

TRI-GLOBAL
TECHNOLOGIES



TECHNICAL SUPPORT DOCUMENTATION

Creating Layouts in Orbitas

How to Create Customized Layouts for Download or
Printing

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Related Resources

[Orbitas Web Jobs](#)

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What are Layouts?

Layouts allow Orbitas Users to create downloadable or printable maps from their Jobs or Projects in Orbitas web (www.orbitas.xyz) to use for publication or distribution. Layouts are often used to compare data, organize field operations, or to include in project reports for an organization, government, or the public.

The Orbitas Layouts tool allows Users to:

- Choose from multiple layout template designs.
- Adjust page dimensions and choose page orientation.
- Insert and edit text boxes, map frames, images, and title blocks.
- Make header and footer adjustments.
- Save and download layouts as PNG or PDF files.

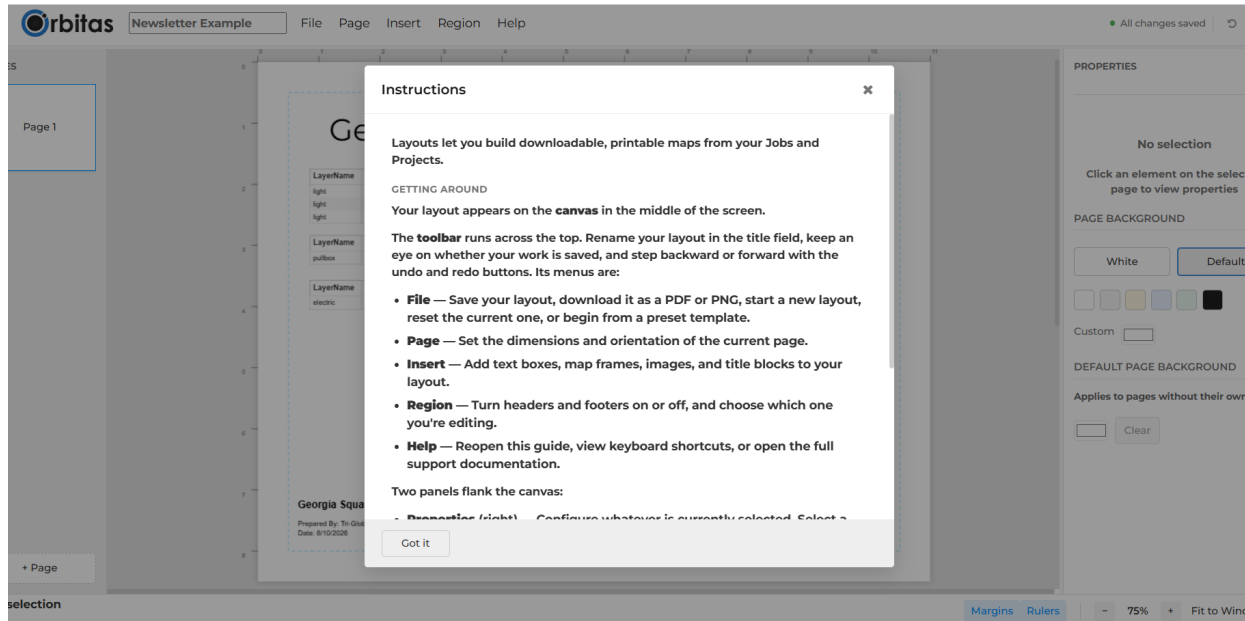
How to Access Layouts in Orbitas

1. From Orbitas web (www.orbitas.xyz), navigate to the left-hand menu.
2. Click **LAYOUTS**.
3. In the top right corner, click **CREATE**.
4. Create your layout in the new window.

Instructions & Keyboard Shortcuts

Use the **HELP** button in the toolbar to view instructions, keyboard shortcuts, or access the full support documentation.

1. To access the Instructions, select the **HELP** tab in your toolbar.
2. Click **INSTRUCTIONS**. From this window, you can view instructions for making a layout using the various elements.



Instructions Window

Getting Started

When creating a new layout, you have the option to create one from scratch or use one of two preset templates.

Creating a New Layout

When you open a new layout from Orbitas web, the canvas will be blank. If you're finished with your current layout and would like to create a new one, follow these steps.

1. In the toolbar, select **FILE**.
2. Click **NEW** in the dropdown menu. The layouts page will refresh and display a new layout.

Resetting a Layout

If you want to keep the file you're currently working in, but clear the canvas and start the layout from scratch, you'll need to use the reset function.

