

Last Yard

Template Studio

User Guide

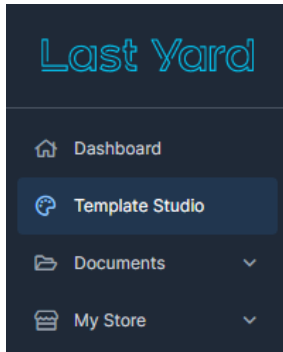
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To begin, log in with the username and password provided. If you do not have this information please contact support@signiq.com for assistance.

Template Studio

You will find the Template Studio link in the left-hand navigation menu. It is situated just under the Dashboard option.

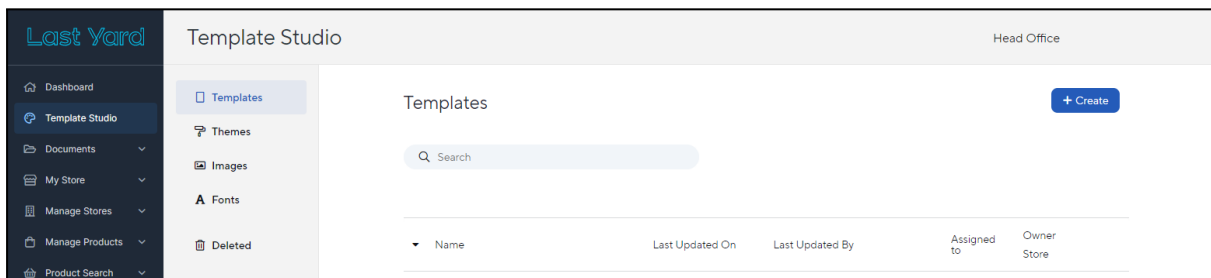


Templates

The Template Studio Dashboard is where all your created templates are located. On your first visit, this list will be empty.

To start populating your list you can click on the create button in the top right corner.

[See Creating Templates](#)



Themes

coming soon

Images

The images section is where you upload and manage your images and image libraries.

An image can be any type of graphical assets such as a product image, an icon, or even full ticket artwork.



To upload images, click on the upload button in the top right corner.

You can drag and drop images from their folder location on your computer or click on the drop area to browse your computer for the files.

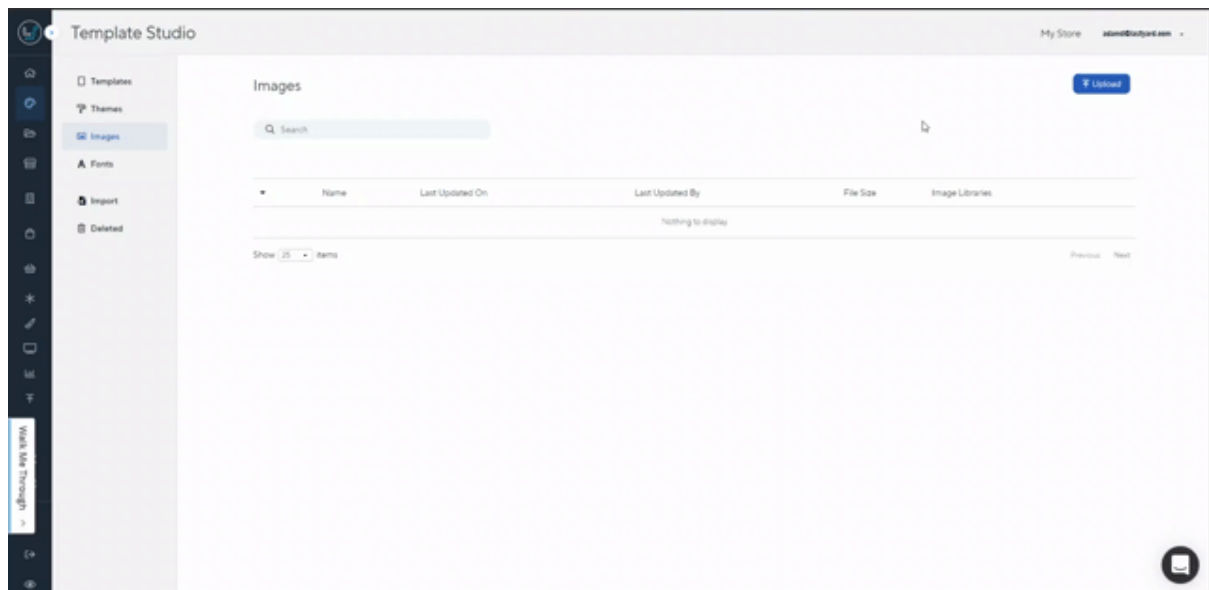
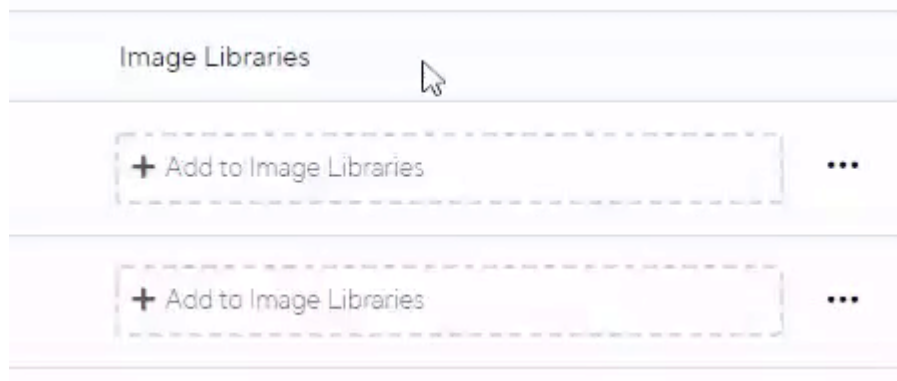


Image Libraries

Image libraries are a way to categorise, group, and sort image assets. Libraries can later be assigned to image fields to help control which assets you would like to make available to users when they create their own tickets. [See Image Source.](#)

To Create an Image Library:

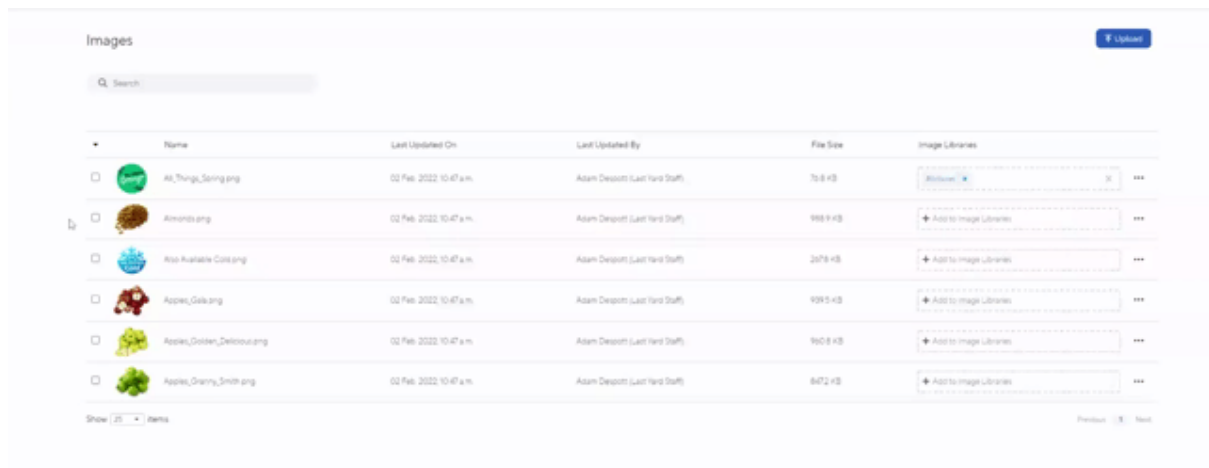
1. Click on the “Add to Image Libraries” section for the image you are wanting to tag.
2. Type out the name you want to use.
3. Press “Enter” or click “Create Image Library”



You can individually allocate images to a library like below.

	Name	Last Updated On	Last Updated By	File Size	Image Libraries
☐	 All Things Spring.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	76.8 KB	+ Add to Image Libraries ...
☐	 Almonds.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	988.9 KB	+ Add to Image Libraries ...
☐	 Also Available Cold.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	267.8 KB	+ Add to Image Libraries ...
☐	 Apples Gala.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	929.5 KB	+ Add to Image Libraries ...
☐	 Apples Golden Delicious.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	960.8 KB	+ Add to Image Libraries ...
☐	 Apples Granny Smith.png	02 Feb. 2022, 10:47 a.m.	Adam Desport (Last Yard Staff)	847.2 KB	+ Add to Image Libraries ...
Show 25 items					Previous Next

You can also assign in bulk by selecting multiple assets at a time and clicking on the edit button.

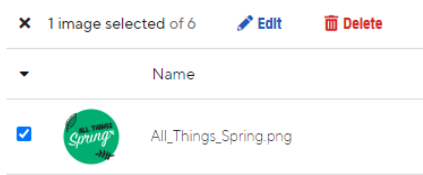


	Name	Last Updated On	Last Updated By	File Size	Image Libraries
☐	All Things_Spring.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	70.8 KB	Remove
☐	Almonds.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	198.9 KB	+ Add to image libraries
☐	Ass Available Cook.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	2079 KB	+ Add to image libraries
☐	Apples_Gels.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	939.5 KB	+ Add to image libraries
☐	Apples_Golden_Delicious.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	940.6 KB	+ Add to image libraries
☐	Apples_Granny_Smith.png	02 Feb. 2022 10:47 a.m.	Adam Descott (Last Year Staff)	847.2 KB	+ Add to image libraries

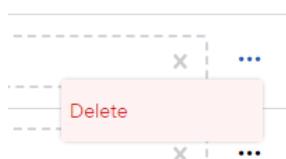
An asset can be removed from the library by clicking on the “X” next to the library name.



