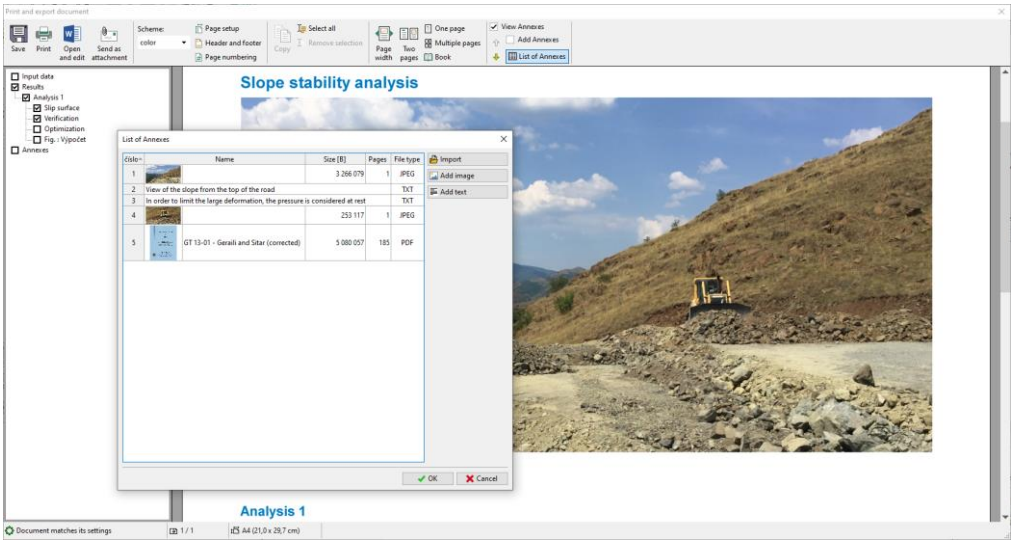
# Using the “Annexes”

Program: Slope Stability
File: Demo_manual_45.gst

In this engineering manual, we will show you, how to add an image or text, to the output document and also how to save any data to the task manager. We call these user-inputted data “Annexes” and we use the “List of annexes” window to access them. **This function is implemented into every GEO5 and FIN EC program.**




## 1. The “Annexes” in the Output Document

The output document can only contain text data (Fig 1), however, we can amend it with desktop pictures in the appropriate frames. (Fig. 2)

