FDD – Document Designer

Contents

Basic Documentation – Overview

In addition to the individual program manuals, you will find basic explanations on the operation of the programs on our homepage www.frilo.com ▸ Support ▸ Articles/Information ▸ Basic operating instructions.

Overview

Document Designer makes the organization of your project documents very easy and comfortable. FDD allows you to supplement the output of structural calculations from Frilo applications with documents in other formats from external applications. With the help of practice-oriented functions and comprehensive layout options, you can combine various documents from different sources in FDD to a complete documentation on PDF basis in almost no time at all.

Properties

- Flexible chapter structures
- Freely definable page headers
- Automatic page numbering
- Fixable page numbers
- Freely selectable order of partial documents
- Comprehensive layout options for Frilo outputs
- Freely definable texts in the documents and Frilo items
- Frilo outputs can be reduced or extended via display or hide functions
- You can launch external applications and edit external documents by double-clicking on the partial document in FDD.
- Direct integration of
  - Frilo items
  - MS office documents
  - Open office documents
  - Graphics
  - PDFs
  - ... and all other formats that support background printing.
- Integrated external applications can be started by double-clicking on the partial document and the content can be edited.
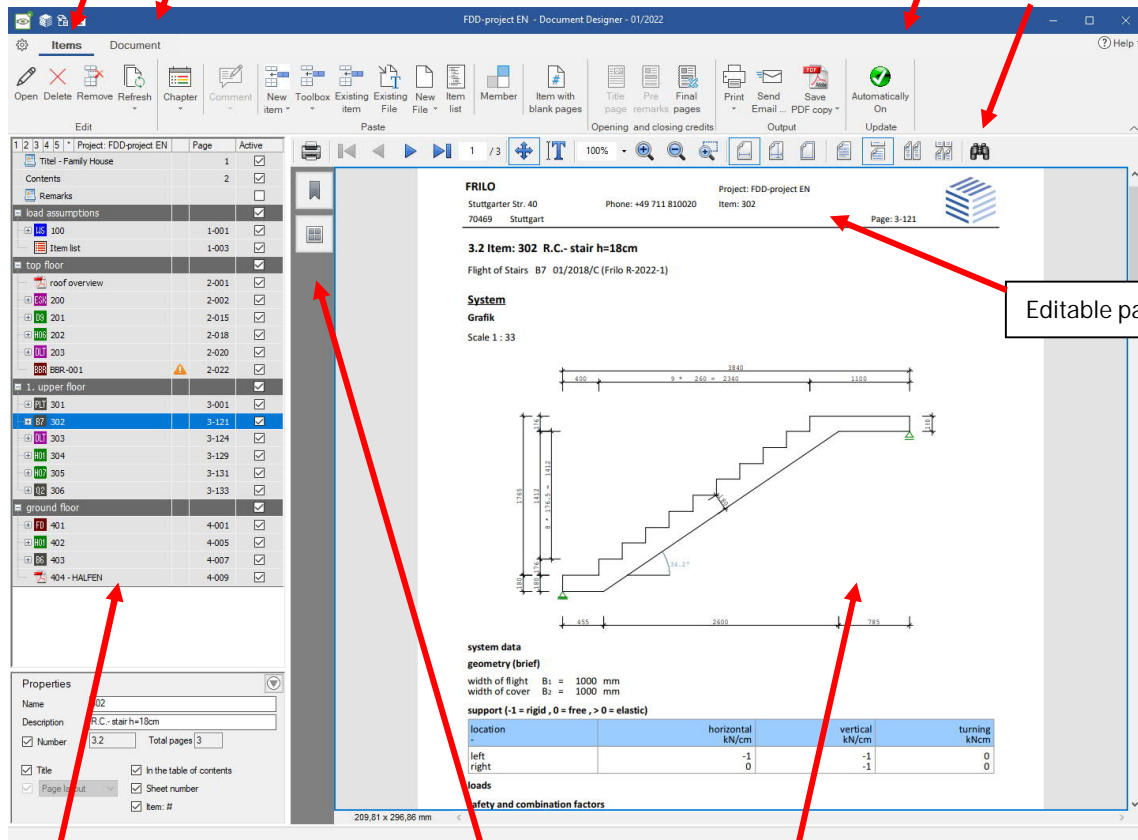- Synchronization with a mobile device (tablet) via the StaticsToGo app
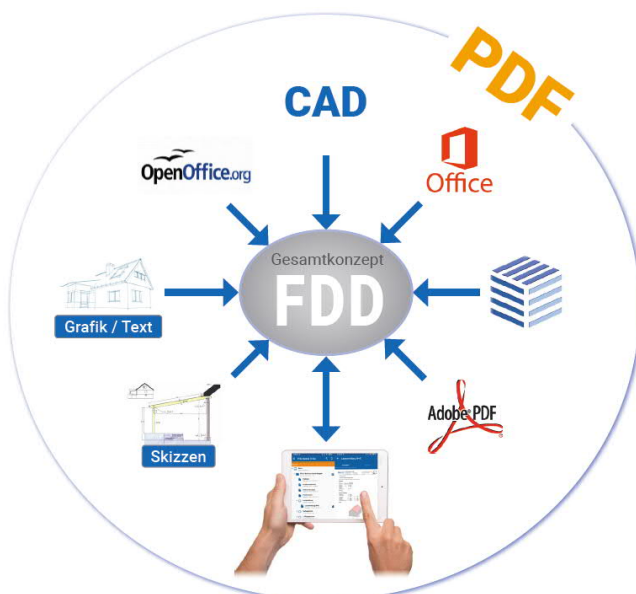
User interface