Assets can be deleted by clicking the selection box next to the asset name and clicking the delete button.



You can also delete assets by clicking the “more options” button next to the image library section and then clicking delete.



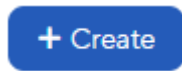
Fonts

Import & Export

Deleted

Creating Templates

To begin creating templates click on the create button in the top right corner.



Choose Your Paper Size

When creating a new template or modifying an existing templates page setup the first thing you need to do is select the type of paper size you will be printing on.

This refers to the page size that is loaded into a printer and not the individual ticket size.

For example, you may be designing a ticket you can fit nine times onto a Letter or A4 page. Therefore the paper size you select would be Letter or A4.

The screenshot shows the 'Template Designer' interface. At the top, there is a blue header bar with a '< Back' button on the left and 'Template Designer BETA' on the right. Below the header, there is a 'Live Preview' button. The main area displays a 3x3 grid of ticket templates, each with a circular logo placeholder and text fields. At the bottom of the grid, it says 'Template dimensions: 70mm x 99mm'. On the right side, there is a sidebar titled 'Choose your paper size'. It contains a list of paper sizes: A3, A4 (selected), A5, Letter (with a mouse cursor hovering over it), and Custom... Below this list is a 'Paper Orientation' section with two options: 'Landscape' (selected) and 'Portrait'. At the bottom of the sidebar is a dark blue 'Next' button.

You would use the Custom size if you were designing for something like a label printer, where each page size is effectively a 1x1.

The screenshot shows a design interface with a 'Live Preview' button at the top. The main area displays a single ticket template with a dashed border, containing horizontal bars for text and a circular area for a logo. To the right, the 'Choose your paper size' panel lists standard sizes: A3, A4, A5, Letter, and Custom... The 'Custom...' option is selected, showing input fields for 'Width' (37.4 mm) and 'Height' (20.9 mm). Below this, the 'Paper Orientation' section has 'Landscape' selected with a radio button. A 'Next' button is at the bottom.

Paper Orientation

The paper orientation refers to how you want the templates laid out on the page. When you are designing for multiple tickets on a page, orientation will affect the shape of your individual tickets.

This screenshot shows the same design interface but with a 3x3 grid of nine tickets in the preview area. In the 'Choose your paper size' panel, 'A4' is now selected from the list. The 'Paper Orientation' section shows 'Portrait' selected with a radio button. The 'Next' button remains at the bottom. At the very bottom of the interface, the text 'Template dimensions: 70mm x 99mm' is visible.

Once you have selected the paper size and orientation click Next.

Page configuration

This step is where the dimensions of the individual template are set, as well as how many tickets can be printed per page and whether your printer requires any margins.

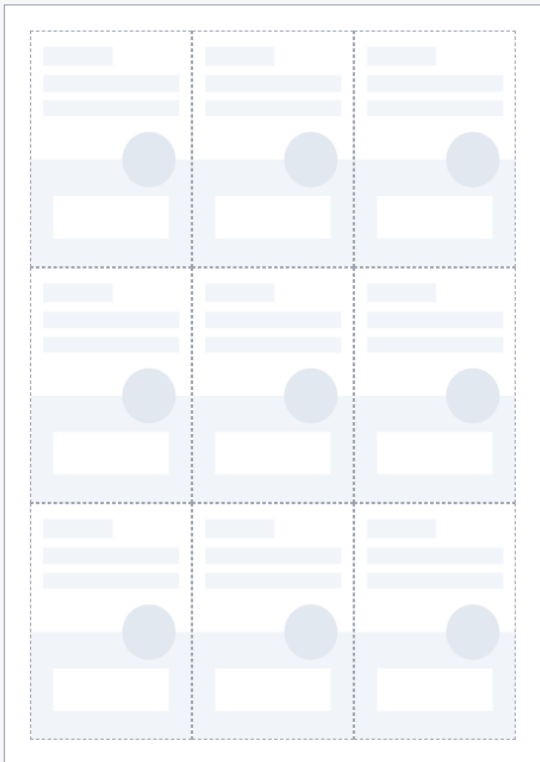
Tickets Per Page - This option sets up a grid on the page, similar to creating a table where each cell is a ticket. Columns relate to how many vertical divisions there are, and Rows are how many horizontal ones. The total number of tickets per page is Columns x Rows.

Margins - Margins refer to the space from the edge of the paper to the ticket area. Top, Bottom, Left, Right.

As an example if you are printing on blank paper, most printers cannot print close to the edge of the paper, so you may give yourself a 10mm border around the edge of the page to ensure your designs are not cropped.

[< Back](#)Template Designer BETA

Live Preview



Template dimensions: 63.33mm x 92.33mm

[<](#) Configure the page

TICKETS PER PAGE

Columns

-

3

+

Rows

-

3

+

MARGINS

Top

10

mm

Bottom

10

mm

Left

10

mm

Right

10

mm

> ADVANCED

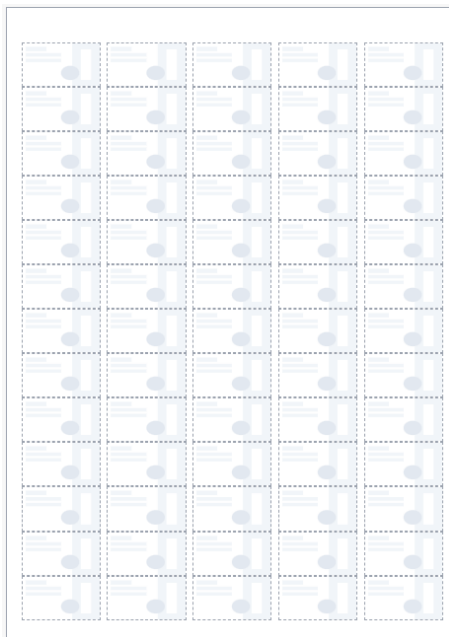
> PRINT SETTINGS

Next

Advanced - Gaps are like a margin that can be set between each template. By default, tickets are arranged for printing on a page in left-to-right order, but you can also set them to arrange in a top-to-bottom order if you prefer.

Columns & Rows, Margins, and Gaps will all combine to influence the layout and ticket size.

For example, you may need to design a label for some Avery-type label stock. the configuration may look like this.



TICKETS PER PAGE

Columns

⊖ 5 ⊕

Rows

⊖ 13 ⊕

MARGINS

Top

16.5 mm

Bottom

9 mm

Left

7 mm

Right

4 mm

ADVANCED

Gaps

Vertical

0 mm

Horizontal

3 mm

Arrange Templates

↳ Across

⇩ Down

Print Settings - Showing the crop marks is useful for cutting up the tickets if you are not using pre-perforated paper stock. You can also add a bleed area when printing tickets. crop marks and bleed options tend to be useful if you are sending the tickets to a print shop to print and cut for you.

Bleed refers to the area beyond the ticket that you want content printed in.

For example, this is typically for your ticket artwork or colours to allow for a margin of error when tickets are cut to size.

The screenshot shows the 'Template Designer' interface. At the top, there's a blue header with '< Back' and 'Template Designer BETA'. Below the header, a 'Live Preview' button is visible. The main area displays a 3x1 grid of ticket templates. Each ticket has a light blue background with white text and graphics. The first ticket has three horizontal bars of increasing length, a circle, and a square. The second and third tickets have similar layouts. The grid is surrounded by a dashed line indicating the crop marks. At the bottom of the grid, it says 'Template dimensions: 190mm x 92.33mm'. On the right side, there's a 'Configure the page' panel. It has a '<' button and the title 'Configure the page'. Under 'TICKETS PER PAGE', there are 'Columns' and 'Rows' settings. 'Columns' is set to 1, and 'Rows' is set to 3. Under 'MARGINS', there are 'Top', 'Bottom', 'Left', and 'Right' settings, all set to 10 mm. Below this is an 'ADVANCED' section with a 'PRINT SETTINGS' subsection. In 'PRINT SETTINGS', there's a checked checkbox for 'Show Crop Marks' and a 'Bleed' section. The 'Bleed' section has 'Top', 'Bottom', 'Left', and 'Right' settings, all set to 5 mm. At the bottom of the panel is a 'Next' button.

< Back Template Designer BETA

Live Preview

< Configure the page

TICKETS PER PAGE

Columns 1 Rows 3

MARGINS

Top 10 mm Bottom 10 mm

Left 10 mm Right 10 mm

> ADVANCED

PRINT SETTINGS

☒ Show Crop Marks

Bleed

Top 5 mm Bottom 5 mm

Left 5 mm Right 5 mm

Next

Template dimensions: 190mm x 92.33mm

[Click Next to name your template.](#)

Template Naming

Each template requires a name so it can be identified later when creating tickets. A good idea is to name it in relation to what size it is and what features it includes.

How you name the templates will help users of the system quickly identify by name which template that should be used.

For example, is it a Sale template that will display the RRP and Savings value? Or is it displaying a deal for customers if they purchase 2 or more of a product?