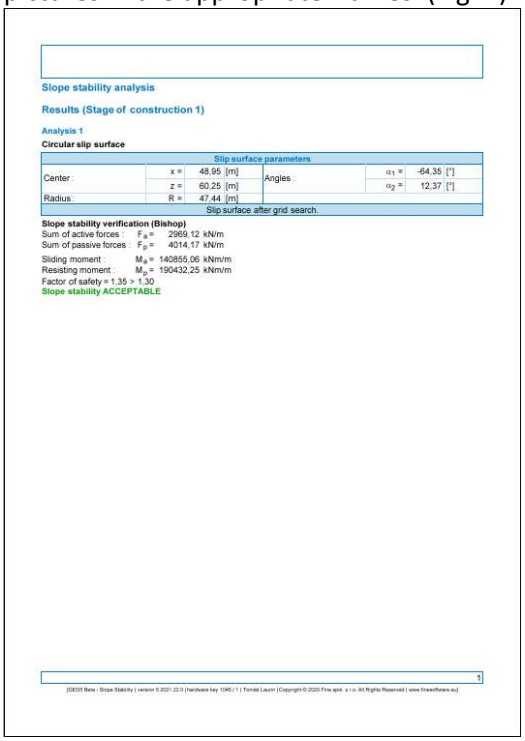



Fig. 1

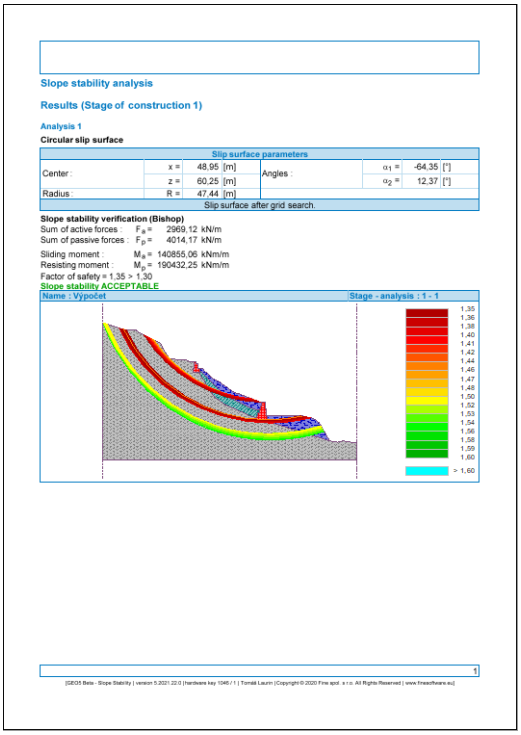



Fig. 2

Using the annotations (EM – 38 – “Using the Annotations Mode”), we can draw and write additional data into the pictures. (Fig. 3) In many cases, however, the user needs to enter their own comments and photos into the protocol (Fig. 4). This can be achieved by adding annexes into the output protocol