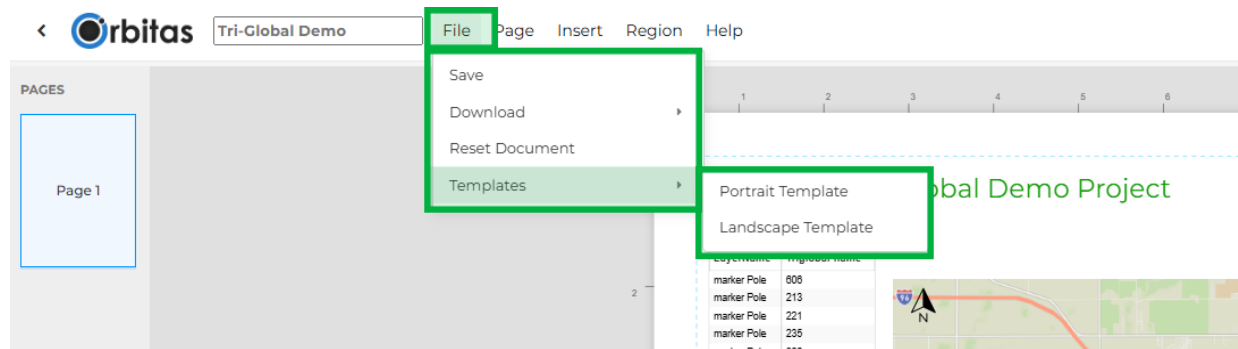
1. In the toolbar, select **FILE**.
2. Click **RESET** in the drop down menu.



3. Click **CONFIRM** in the confirmation pop-up window. The editor has been cleared and you can now start over in the same file.

Using a Layout Template

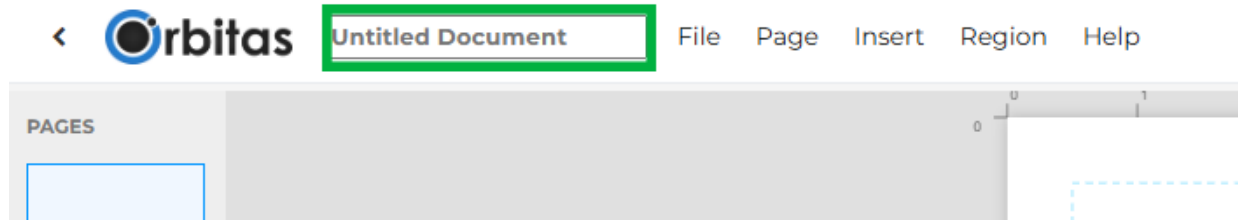
1. In the toolbar, select **FILE**.
2. Click **TEMPLATES** in the dropdown menu.
3. Select a **Portrait Template** or **Landscape Template**. Orbitas will insert several generic layout features, including:
 - a. A header and footer.
 - b. A map frame with a north arrow and scale bar.
 - c. A title block.
 - d. An image.
4. To edit any of these features, click on them and make adjustments in the Properties panel on the right side of the canvas.



Selecting a Layout Template

Naming a New Layout

1. Name your layout by clicking **“UNTITLED DOCUMENT”** in the toolbar and entering your desired layout title.

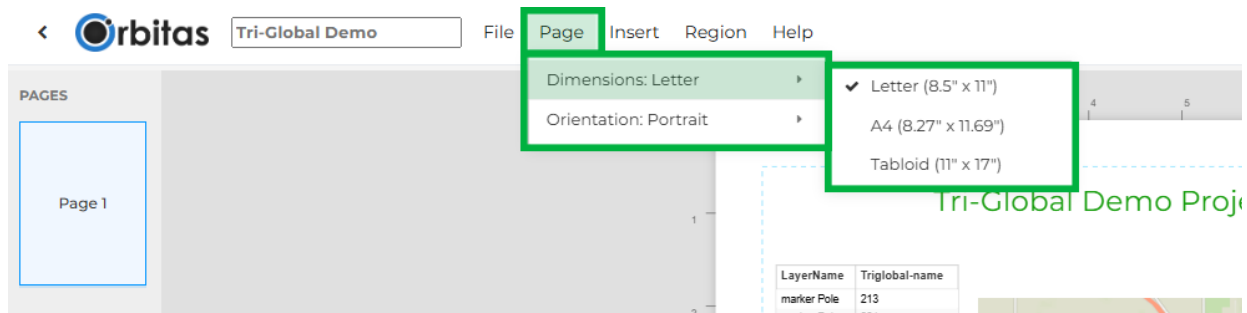


Naming a New Layout

Editing Layout Dimensions & Orientation

Editing Layout Dimensions

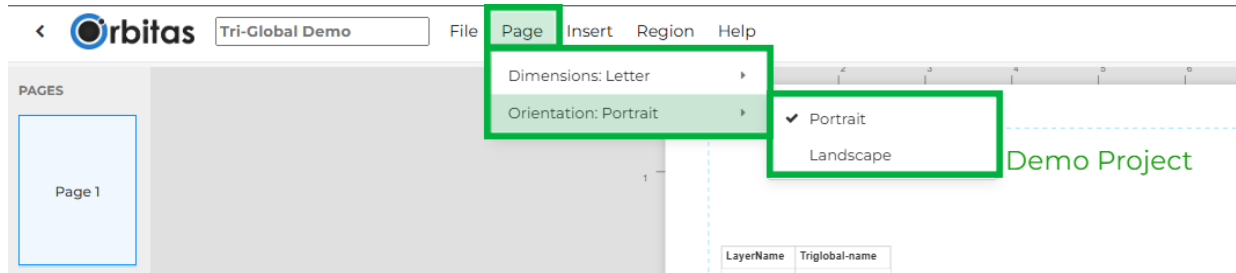
1. In the toolbar, click **PAGE**.
2. Select **DIMENSIONS** in the dropdown menu.
3. Choose your desired page dimensions.