Things to consider when naming are ticket sizes, tickets per page, orientation, promo type the template/ticket is designed for, features of the template/ticket.

Examples:

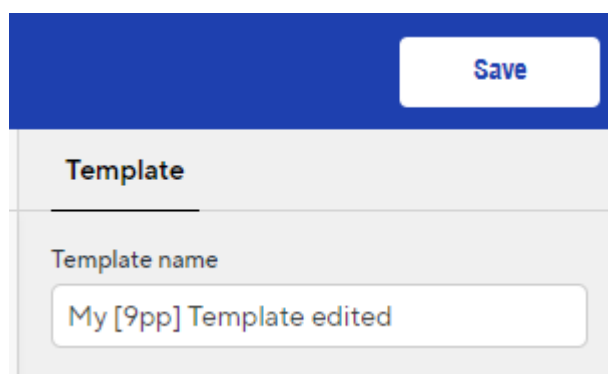
[9pp] Portrait - This signifies a 9 Per Page in a portrait orientation

[A4] Sale

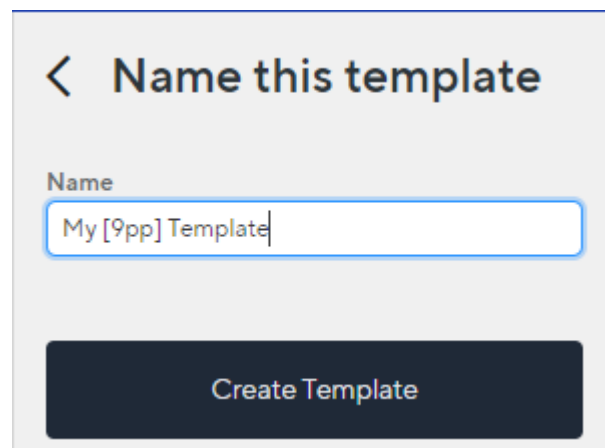
When creating a template enter a name and click Create Template.

You can change the name of a template via the template properties > Template Name section that will display on the right-hand side of the screen when no objects are selected.

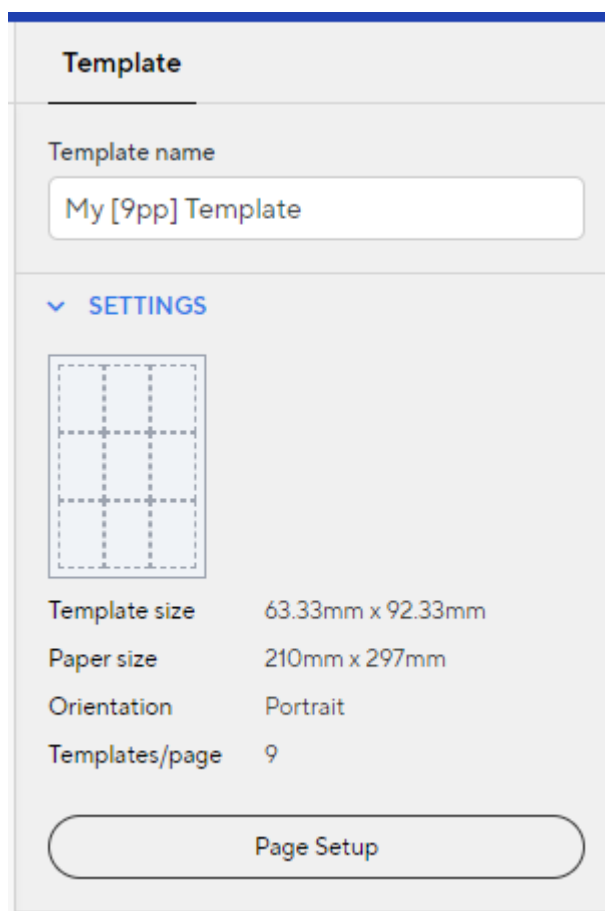
When you make a change to the template name, you will need to click on the Save button for this name change to take effect.



This screenshot shows a blue header bar with a white 'Save' button. Below it, the 'Template' section is visible, featuring a 'Template name' label and a text input field containing 'My [9pp] Template edited'.



This screenshot shows a dialog box titled 'Name this template' with a back arrow. It contains a 'Name' label and a text input field with 'My [9pp] Template'. A dark blue 'Create Template' button is at the bottom.

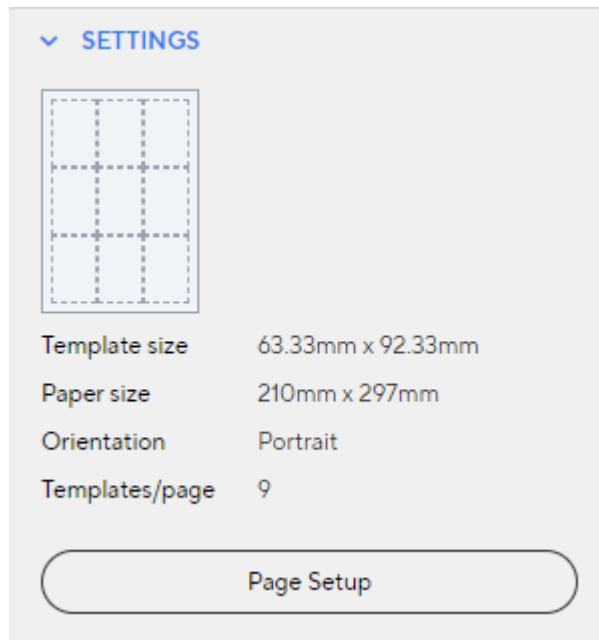


This screenshot shows the 'Template' properties panel. It includes a 'Template name' input field with 'My [9pp] Template'. Below is a 'SETTINGS' section with a 3x3 grid icon. A table lists properties: Template size (63.33mm x 92.33mm), Paper size (210mm x 297mm), Orientation (Portrait), and Templates/page (9). A 'Page Setup' button is at the bottom.

Template size	63.33mm x 92.33mm
Paper size	210mm x 297mm
Orientation	Portrait
Templates/page	9

Changing your Page Setup

You can edit the paper size, columns, rows, margins, gaps, crop marks, and bleed settings at any time by clicking on the Page Setup button. This option is part of the template properties menu that is available when no objects are selected.

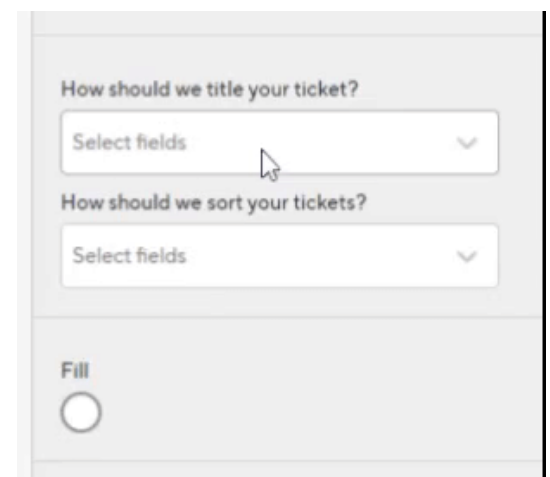


Titling & Sorting

This option is part of the template properties menu that is available when no objects are selected.

The title of a ticket refers to the fields that you can select that will be used to identify tickets you create in batches.

Description
Microsoft Surface Laptop Studio 14.4" i7 1TB/32GB (Platinum)
MSI GS66 15.6" QHD Gaming Laptop (Intel i7) [RTX 3080 Max-Q]

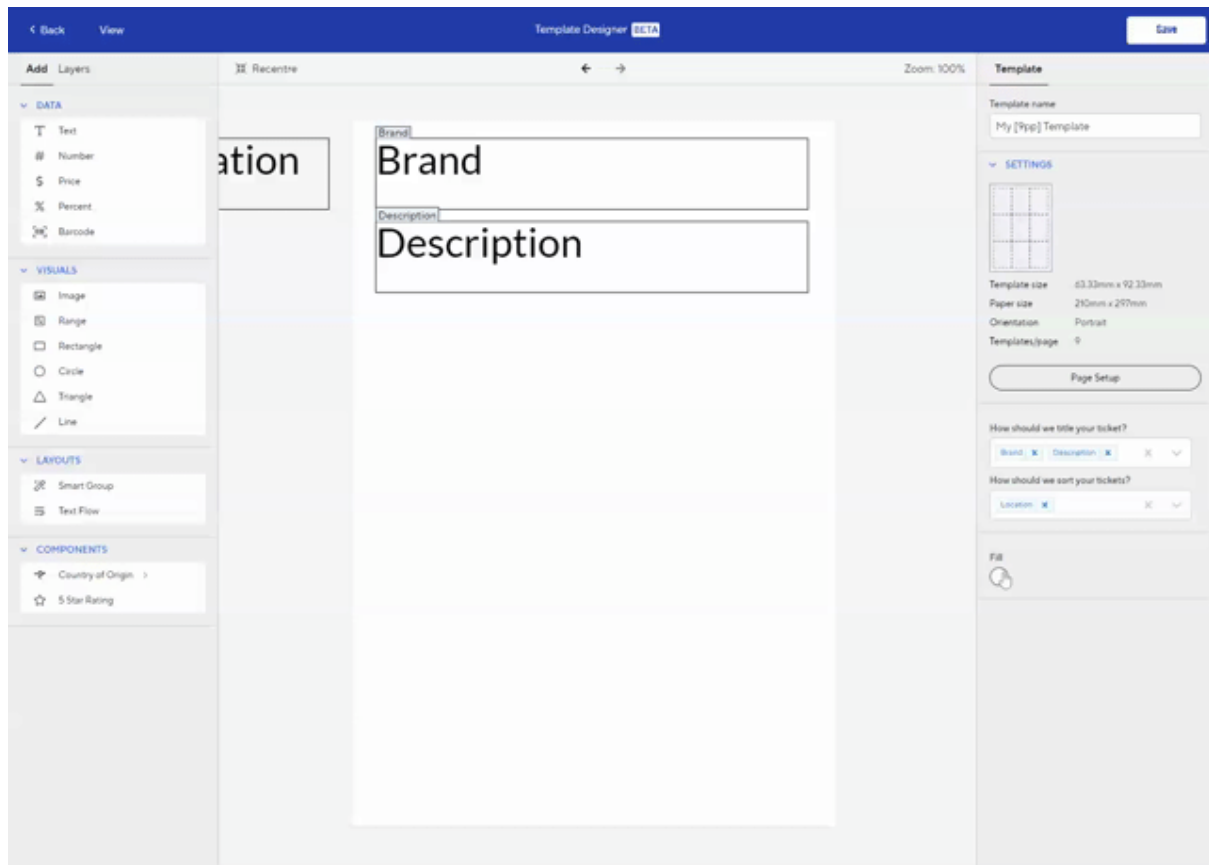
A screenshot of a configuration interface for ticket titling and sorting. It features two dropdown menus. The first is labeled 'How should we title your ticket?' and has a 'Select fields' option with a downward arrow. The second is labeled 'How should we sort your tickets?' and also has a 'Select fields' option with a downward arrow. Below these is a section labeled 'Fill' with a radio button.