Tab Items / Document

Application toolbar

PDF toolbar

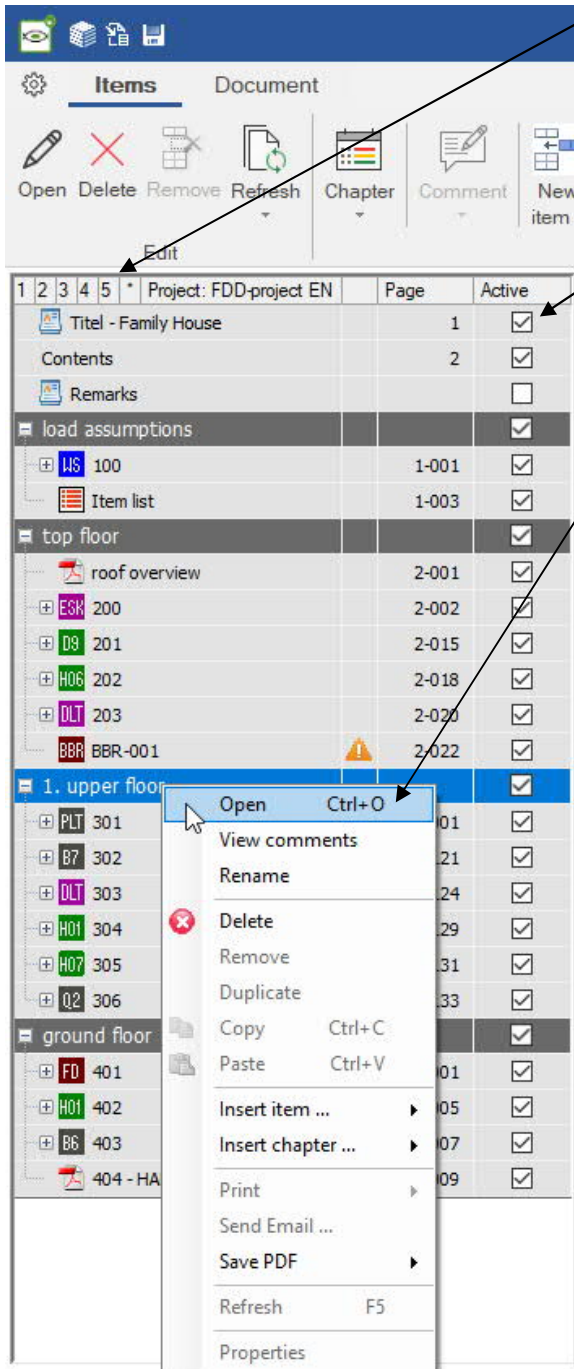Editable page header

Document structure/chapters/properties   Page view (thumbnails)   Document pages in final layout

Document structure
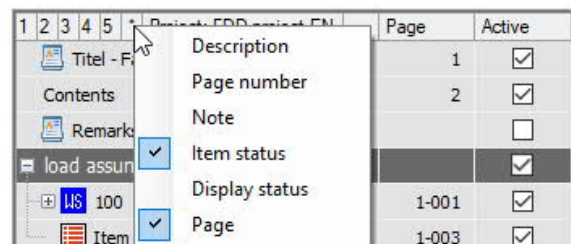

Display/hide of the hierarchy levels 1 - 5, * = all

Active: Display/hide of individual partial documents or entire chapters

Move entries upwards or downwards via drag & drop

Context menu accessible via the right mouse button

Note: with the context menu (right mouse button) for the upper row, the individual columns can be shown or hidden.