Editing Page Dimensions

Editing Layout Orientation

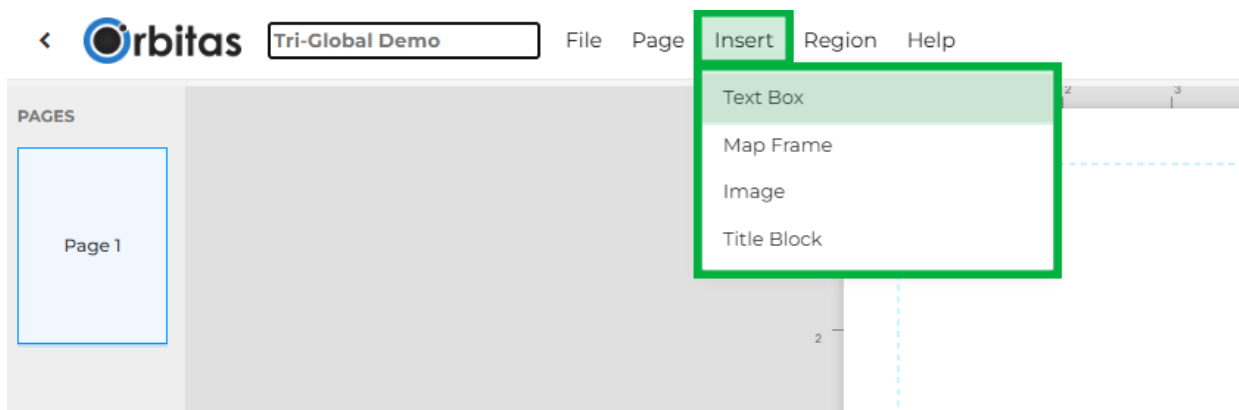
1. In the toolbar, click **PAGE**.
2. Select **ORIENTATION** from the dropdown menu.
3. Choose your desired page orientation.



Editing Page Orientation

Inserting a Text Box

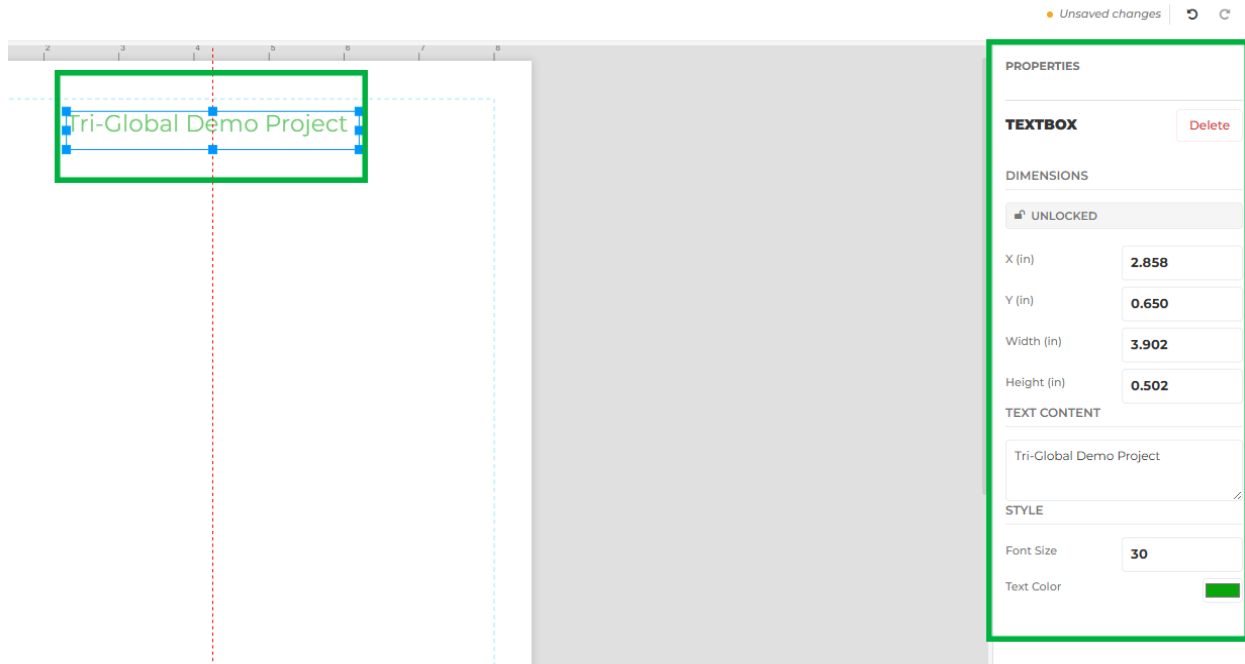
1. In the toolbar, **click INSERT**.
2. **Select TEXT BOX**. In our example, we'll be using the text box to add a label for our map.