Sorting refers to the fields that you can select that will then be used to sort your tickets when they are printed. Common ways tickets can be sorted may be by location, category, or even page number.

Template Fill

This option is part of the template properties menu that is available when no objects are selected.

Template fill refers to the colour of the canvas.

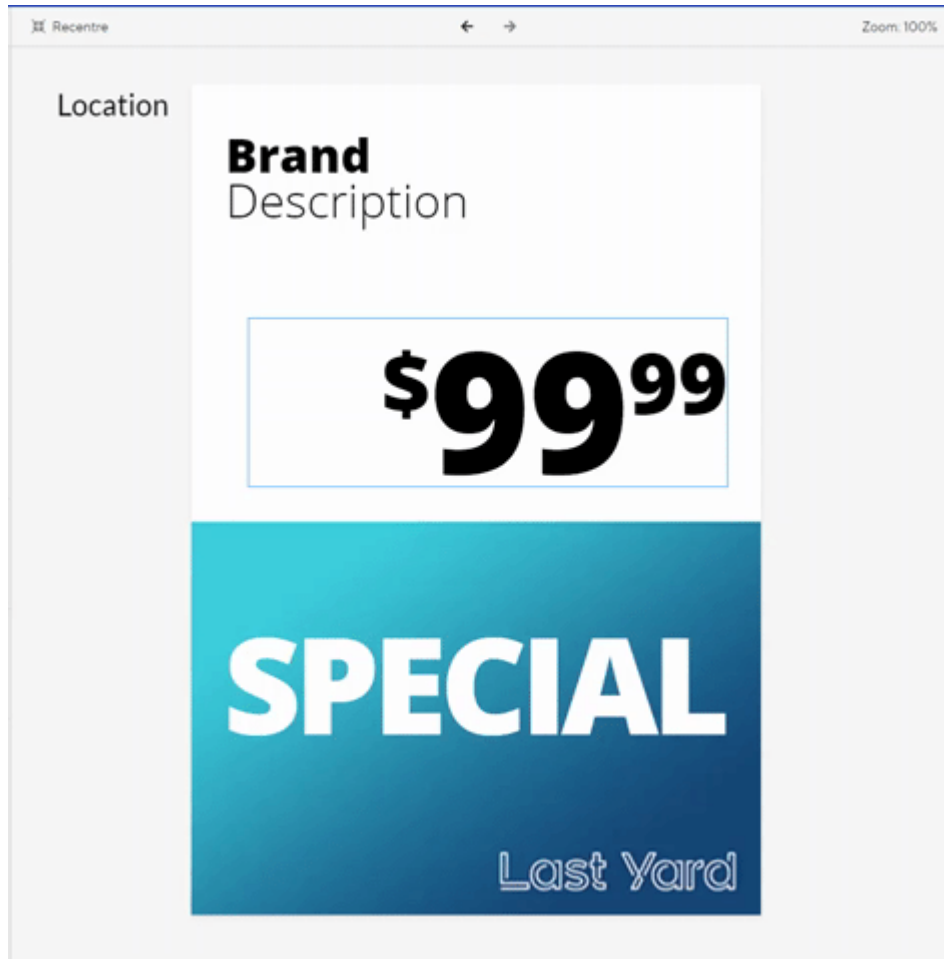


Canvas movements

You can zoom in and out by using your mouse scroll wheel.

If you hold Spacebar + left click + hold you can drag the canvas around.

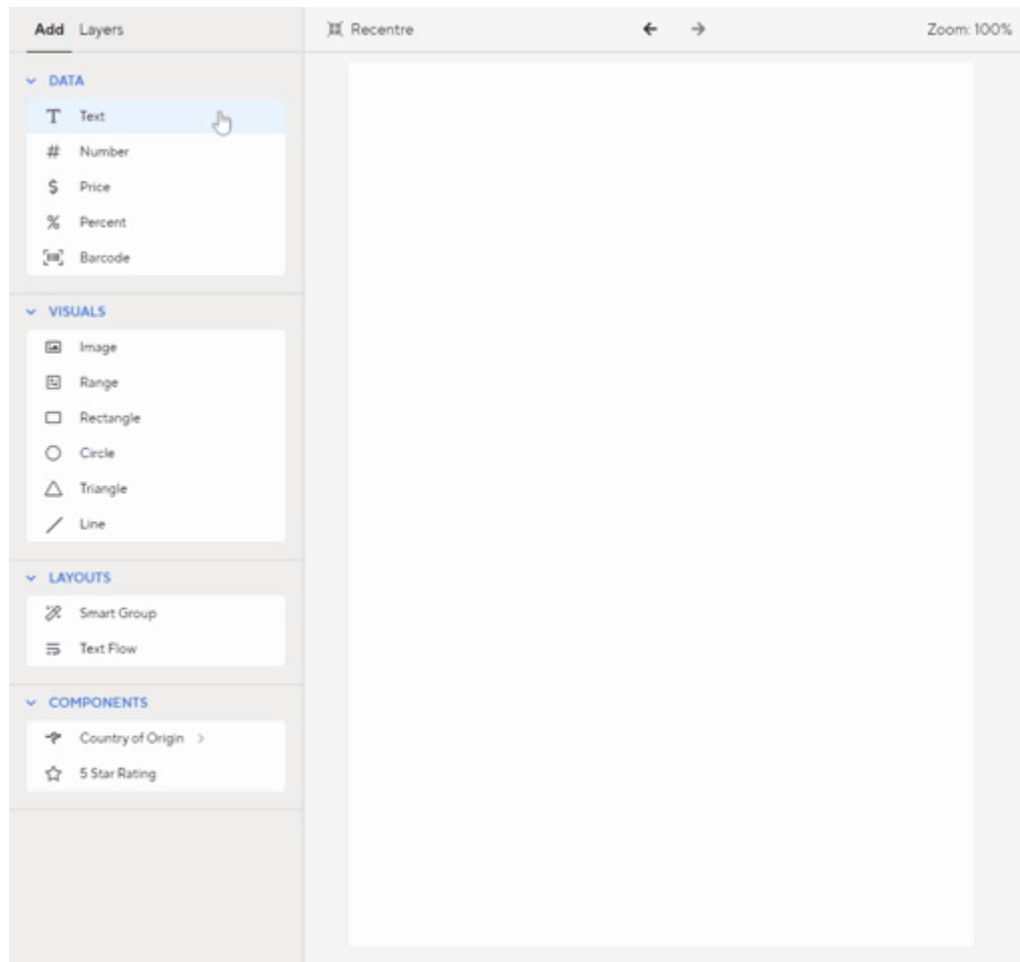
You can recentre the canvas at any point by clicking Recentre.



Field Basics

Adding fields

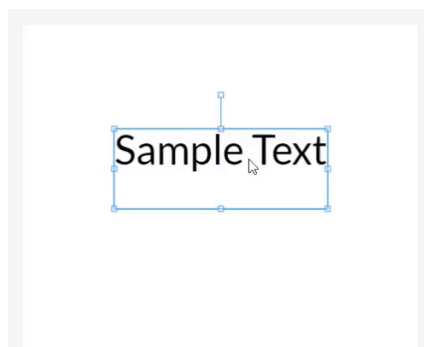
On the left side of the screen is the Add menu. To add fields and other objects to the template simply right-click on any of these options.



Positioning

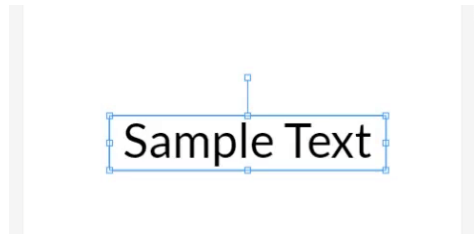
Mouse

Use the mouse click and drag method to position, resize and rotate fields and objects on the template.