Quick Start function

The following example will briefly demonstrate how to create a project document with the help of FDD.

First, start Frilo.Software via the corresponding icon on your Windows® user interface. Start the FRILO Control Center via the corresponding icon FCC on the Frilo Software window.

Note: The work with FCC is described in the documentation *FCC_eng.pdf*.

In order to prepare a project document you must set up a project with at least one item first or select an existing project. You do this in FRILO Control Center by following the steps described below.

First steps in FRILO Control Center FCC

1. Click in FCC on ▸ Folder ▸ New folder and specify a folder name. We are going to set up a project in this folder in the next step.

2. Click on the "Projects" tab and select the option "New project". Enter a name for the project. The empty project is now shown in the project list of FCC. We are going to set up an item in the next step.

3. Click on the "Items" tab and select the option "New item". A selection window with all available Frilo applications is shown. Select an application and launch it. For our little exercise, define a small system, save it under an item name and exit the application. The newly created item is shown in the item list of the previously created project.

Opening/creating a document

To create a new document or open an existing one, launch Document Designer by double clicking on the desired project (project list) in the FRILO Control Center FCC.

Document Designer displays an empty document with the standard page header (with your company data) and the entry "Contents".

Inserting an item

Select in Document Designer the "Items" tab and click to Existing item.
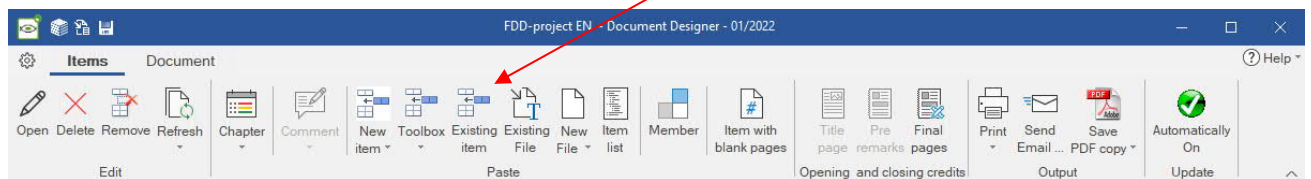
A window with a list of available items in the selected project is displayed. Select the desired item and click to "Ok".

FDD launches the selected items/applications, prepares the output data, formats them and inserts them into the documentation. The table of contents is created and updated automatically.

Tip:	To insert several items into the document:
	Keep the Ctrl key pressed and select the desired items. Click to "OK" subsequently.
	Select several successive items by keeping the "Shift" key pressed and clicking to the first and last item.

The first document has been set up and you can exit Document Designer.

The corresponding item is marked with a document icon in the first column of the item list in FCC. Thanks to this icon, you can see at a glance which items have already been inserted into the project documentation.

The document icon is displayed after the item has been integrated into the project documentation.

If you want to re-open the document in order to add further items, define chapters, insert graphics or word documents or adjust the page header and layout to your requirements, double click on the project or the document icon in the item list.

This example has given you a first overview on the functioning of Document Designer. The other functions are described in the following chapters.

Items

The Items tab offers functions for the editing/inserting of items and partial documents.
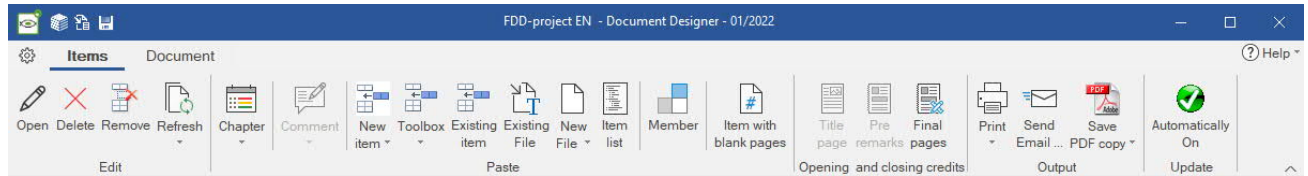
For each static document, you can also create and add the following document sections here:

- Title page (from own template file),
- Preliminary remarks (from own template file)
- Final sheets (from own template file)
- Member (member name)
- Chapter (chapter name)
- Item with blank sheets
- Item list
- Word / Excell / OpenOffice / RTF files

You will also find the output functions here (Print, Send Email, Save PDF Copy).