Inserting a Text Box

Editing Text Box Properties

1. **Select the text box** you would like to edit.
2. In the Properties panel that appears on the right side of the canvas, you can adjust your text box properties, including
 - Dimensions
 - Text Content
 - Style



Editing Text Box Properties

Map Frames

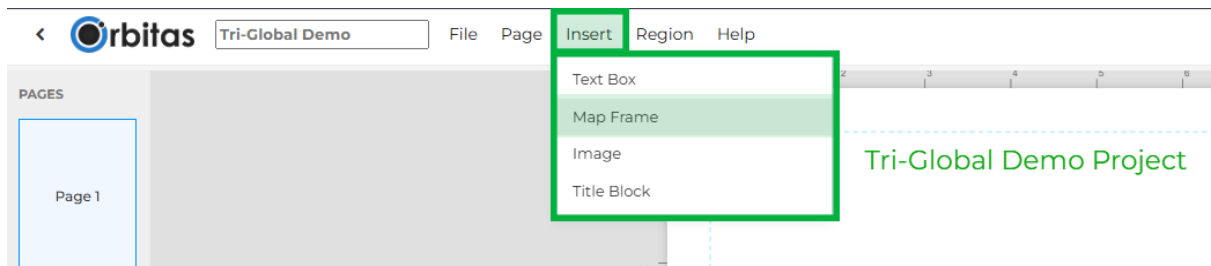
Map frames are a powerful tool with a scalable feature set designed to enhance your displayed data. Map frames allow you to:

- Display data from a Job or Project.
- Toggle map layers on or off.
- Add basic map features such as a north arrow, a scale bar, a legend, or labels.
- Add table data from the selected data set.
- Choose a map background type:
 - Outdoors
 - Satellite
 - Streets
 - Nav Day
 - Nav Night
 - Light
 - Dark



Inserting a Map Frame

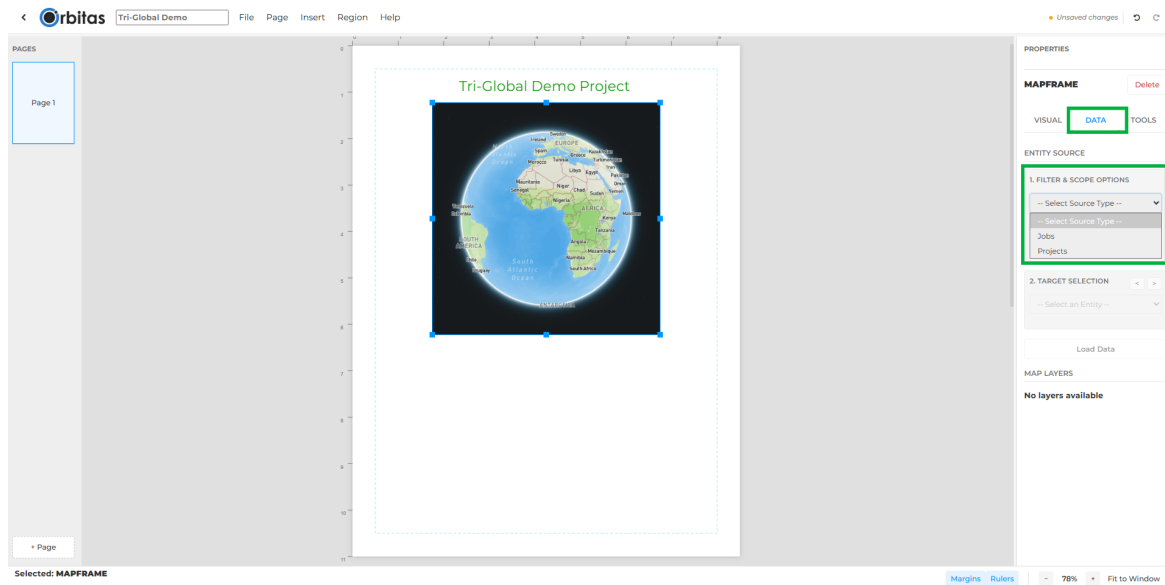
1. In the toolbar, click **INSERT**.
2. Select **MAP FRAME**. A generic world map will appear. You can now select a data source to display the data you would like.