Keyboard & Shortcuts

Use the arrow keys to make small position adjustments to fields and objects. When you hold down shift while doing this the movement will be larger.



The regular shortcut keys for cut, copy, paste, and delete will all work as expected.

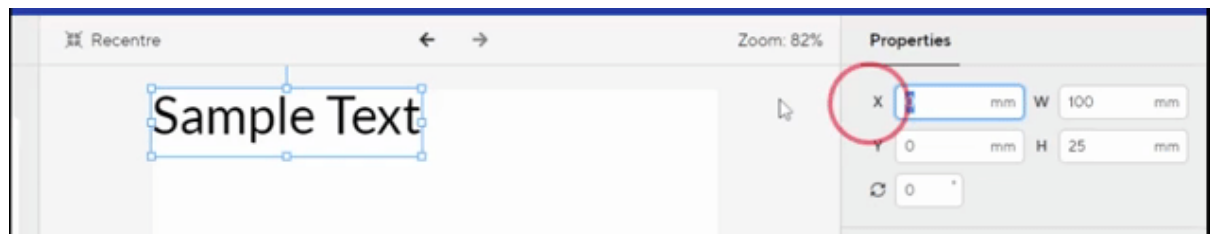
Coordinates, Width & Height, Rotation

When a field or object is selected, under the properties menu on the right, you will find the coordinates, width, height, and rotation.

X = Horizontal position of the object

Y = Vertical position of the object

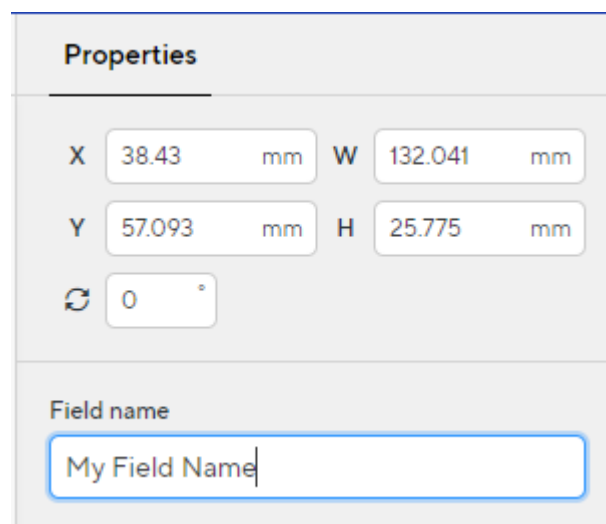
You can select each of these and type in the exact value you want or use the up and down arrow keys to adjust the values up or down by one per keypress.



Field Name

This option is part of the field properties menu that is available when a field or object is selected.

You can change the field name at any time here.



Font Styles

Styling is part of the field properties menu that is available when a field or object is selected.

You can change fonts based on the fonts available in the list. [See Fonts for uploading your own fonts.](#)

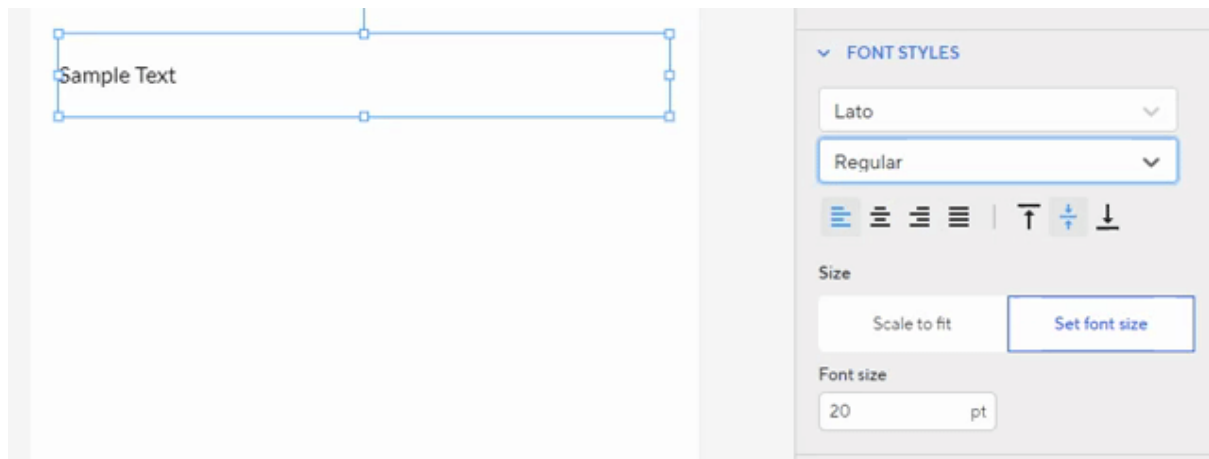
You will see two dropdown menus for font, the first is the font name or family, the second is style variation.

Under the font menus, you will find the text position and alignment options.

Below text position and alignment you will see the font size options.

Scale to fit means that the content in the field will scale to the best size fit based on the minimum and maximum value you set.

Set font size means that the content regardless of length will always use the set size.



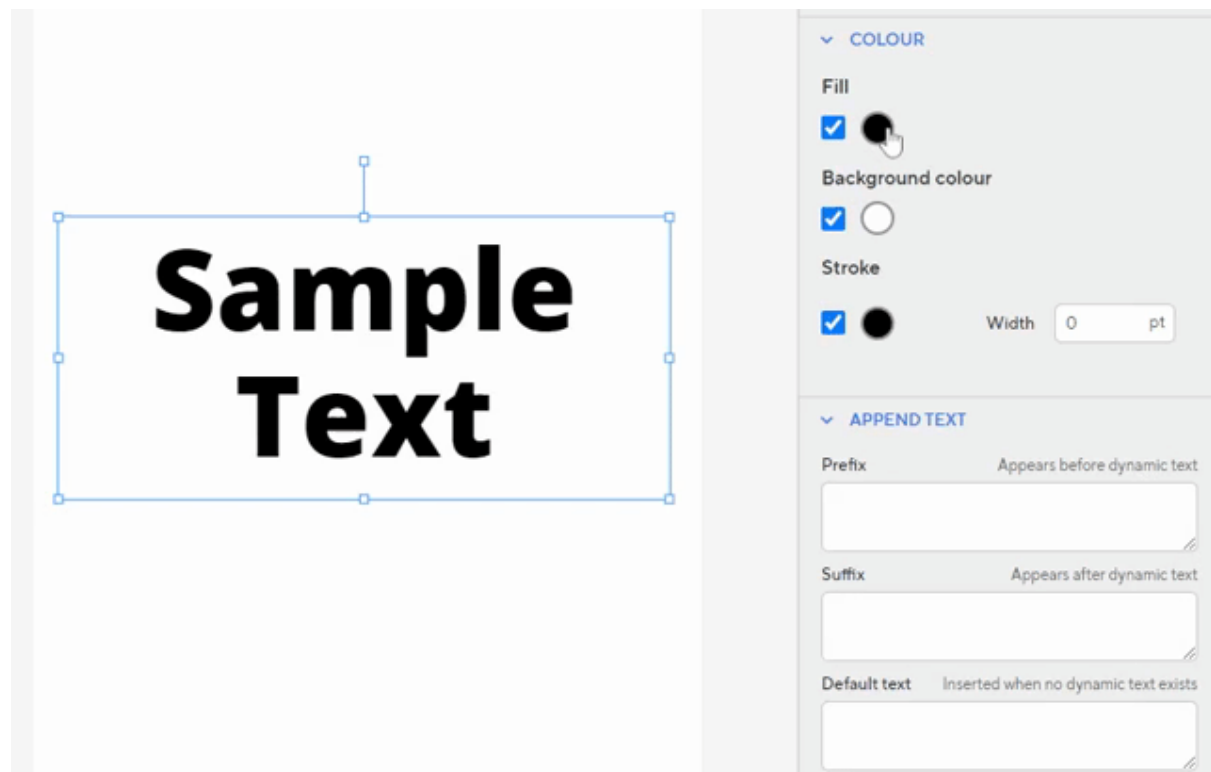
Colour

Colour is part of the field properties menu that is available when a field or object is selected.

Fill refers to the colour of the data that will populate the field.

Background Colour refers to the colour that will fill the field itself.

Stroke refers to the colour that will outline the data. Edit the width of the stroke to define how thick the outline will be.

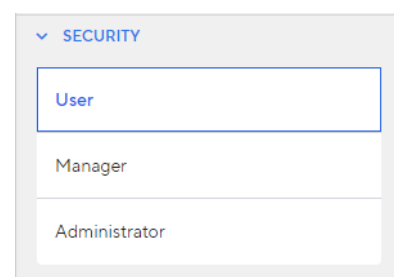


Security

Security is part of the field properties menu that is available when a field or object is selected.

Security relates to the various roles you can define in the system and can determine whether a user can access a field or not.

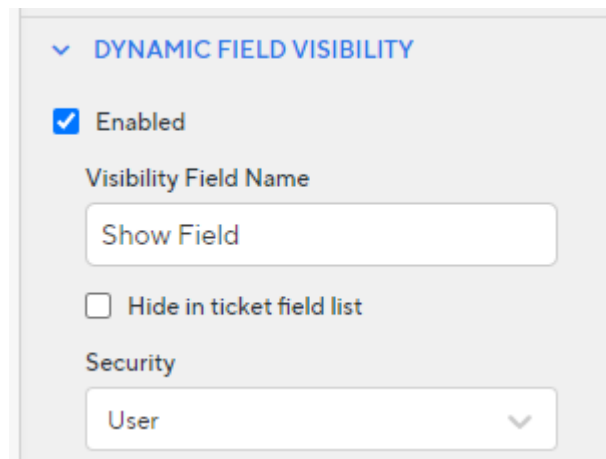
For example, if you want a field to only be editable by a manager or higher, select Manager or Administrator. Anyone who is then classed as a User would not be able to edit the field. This is typically used in combination with system-generated tickets or tickets sent down via head office on fields like the price so that users cannot change the price of items.