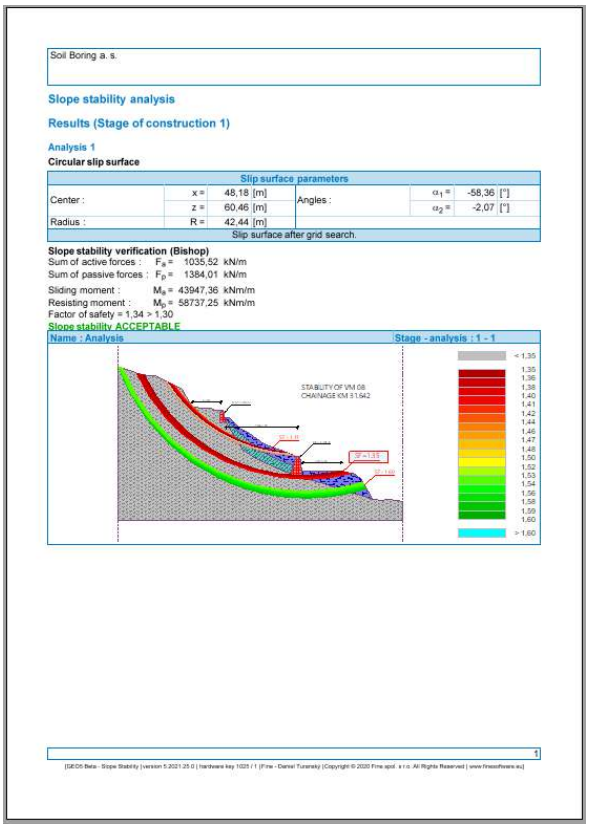



Fig.3

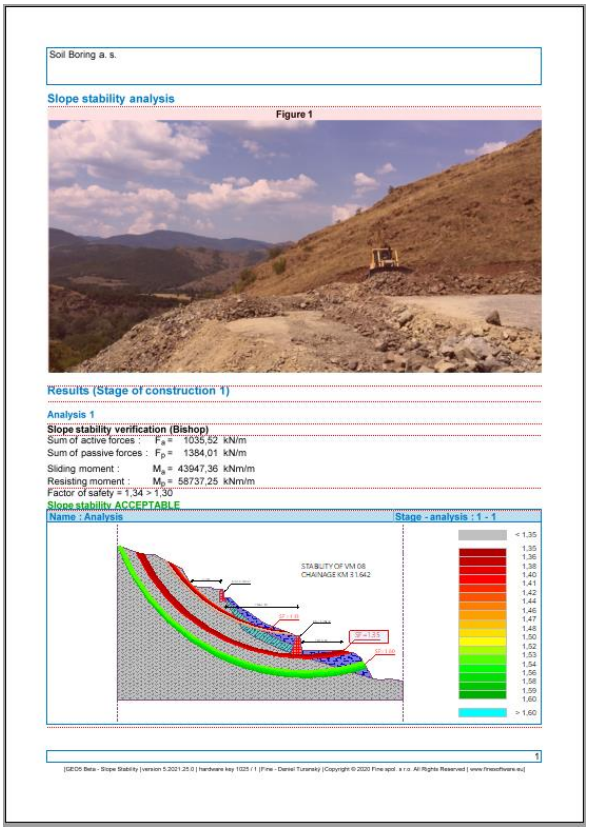
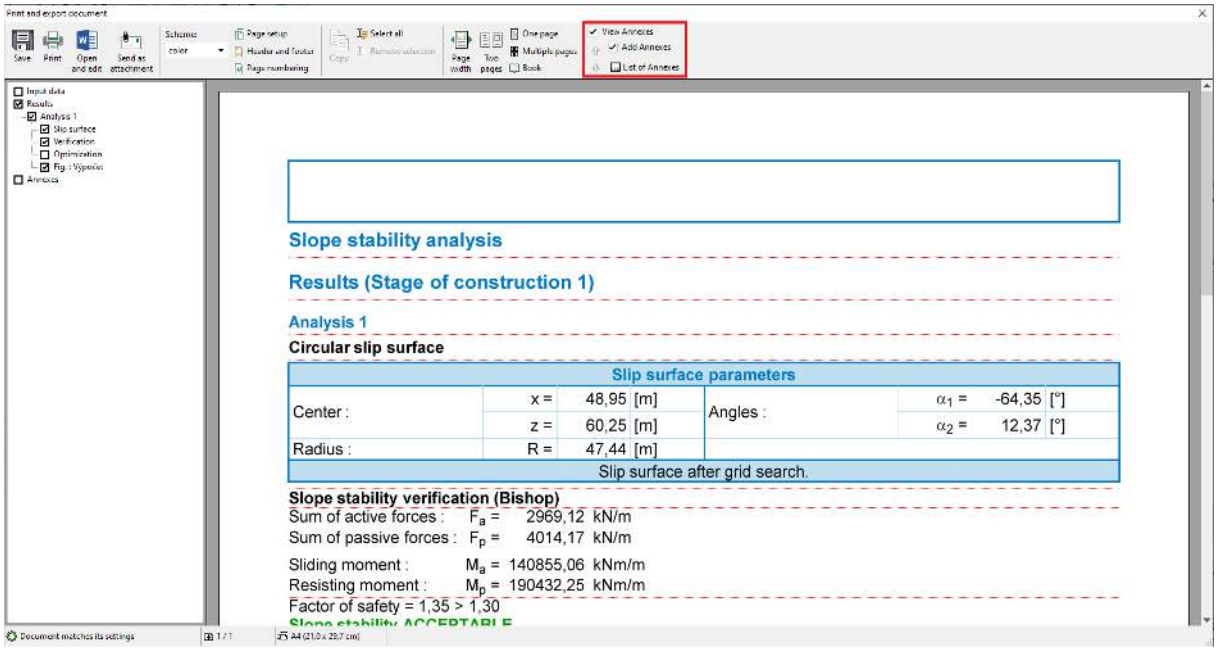
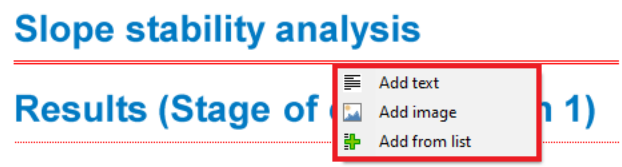



Fig.4

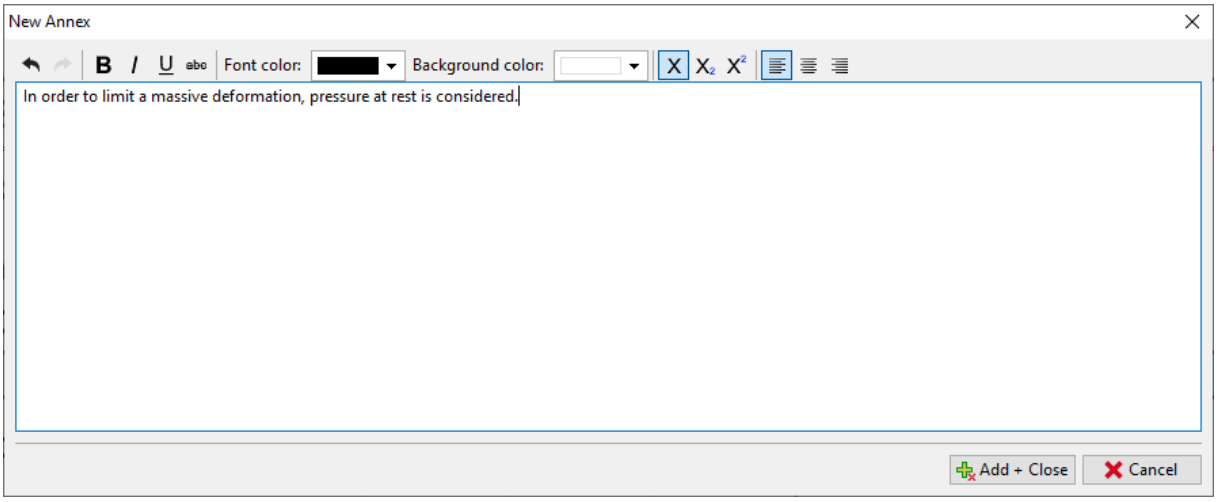
When the “View annexes” button is checked, horizontal red lines will appear in the output document. This is where annexes can be inserted.