Inserting a Map Frame

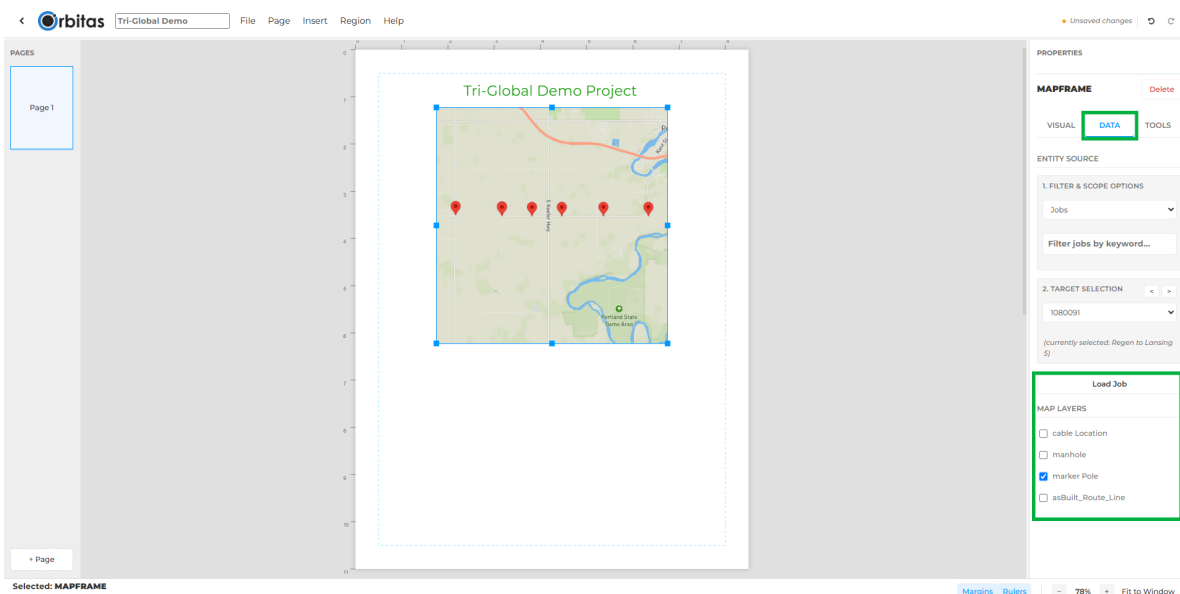
Selecting a Data Source for a Map Frame

1. **Select the map frame** you would like to define a data source for by clicking on it.
2. With the map frame selected, navigate to the **DATA TAB** in the Properties panel on the right side of the canvas.
 - a. Select your Filter & Scope Options.
 - b. Make your Target Selection.
 - c. Click **LOAD JOB**.



Selecting a Data Source for a Map Frame

3. Toggle layers on or off.



Toggling Layers On or Off

Formatting a Map Frame

1. **Select the map frame** you would like to edit by clicking on it.

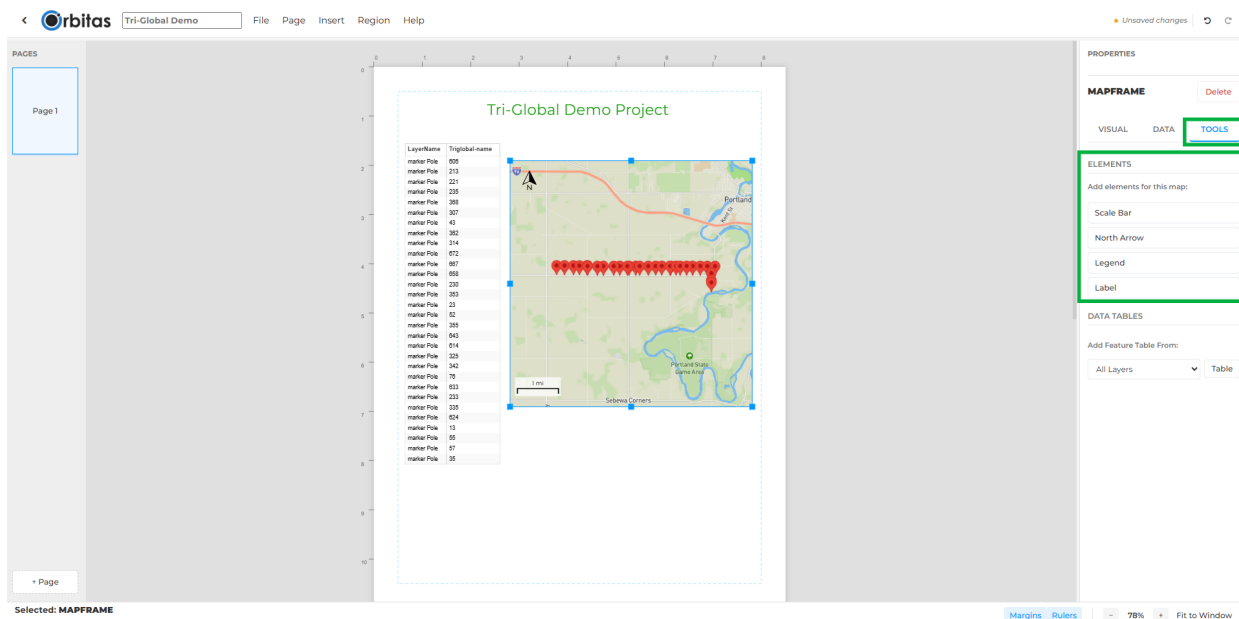


2. With the map selected, navigate to the **VISUAL** tab in the Properties panel on the right side of the canvas.
 - a. Select your desired dimensions.
 - b. Select your desired Map Style.
 - c. Select your desired Zoom, Bearing, Latitude, and Longitude.

Adding Elements to a Map Frame

Once you have selected a data source and it's displayed on your layout, you can add elements and feature tables.