Dynamic Field Visibility

Dynamic Field Visibility is part of the field properties menu that is available when a field or object is selected.

When enabled, a checkbox option, with the Visibility Field Name, will be linked to the field that can control whether the field will show on the ticket or not.



▼ DYNAMIC FIELD VISIBILITY

☒ Enabled

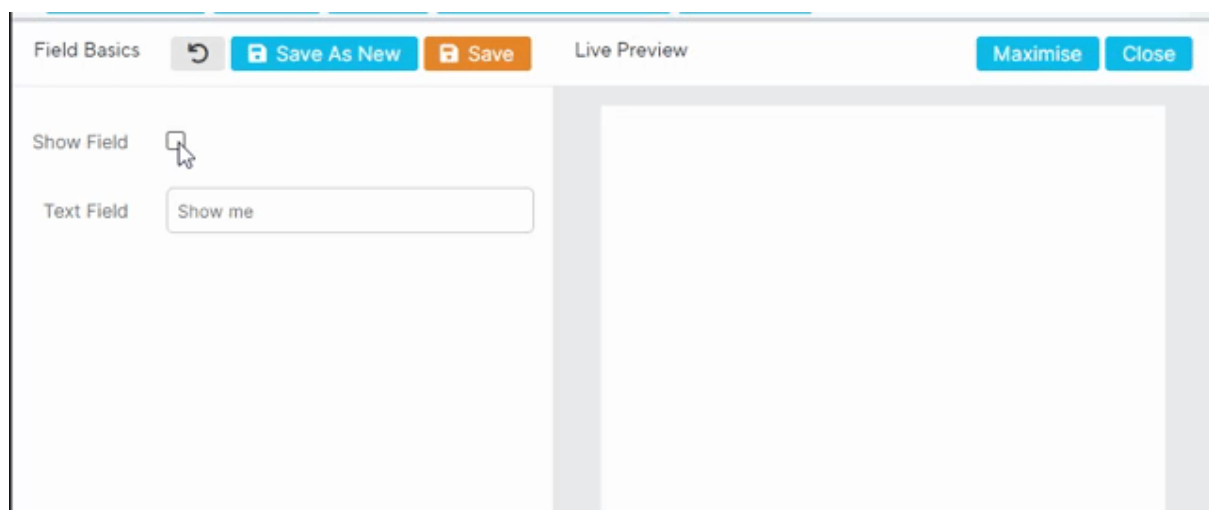
Visibility Field Name

Show Field

☐ Hide in ticket field list

Security

User



Field Basics ↶ Save As New Save Live Preview Maximise Close

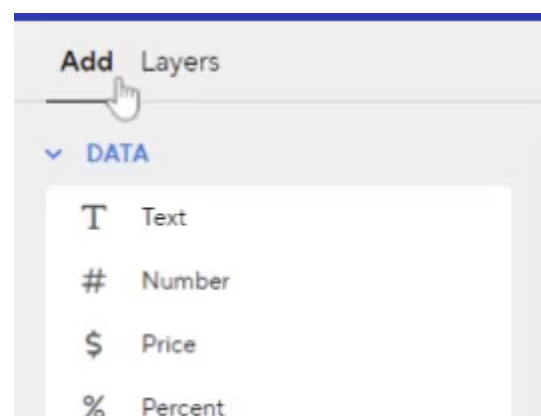
Show Field 

Text Field

Layers

On the left side of the screen, you can find the Layers menu. Access this by clicking on the name 'Layers' and switching from the Add menu.

Layers simply show all the objects added to the template.



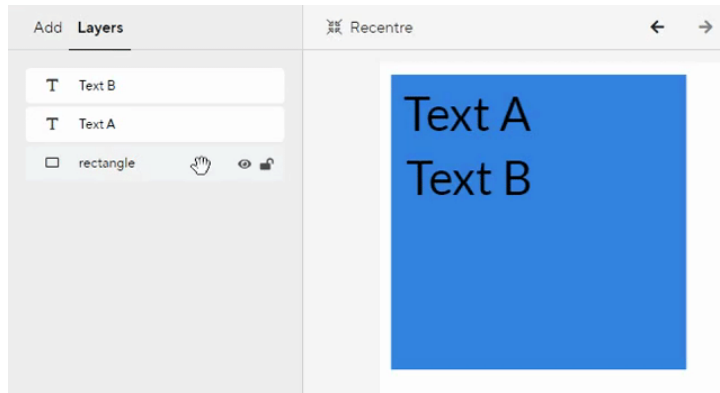
Add Layers

▼ DATA

- T Text
- # Number
- \$ Price
- % Percent

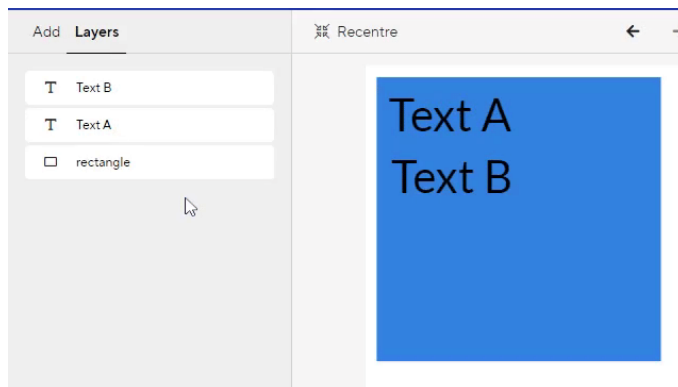
Ordering

By left-clicking and holding on to an object in the layers menu, you can move the object up and down the list. This directly relates to whether the object is in front or behind other objects.



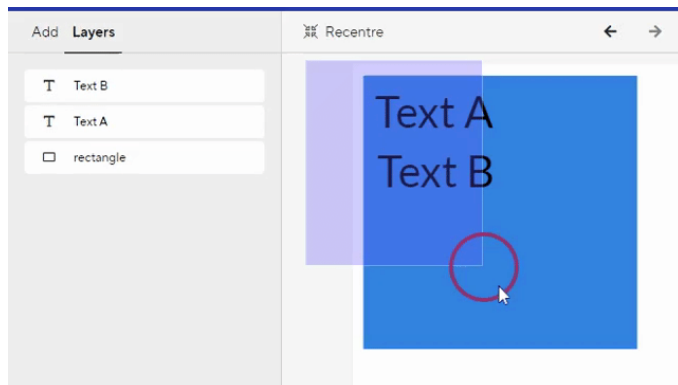
Hiding

You are also able to hide objects by clicking on the 'eye' button that appears when you hover over the object. You may wish to hide an object to simply ensure that you do that touch it while editing your template.



Locking

You are also able to lock objects by clicking on the 'padlock' button that appears when you hover over the object. You may wish to lock an object so that you can still see it within the context of the template whilst removing the possibility of accidentally editing it.



Data Fields

Text

A text field can contain letters, numbers, and symbols. It is typically used for descriptive information.

Settings

A text field can be controlled by defining the maximum number of characters or allowing or not line breaks within the field.

Allow line breaks
in text

Multiline Multiline.
Multiline Multiline.

Multiline Multiline.
Multiline Multiline.

Multiline Multiline.

Line breaks off

Single Line.

▼ SETTINGS

Maximum number of characters

256 - +

☒ Allow line breaks in text

☐ Hide in ticket field list

Placeholder Only shown in Template Designer

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eu bibendum erat. Nulla facilisi. Morbi aliquet orci id faucibus faucibus. Maecenas ex urna, mollis ut turpis sed, iaculis suscipit turpis.

Formatting

Under the Formatting section the Character Spacing, Line Spacing, and Paragraph Spacing can all be adjusted.

< Back View

Template Designer **ULTA**

Save

Zoom: 122%

Add Layers

Recentre

← →

Character Limit 0%

Line breaks off 0%

Allow line breaks in text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eu bibendum erat. Nulla facilisi. Morbi aliquet orci id faucibus faucibus. Maecenas ex urna, mollis ut turpis sed, iaculis suscipit turpis.

