those photos you want to be added to the **Goad Photo Browser**. Click **Add**.
6. From those now available in the **Goad Photo Browser**, click to select the one you want to appear in the currently selected Goad Photo element.
7. Click **OK**. The photo is shown on the map.

Adding an arrow


1. Click  in the **Create a print** panel.
2. Position the cursor where you want the head of the arrow to be. Click and drag to define the arrow.
3. Once the arrow is drawn the **Select Your Styling** dialogue is displayed enabling you to alter the appearance of the arrow. Select the line colour/thickness required and click **Apply**.



The dialog box is titled "Select Your Styling" in blue text. It features a "Line Thickness" section with a dropdown menu currently set to "Fine". Below this is a "Line Colour" section with a red color swatch. At the bottom, there are three blue buttons: "Help", "Apply", and "Cancel".


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Adding a polyline

1. Click  in the **Create a print** panel.
2. Position the cursor where you want the start of the first line segment to be and click. Move the cursor to the end position of the line segment and click again.
3. Continue until you have defined all segments. Finish the polyline by double clicking.
4. Once the polyline is drawn the **Select Your Styling** dialogue is displayed enabling you to alter the appearance of the polyline. Select the line colour/thickness required and click **Apply**.




Adding a polygon

1. Click  in the **Create a print** panel.
2. Position the cursor where you want the start of the first side of the polygon to be and click. Move the cursor to the end position of the side and click again.
3. Continue until you have defined the polygon. Close the polygon by double clicking.
4. Once the polygon is drawn the **Select Your Styling** dialogue is displayed enabling you to alter the appearance of the polygon. Select the colour and thickness of the outline and the colour and opacity of the shading required and click **Apply**.



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Saving the template (Level 2/3 users only)

1. Click  in the **Create a print** panel.
2. Enter a name for the template and click **OK**.

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