Editing

Open

First, select an entry (partial document) in the document structure/table of contents (left).
Then click then to the "Open" icon (alternative doubleclick).

When you open a partial document, the application where the document was created is launched. This may be a Frilo design application or MS Word or the title sheet.

After editing the document, save your changes and exit the corresponding application. FDD automatically formats and updates the corresponding document. You might be required to "refresh" the representation.
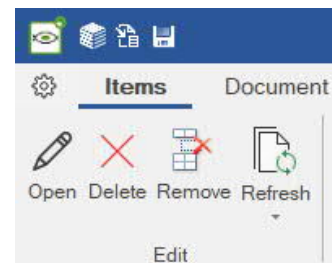
Delete

This function allows you to delete selected items from the database. Items deleted from the database can be restored in special cases via FCC.

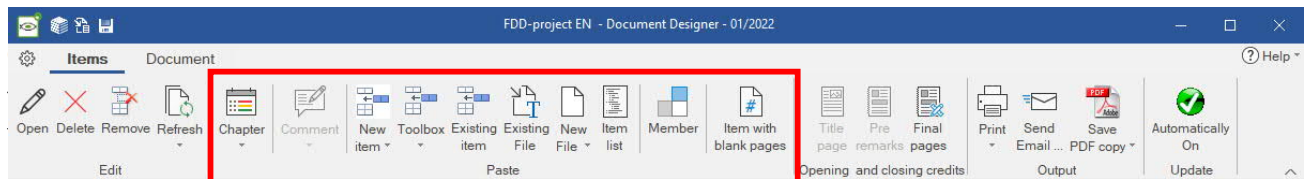### Remove

This function allows you to remove items from the document without deleting them. The item still figures in the item list of FCC.

Refresh selection

This function allows you to refresh presentation of selected items after changes.

Inserting

Comments/Notes

For additional comments within an item. The symbol is only activated when you mark / click in the table of contents the desired insertion point within the item.

New item

Selecting this option displays the list of Frilo applications. Select the required application from the list and launch it. When you click to "Save", the item is stored in the database and inserted in the document.

Toolbox

Direct call of a toolbox module - the output is inserted under the current position.

Existing item

This function allows you to add additional or all items of the current project to the documentation.

Tip: To insert several items into the document:

Keep the Ctrl key pressed and select the desired items. Click to "OK" subsequently.

Select several successive items by keeping the "Shift" key pressed and clicking to the first and last item.
You can also insert existing items from the FRILO Control Center using drag & drop.

Existing file

This function allows you to integrate external documents into the documentation. You can integrate documents from any application that offers a print function for this document such as text documents and spreadsheets from MS Office® or OpenOffice®. In addition, PDF documents can be integrated in any number. The corresponding files are copied to the project folder and added to the documentation. The simultaneous selection of multiple files is possible (Shift or Ctrl key).

New file

This function allows you to create a new partial document in a text editor for instance.

Document Designer integrates also documents from external applications. Suitable are files from any application that supports printing of these files such as text files and spreadsheets from MS Office® or OpenOffice®.

Possible file formats include: - Microsoft Word (docx, doc, rtf), Excel, OpenOffice, OpenDocument (odt).

Note: Default path when saving the file is the temporary directory (▶ Configuration ▶ Settings).

List of items

The symbol "Item list" can be used to create a list of "following" positions. To do this, activate in the table of contents an item from which the "following" list is to be created (click on an entry).