Properties

Minimum font size 2.88 pt Maximum font size 240 pt

▼ FORMATTING

Spacing

Character 1 Line 100 %

Paragraph 1

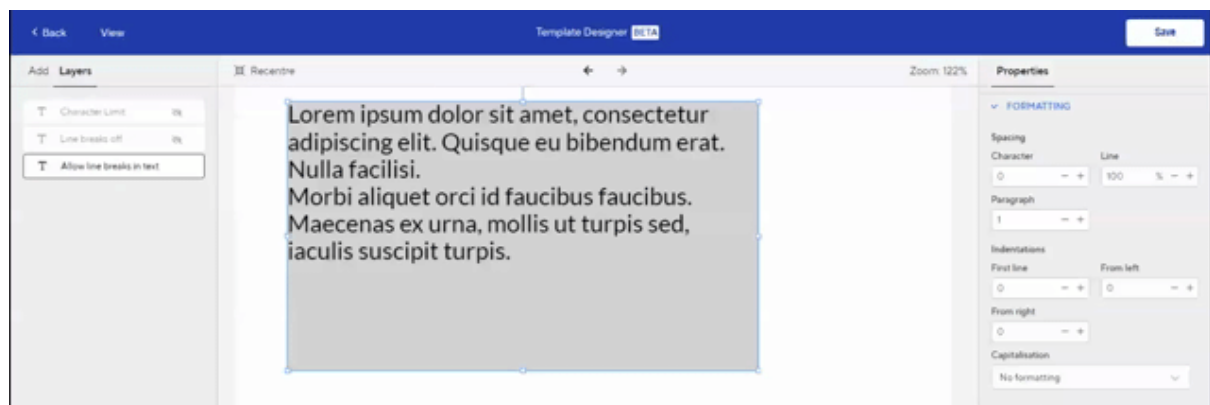
Indentations

First line 0 From left 0

From right 0

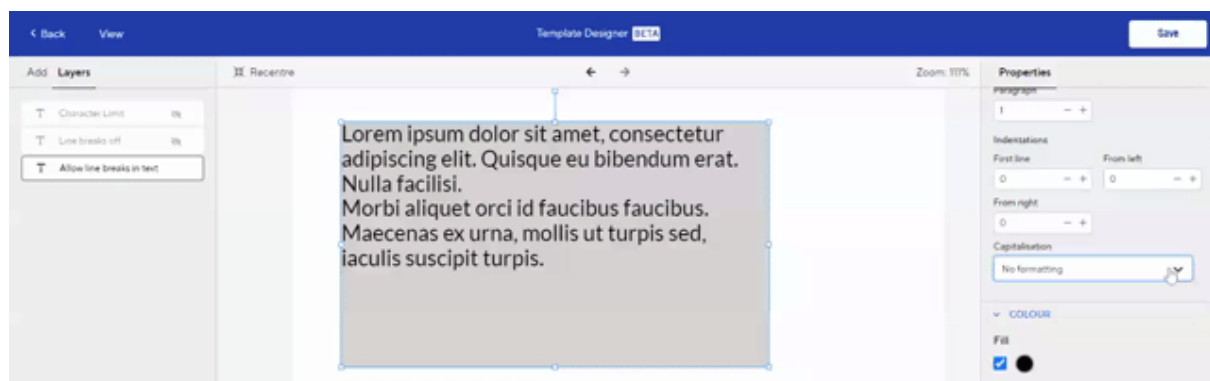
Capitalisation No formatting

Indentations for First Line, From Left and From Right can also be edited.



Capitalisation

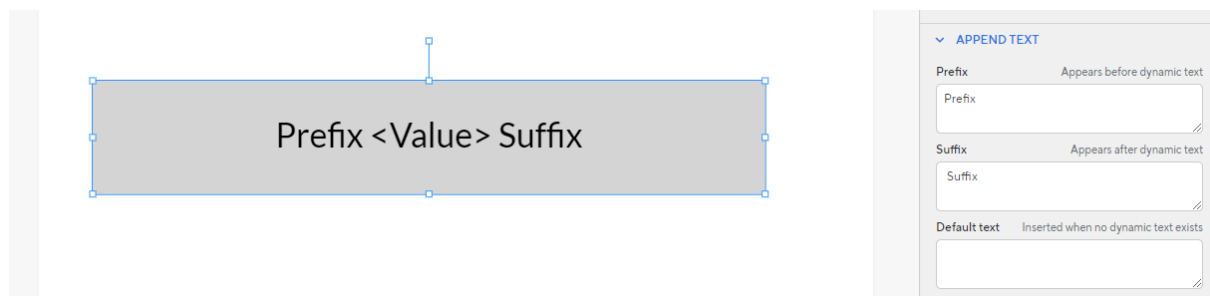
Using the Capitalisation property will force the particular case formatting



Append Text

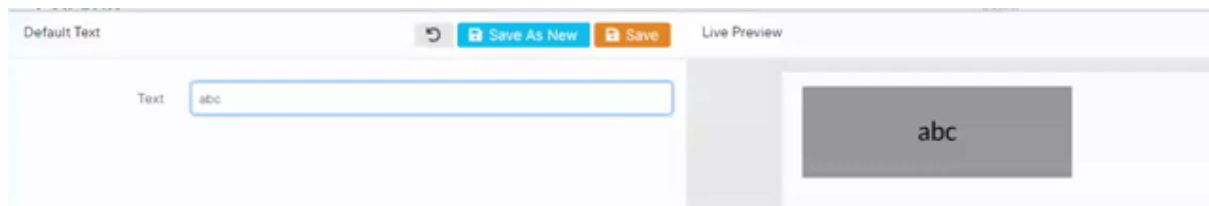
The Append text property allows you to set a defined Prefix, Suffix, and Default text for a field.

Prefix & Suffix



Default text

This is the text that will show when no value has been entered into the field.



Number / Price / Percent

Here we will cover the three types numeric fields that can be added to your template.

Numbers

A simple numbers field to display data such as item numbers or barcode numbers.

Number
1234567890

Price

A rich format numbers and symbols field to format pricing.

Price
\$99⁹⁹

Price
\$99⁹⁹

Price
99⁹⁹

Price
\$99.99

Price
99^c

Percent

Preset to display a percentage.

Percent
10%

Percent
10%

Options

The options allows you to test sample values so that you can review formatting. It also allows you to specify whether the field should be hidden in the ticket field list. Hiding a field in the ticket list is generally used if you are defining a default value that does not need to be edited or the fields value is being defined be a business rule from a system integration.

Here you can see how you can change the first symbol to match the currency you require.

SYMBOLS

First

(over \$1)

\$

First

(over \$1)

£

First

(over \$1)

€

Price

\$9999

Price

£9999

Price

€9999

Here you can see that the percentage amounts for the text size and offsets can be customized to help style the price to your requirements.

Price

\$99⁰⁰

SYMBOLS

First

(over \$1)

Last

(under \$1)

\$

¢

First

T↑

80 %

Offset

50 %

Cents group

T↑

33 %

Offset

70 %

Last

T↑

50 %

Offset

70 %

Price

99_C

SYMBOLS

First

(over \$1)

Last

(under \$1)

C

First

T↑

50 %

Offset

70 %

Cents group

T↑

50 %

Offset

70 %

Last

T↑

50 %

Offset

0 %

Percent

Similar to the formatting available under the Price but with specific options for Percent Symbol under the symbols section.

SYMBOLS

Percent Symbol

Decimal group **T↓** Offset

Percent Symbol **T↓** Offset

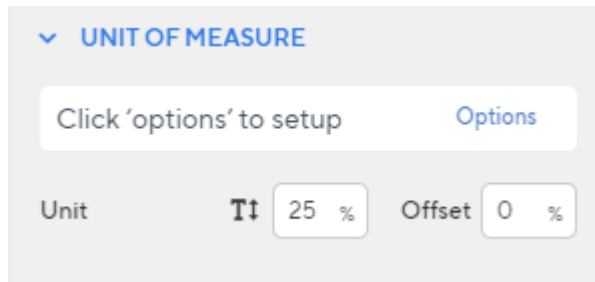
10[%]

10%

Unit of Measure

The Unit of Measure option acts as a text field that is tied to the Price. It is specifically designed to be used for values such as EA, KG, 250ml, 6 Pack, etc and appears and stays aligned under the decimals regardless of value.

To configure this, click on Options under the Unit of Measure section.



The screenshot shows a configuration panel for the 'UNIT OF MEASURE' section. It features a dropdown menu with a blue arrow icon and the text 'UNIT OF MEASURE'. Below this is a button labeled 'Click 'options' to setup' with a blue 'Options' link to its right. At the bottom, there are two input fields: 'Unit' and 'Tt' (Text Size) set to '25 %', and 'Offset' set to '0 %'.

You will then be presented with a limited text properties panel. Here you will need to define the Field Name you want to use and the Font Style.

Defining a field name means that you can create data field like any other that accepts whatever text value you enter. The difference here is that the positioning is tied to underneath the decimal values of the Price.

You can control the text size and position of this field via the Unit Text Size and Offset options in the Unit of Measure section.



This is a smaller version of the configuration panel shown in the previous image. It includes the 'Unit' label, the 'Tt' (Text Size) input set to '25 %', and the 'Offset' input set to '0 %'.



Strikethrough

When enabled draws a line through the value or content of the field. Typically used from “crossing out” prices like a “was” price.

Mode allows you to change whether the line gets drawn through just the number or the full content of the field. For example if your field has a prefix value of WAS you may want the line to just go through the number only.



Direction allows you to change whether the line is horizontal or diagonal.

▼

STRIKETHROUGH

☒ Enable

Fill

Mode

Fit to number

Direction

Horizontal

Width

2.4

pt

Length

100

%

X offset

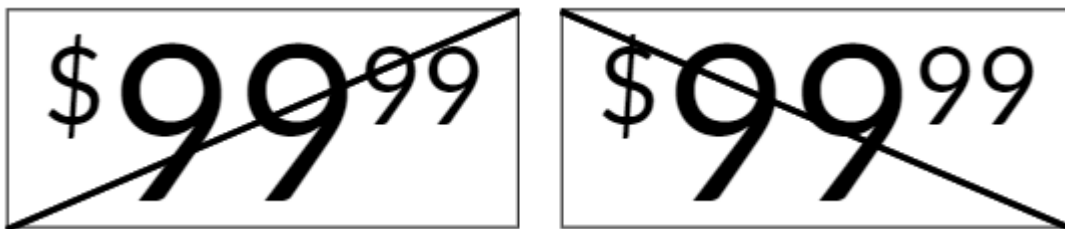
0

%

Y offset

0

%



Width controls the thickness of the line, X and Y offset the positioning.