1. **Select the map frame** you would like to add an element or feature table to by clicking on it.
2. With the map frame selected, navigate to the **TOOLS TAB** in the Properties panel on the right side of the canvas.
 - a. Select which elements you'd like to add to your map and make adjustments.
 - b. Click on the map frame in your layout to return back to the Properties menu of your map frame.

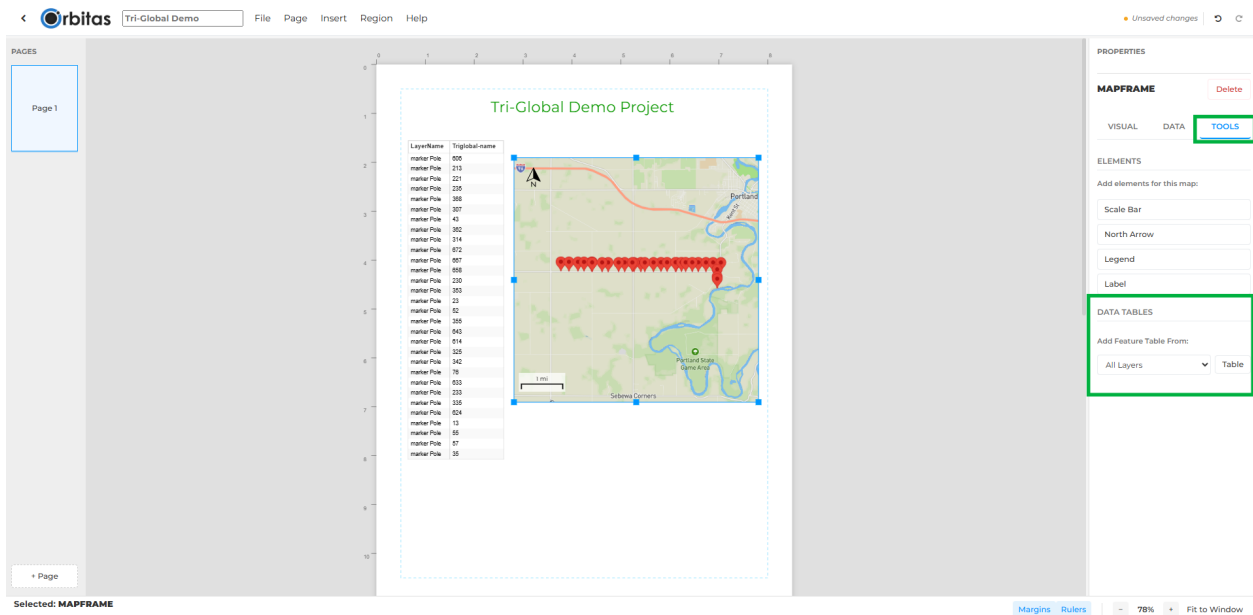


Adding Elements to a Map Frame



Adding a Feature Table from a Map Frame

1. **Select the map frame** you would like to add a feature table to by clicking on it.
2. With the map frame selected, navigate to the **TOOLS TAB** in the Properties panel on the right side of the canvas.
3. Select the data source for the feature table you'd like to add to your map.



Adding a Feature Table from a Map Frame

Inserting an Image

Uploaded images have a 2MB limit.

Accepted file types include PNG, PJP, JFIF, JPE, PJPEG, JPEG, or JPG.

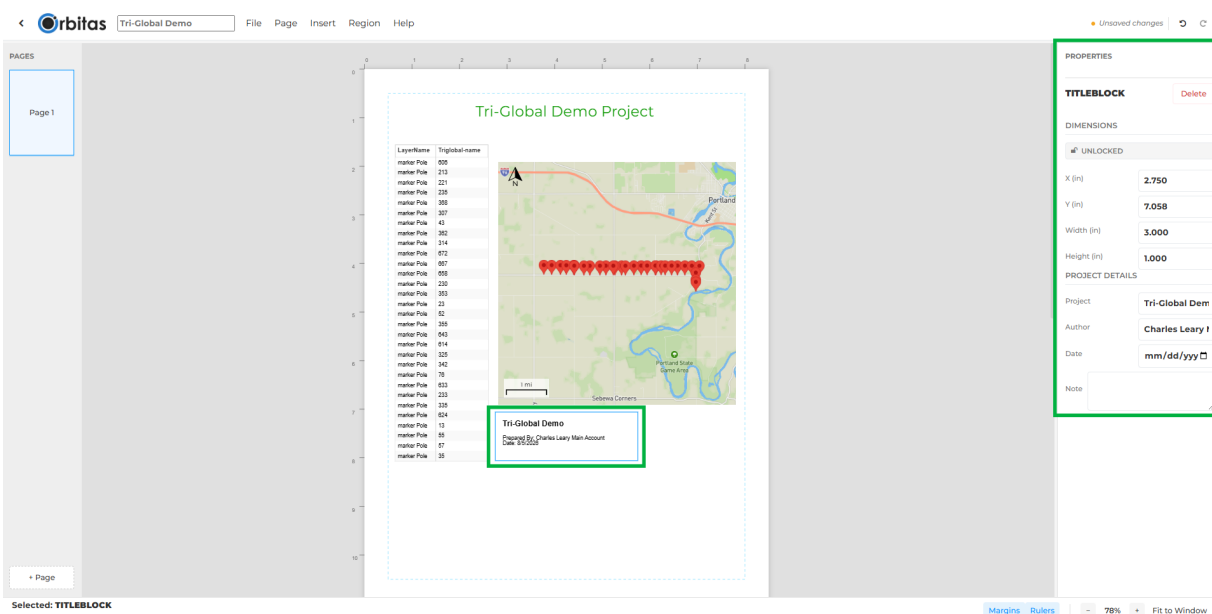
1. In the toolbar, click **INSERT**.
2. Select **IMAGE** from the dropdown menu.
3. Select and upload your image.