Now enter a name for the list. In a selection list of the following positions, mark the items to be included in this list or the option "All items".
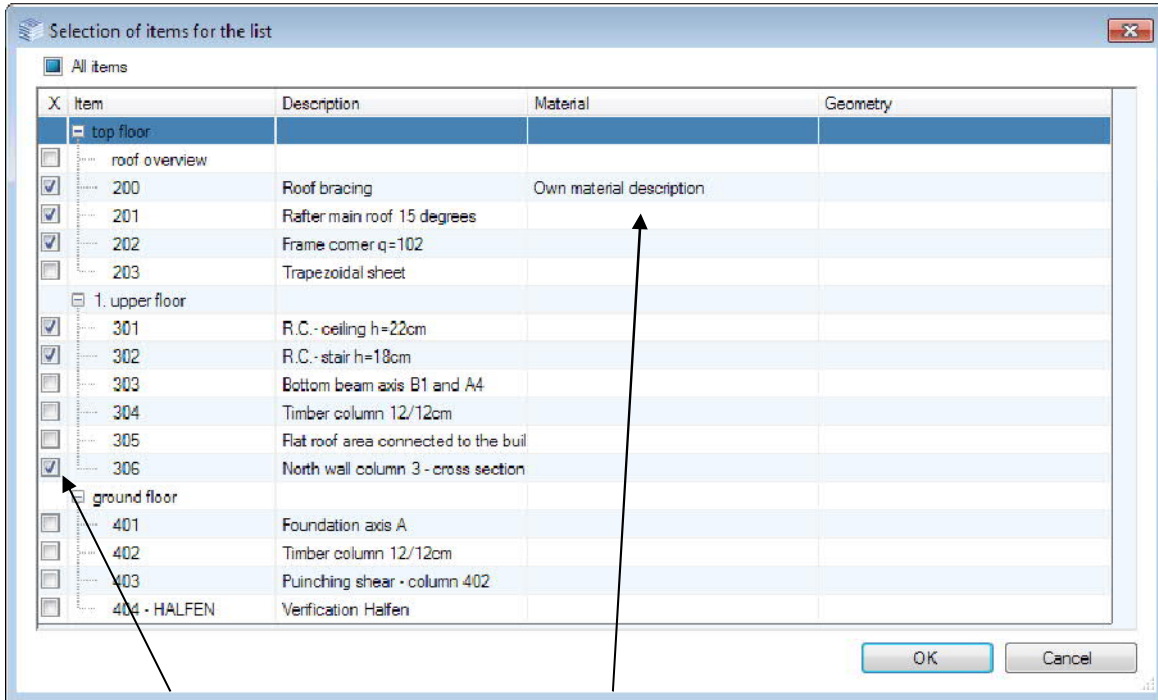
Item list: mark desired items   add own text / change default

In addition to the item name and description, further information on the material and geometry can be entered / changed. If possible, these values are automatically assigned by the respective programs when the position is saved.

The list then appears in the output document:

Item list

| Item	Description	Material	Geometry
200	Roof bracing	Own material description	
201	Rafter main roof 15 degrees		
202	Frame corner q=102		
301	R.C.- ceiling h=22cm		
302	R.C.- stair h=18cm		
306	North wall column 3 - cross section Q5		

Member

Similar to a chapter, you can define member/component sections here.

Several items can be combined in one component. Unlike a subchapter, the component is treated like an item. A member can be moved and numbered like an item. Is there, for example, a position 3.1, the component will then be given the number 3.2 and not 3.1.1 as in a subchapter.

Item with blank pages

This function allows you to insert empty pages in the document (Parameters: Total pages, Name, Description, Table of contents, item macro). They are taken into account in the page numbering by default.

Preliminaries / Final pages
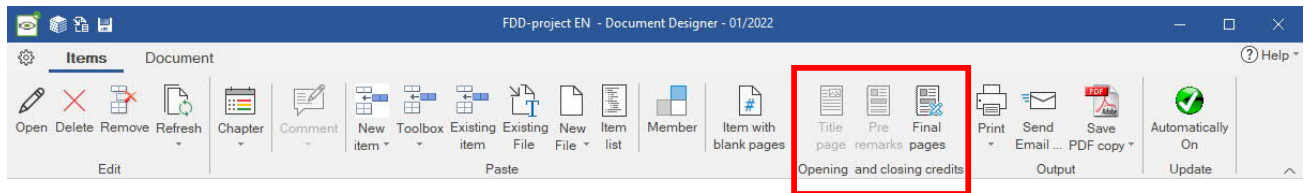
Title page

Allows you to create or insert a title page from a file or template. The default inserting point is at the top of the document. The first activation of the title page option displays a template that you can edit and save under another name. This allows you do define various title page templates. If a title page was inserted or created, the function is no longer enabled for this document. To insert another title page, you must first delete the existing one.

Preliminary remarks

Allows you to create preliminary remarks or insert them from a file or template.

The functionality is the same as with the title page option. The inserting point is below the table of contents.

Final pages

Functionality as on the title page, where the insertion point is directly at the end of the document.

Output

Print

Output of the currently active or selected item on a printer.

Send E-mail

Output of the currently active or selected item to a PDF.

You can add further files in the "Send mail" dialog.

Save as PDF copy

The function allows you to save the currently active or selected item in a PDF. You can freely select the file name and storage path.