Show decimals when zero

When your price is a whole number or has zero decimals, you can set it to hide the zeroes. Remove the tick from ‘All ’option from the dropdown. You can also set it to hide decimals to a specific range of values.

Show decimals when zero

Always show decimals

SYMBOLS

First	(over \$)	Last	(under \$)
\$		¢	

First

T

50 %

Offset

70 %

Cents group

T

50 %

Offset

70 %

Last

T

50 %

Offset

70 %

Decimal Separator

Thousand separator

PREFIX & SUFFIX

Barcode

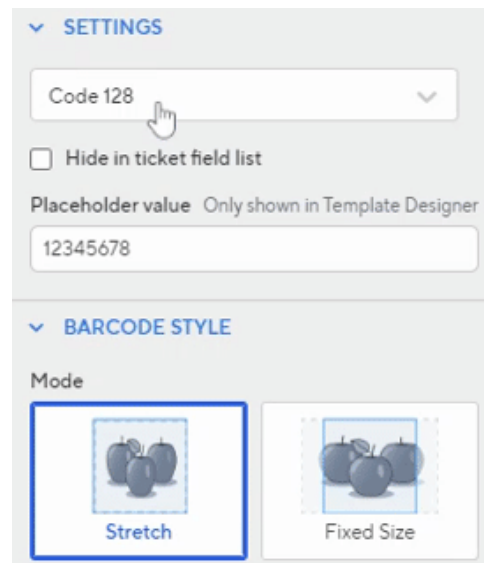
To add a barcode, just click on the option under DATA and place it where you want the barcode to appear in the ticket.

Settings

You can change the type of barcode you need for your ticket. Just select the option you want under Settings.

Barcode Style

Mode allows you to set the barcode to either stretch or be fixed in size.



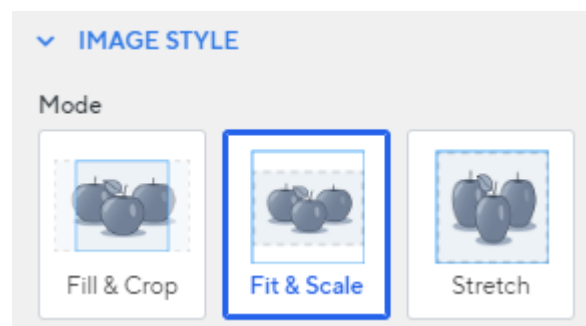
Visual Fields

Image

To add an image to your template, click 'Image' under Visual Fields.

Image Style

After adding an image field, you can change the style to either fill and crop, fit and scale or stretch to the size of the field.

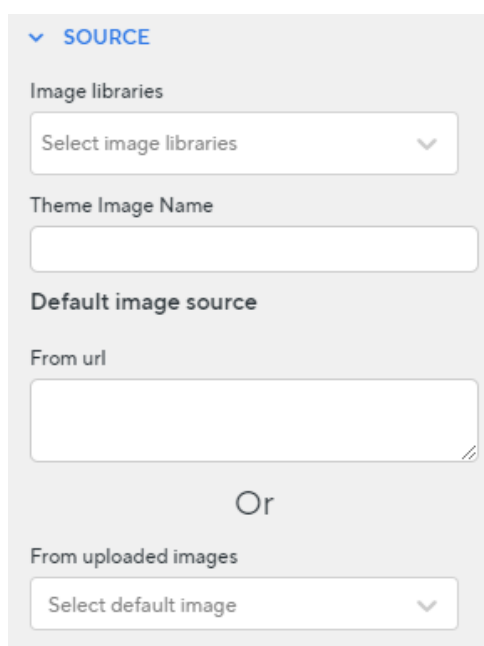


Source

Image Libraries is where you set your image source to a library of images. Once set, you can select any of the images in that library to show in your ticket. See [Image Libraries](#) to know how to create one.

Theme Image Name is used when your template supports themes. It allows you to set a specific image file so when you select a specific theme, it will automatically look for that file in your theme folder.

Default image source allows you to set a default image from a url or images uploaded to your media library.



Range

Rectangle / Circle / Triangle

Line

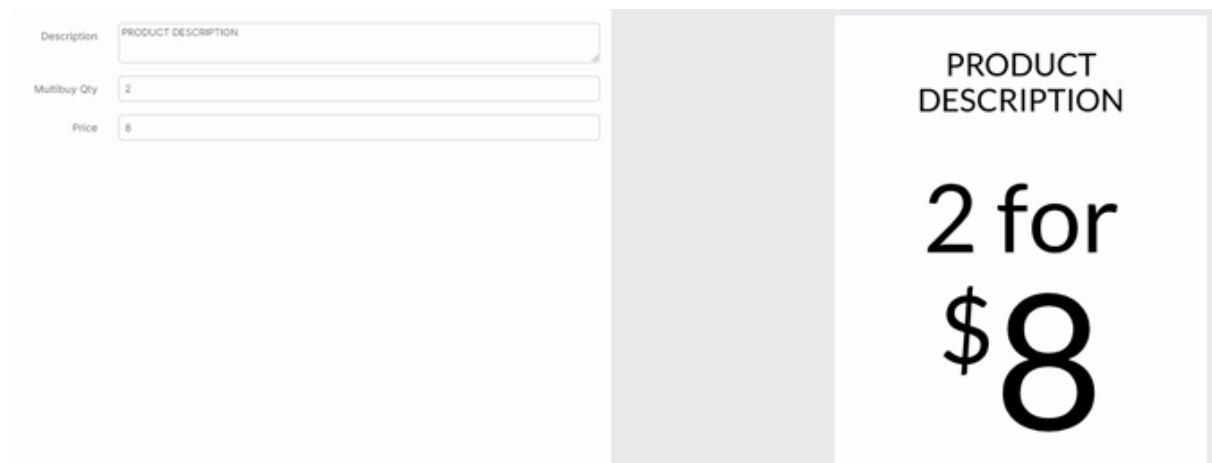
Appearance

Layouts

Smart Groups

Smart Groups allow you to create content that dynamically resizes based on values.

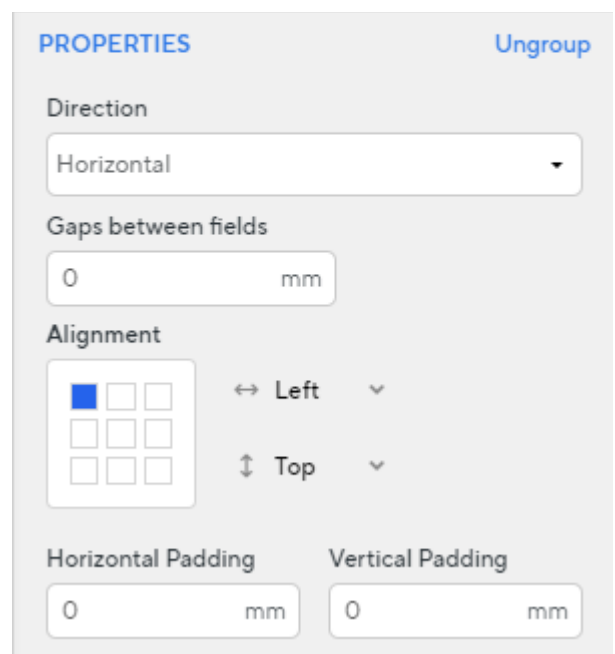
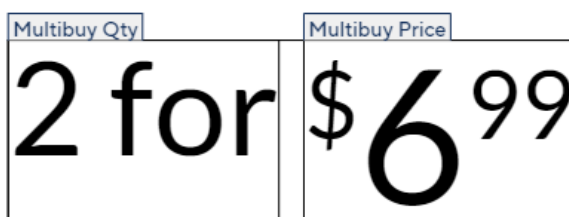
The flexibility of Smart Groups allows you to create simple layouts that resize to fill the space of any missing values, all the way up to complex layouts such as tables, spec sheets, and more.



To create a Smart Group, select the fields you want to be in the group and click 'Create Smart Group'.

Properties

Direction allows you to change how you want the content of the Smart Group displayed - horizontal or vertical.



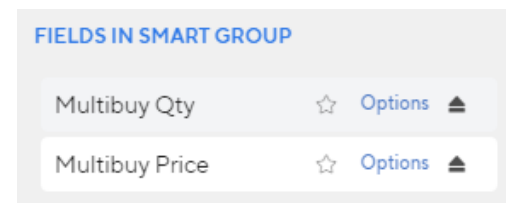


Gaps between fields is the space between the fields in the Smart Group.

Horizontal and Vertical Padding allow you to create a space around the content of the Smart Group.

Fields in Smart Group

Under the Fields in Smart Group, you can find the list of fields in the Smart Group. To configure a specific field, click 'Options' right next to the field and it will take you to the Properties of the field.



Text Flow

Use the text flow group to collate your data fields. The text flow feature will ensure that text is formatted correctly when grouped together.

To create one, click 'Text Flow' under Layouts then drag and drop the fields into it.



Fields in Text Flow

Under the Fields in Text Flow, you can find the list of fields in the Text Flow. To configure a specific field, click 'Options' right next to the field and it will take you to the Properties of the field.