Inserting a Title Block

A title block inserts a prefilled, customizable block that includes the layout title, the name of the creator, the date it was created, and an optional notes section.

1. In the toolbar, click **INSERT**.
2. Select **TITLE BLOCK** from the dropdown menu.
3. Edit the title block from the Properties panel on the right side of the canvas.



Inserting a Title Block into the Layout

Formatting a Layout

Once you have all your desired features in your layout, you may want to format it to your liking. You can do this by:

- Adding pages and selecting page colors.
- Moving content.
- Customizing content dimensions.
- Adding header regions or footer regions.



Adding Pages to a Layout

1. At the bottom of the Pages panel to the left of the canvas, click **+** **PAGE**.

Customizing Page Colors

Customizing the Color of a Single Page

1. In the Pages panel to the left of the canvas, select which page you would like to edit.
2. Under **PAGE BACKGROUND** in the Properties panel, select the color you want that page to be from the preset options, or choose a custom color using the color picker.

Customizing the Default Page Color

1. In the Pages panel to the left of the canvas, select a page to edit.
2. Under **DEFAULT PAGE BACKGROUND** in the Properties panel, select the color you would like to be the default. All new pages will be created with this color as the background.

WARNING: This will change the color of all pages that do not have a color selected.

Changing Existing Page Colors to the Default Color

If you would like to apply the default page color to pages that had a different color selected, follow these steps.

1. In the Pages panel to the left of the canvas, select a page to edit.
2. Click the **DEFAULT** button in the Properties panel. The page will change to the default color.
3. Repeat steps 1-2 for all the pages you would like to change to the default page color.



Moving Content in a Layout

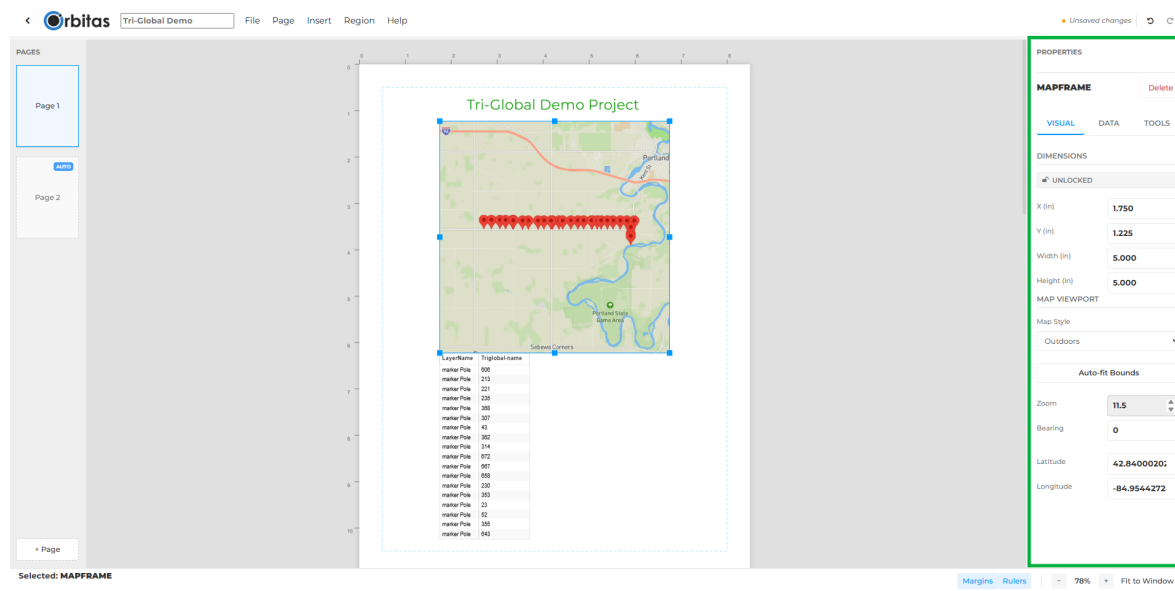
1. Select the content you would like to move by clicking on it.
2. Move the content to your desired location on the page or to another page.

Customizing Content Dimensions

1. Select the content you would like to resize by clicking on it.
2. Using the resize handles (the small squares that appear around the content), adjust the content to your desired size.

Alternatively, you can resize the content to specific dimensions (in inches).