Note: When printing / saving PDF copy several items can be selected at the same time (CTRL key).

Automatically on / Refresh

After each change of an item, the document is reformatted by default. If you want to change several positions, it is recommended to turn off this automatic formatting and make the formatting / updating of the document at the end of the changes.
To switch, click on the "Automatically On" icon.

Note: Use the F5 key to manually start the update.

Document

The "Document" tab offers functions for the management of the <u>entire documentation</u>. You cannot edit individual items via this tab.

You can define the page layout, the sheet size, the margins, the page header, the font type, size and color for the different captions and texts.

You can create various layout templates and save them for later use.

Total

Save PDF-Copy

This option allows you to save the entire documentation in a PDF. You can freely select the file name and storage path.

Print All

The entire document is put out on a printer.

Tip: *You can hide parts of the document structure using the option "*<u>Active</u>*". This allows you to adjust the scope of the total documentation to the desired output scope. You should note in this connection that you must adjust the document to the new scope using the "Rebuild" function.*
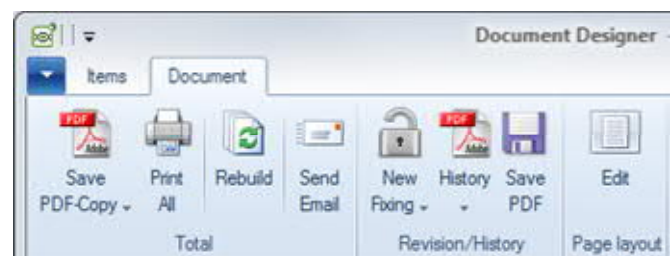
Rebuild

This function allows you to re-format the entire documentation. This process may take some time.

Re-formatting becomes necessary when you disable <u>document sections</u> in the table of contents for instance. In this case, the document sections remain in the structure but are excluded (temporarily) from the output. This requires re-formatting of the documentation before the actual output.

Send Email

Activating this option displays a dialog for the sending of the entire documentation per mail as a PDF.

Page numbering: New fixing / Release fixing

This function (Icon "Re-freeze") allows you to preserve the documentation in its current state, i.e. the page numbering then does not change when you insert a new item. The new item is added to the end of the documentation. Edited pages of existing items are marked with a letter selected by the user. If you add pages to an item included in the freezing, they are marked with an index.

▸ See description in chapter <u>Fixing</u>.

History

Each time the document is newly fixed, the previous document with date is added to the history list and can therefore be called up again.
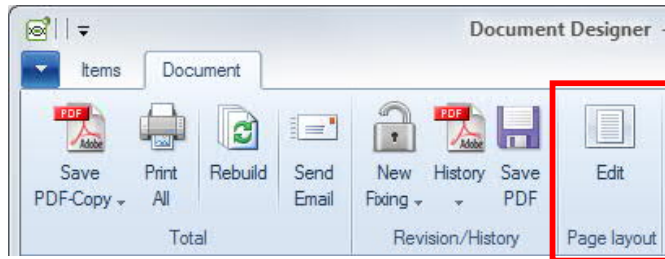
Page layout

A separate page layout is assigned to each document. It is referred to as the (active) page layout.

If necessary, a (second) alternative page layout can be created - so you can switch between two layouts.

You can save the page layout of a document as a template to use it in other documents.

In addition to different headers and footers, you can create particular page layouts for different projects in this way.

Edit

The "Edit" function launches the Layout editor where you can edit the document layout i.e. margins, page headers/footers, fonts, colors, tables and the document structure.

Any changes in the page layout are applied to the document after clicking OK in the confirmation dialog.

▸ For more information, refer to the document Page-Layout_eng.pdf ▸ chapter Layout editor

Layout editor

Launch the Layout editor on the "Document" tab via the option "Page layout - Edit", see chapter Page layout.

Here is a brief outline of the functions in the page layout editor:

- Common Document structure ,
- Margins,
- Page header/footer,
- Fonts,
- Colors,
- Table layout and
- Templates.

▸ The Page Layout Editor is described in detail in the document Page-Layout_eng.pdf.
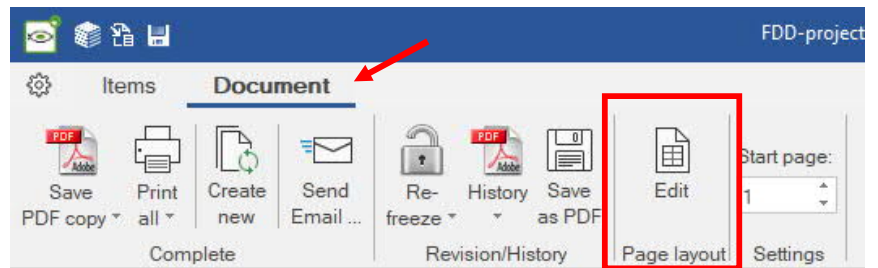
Helpful application hints

Context menu

The most important functions are accessible via the toolbar. The activation of functions via the context sensitive menu is faster and more effective, however - Here you can also write notes on an item, for example.. Just press the right mouse button in the document structure section to display the context menu.
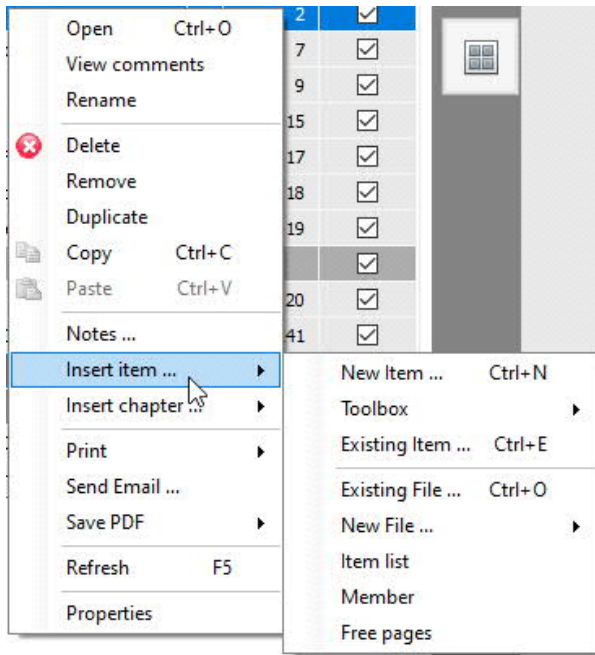
Ill.: Context menu (right mouse button)

Edit table of contents/order

You can change the order of items or entire chapters by moving the corresponding entries in the document structure. Just click to the entry and drag it to its new position while pressing the left mouse button (Drag&Drop).

The entries in the table of contents (also in an output PDF file) are clickable and then lead to the corresponding page.

## Active option: display and hide and partial documents

You can display and hide partial documents or entire chapters via the checkboxes in the "Active" column. If you apply any changes to this column, the document is reformatted automatically.

# Fixing/Freezing – Page numbering - Revisions

To ensure that changes to the document can be documented and easily retrieved after it has been set up, the Fixing function (Refreeze) has been introduced. - see also chapter Document - fixation.

First of all, it is assumed that the static will be completed in a first state. For this purpose, the static has been stored or printed as a PDF. The documentation of changes is made in each office according to their own ideas and individually very different, so we have realized the fixation function in close cooperation with our customers.
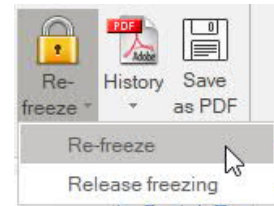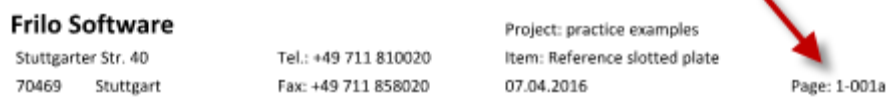
Handling fixed documents

To document changes click "Re-freeze". From this point on, a document that is changed later receives its own revision level (the first revision level begins with "a").
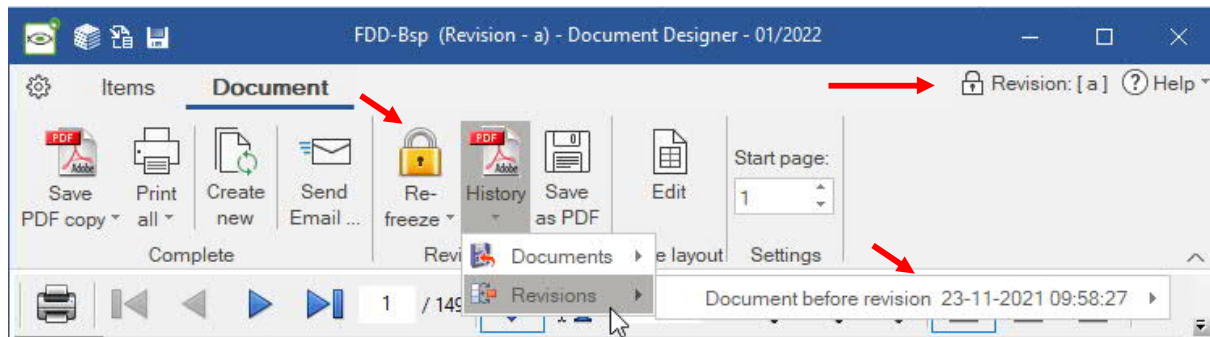
Now you can open new items, edit existing items - item numbers and the page numbers corresponding to the revision level are set automatically.