1. Select the content you would like to resize by clicking on it.
2. With the content selected, navigate to the **VISUAL** tab in the Properties panel on the right side of the canvas.
3. Make your desired changes.

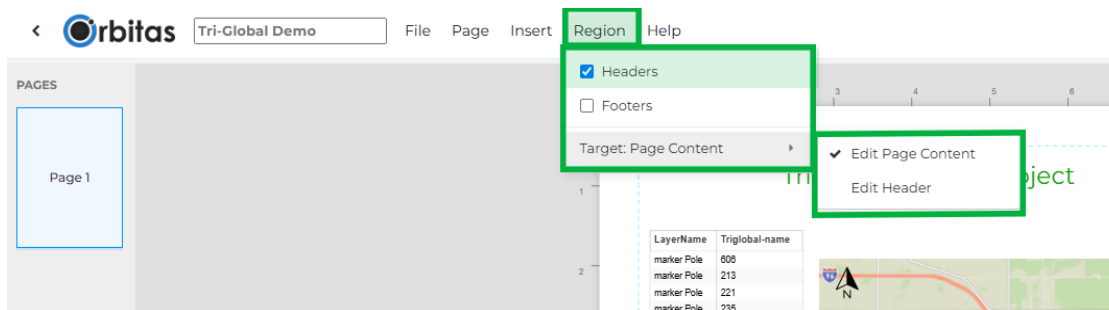


Customizing Content Dimensions in the Properties Menu



Adding Headers and Footers to a Layout

1. In the toolbar, click **REGION**.
2. **Toggle headers and footers** on or off in the dropdown menu.
 - a. Edit header and footer content by selecting **TARGET** from the dropdown menu.

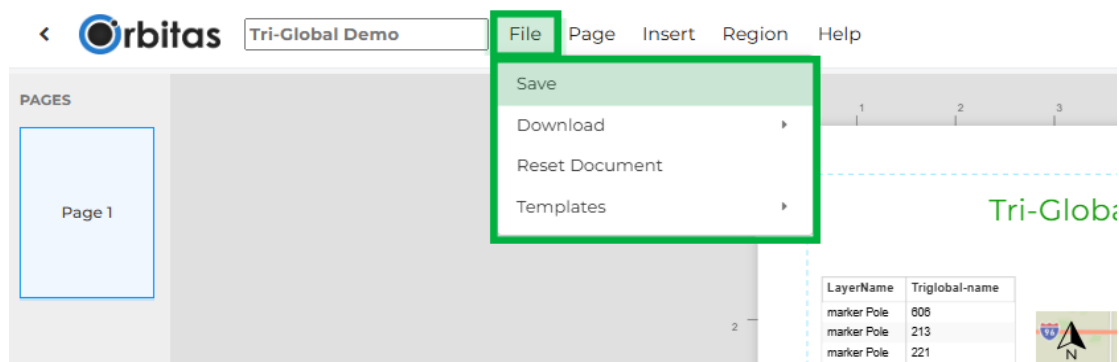


Using the Region tab to add Headers and Footers

Saving and Downloading a Layout

Saving a Layout

1. In the toolbar, click **FILE**.
2. Select **SAVE** from the dropdown menu.



Saving a Layout



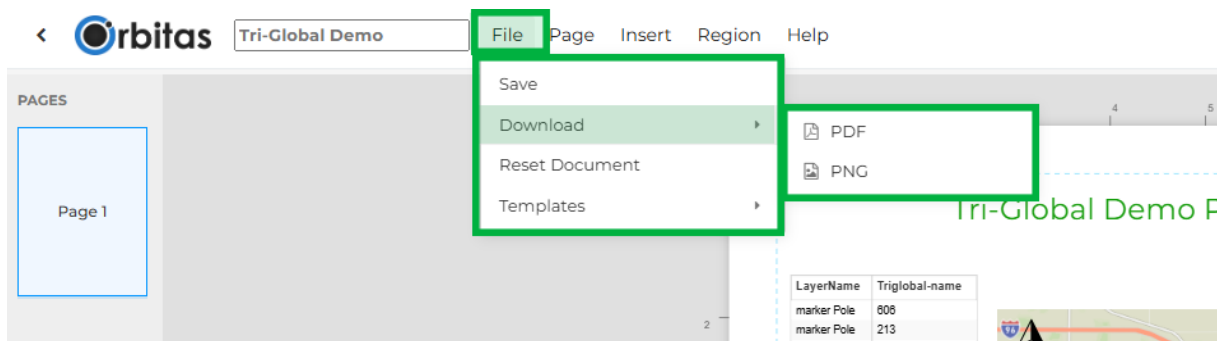
Autosaving

Layouts do not automatically save until you manually save a layout for the first time. Once a layout has been saved, it will periodically save automatically when you are idle.

Downloading a Layout

Layouts can be downloaded as a PDF or PNG for printing, publication, or distribution.

1. In the toolbar, click **FILE**.
2. Select **DOWNLOAD** from the dropdown menu.
3. Choose your file format (PDF or PNG).



Downloading a Layout