Existing items

The item numbers are not changed, but the page numbers will be added with de index "a".
Additional pages will be labeled with .1 /.2 /.3 ...

Frilo Software		Project: practice examples	
Stuttgarter Str. 40	Tel.: +49 711 810020	Item: Reference slotted plate	
70469 Stuttgart	Fax: +49 711 858020	07.04.2016	Page: 1-001a

For example   an item originally had the pages 2-4. A change added to 3 additional pages. These additional pages are provided with the page numbers 4.1a, 4.2a, 4.3a, so the next item still begins with page 5.

New items

A new item can be inserted at any point in the table of contents. This item gets the label "A1", another new item will get the label"A2", etc.
The page numbering is labeled as follows: A 1, 2, 3,...

Revision levels

With each "Re-freeze" the previous version is stored as a revision. The revisions are designated continuously (a, b, c, etc.). You can select/read these revisions any time and view it again. The revision appears at the top right.

Note: New items can be moved or edited within a revision level.

By setting a new revision level (e.g. "b") by clicking on "Re-freeze", the document is fixed at the previous level (in this case "a").

Note: After fixing for the first time, you can also click directly on this revision indicator (top right) to set a new revision.

With "Save PDF-Copy ", you get the current total document. In addition, you can select documents of the individual revision levels (table of contents and the changed items).

History

With the icon "History" you can select the original document and the total documents of the various revision levels.

If required, any status can be saved as a PDF ("Save as PDF"). This is also stored in the history.
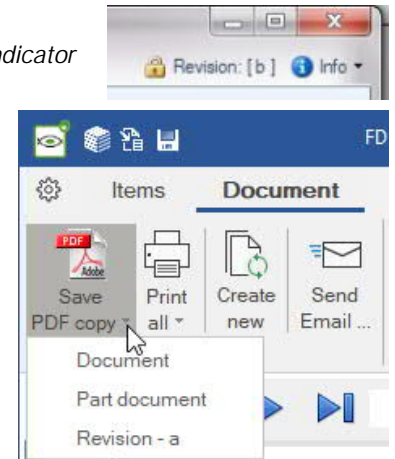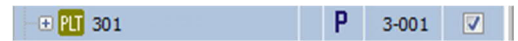
Release Fixing/Freezing

You can release the fixing/freezing to reset all revision levels, i.e .:

All items are then re (through) numbered and the page numbers are set serial.

Plotter/Plan format

Plots/Plans in large "plotter formats" (over A3) may be printed e.g. in the program PLT - Slabs with finite elements.
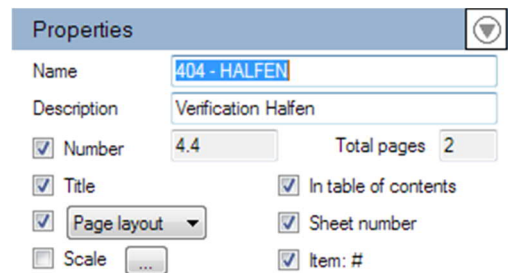
If such a PLT item with a defined plan is inserted into the document, it is marked with a "P". A click on the "P" will take you directly to the plan.

See also Example PLT – Define titleblock_EN.pdf.

Properties of items

Here you can edit the following settings / properties for the selected item:

- Direct editing of item name and description.
- Disable automatic numbering, heading, page numbers, item description (prefix) and page layout.
- These options depend on the layout settings.
  Thus, e.g. the position prefix "item" is switched off globally (check mark at "item: #").
- Setting an alternative page layout.
- Scaling: For inserted PDF files a scaling between 100% and 50% can be selected. The vertical + horizontal orientation can set to Left/Center/Right. Please note: This scaling is only available for DIN A4 portrait format.