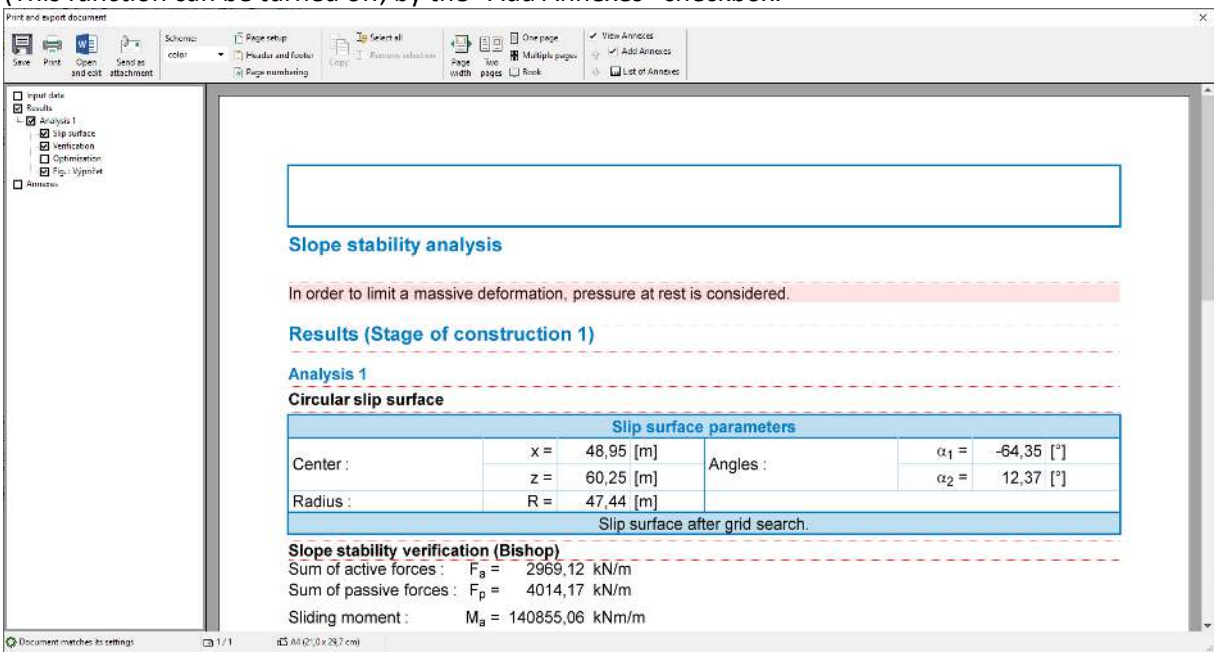

By clicking on the line, the following selection will appear.



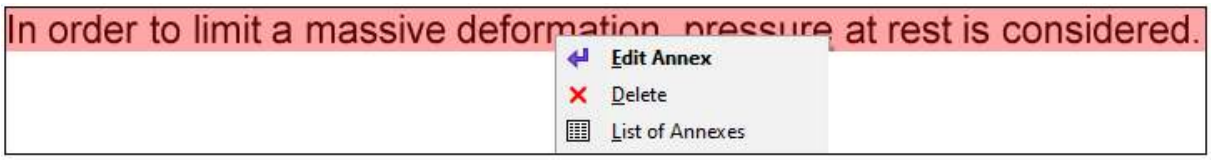

When we select the “Add text” option a dialog window “New annex” will appear, where we can add a comment.



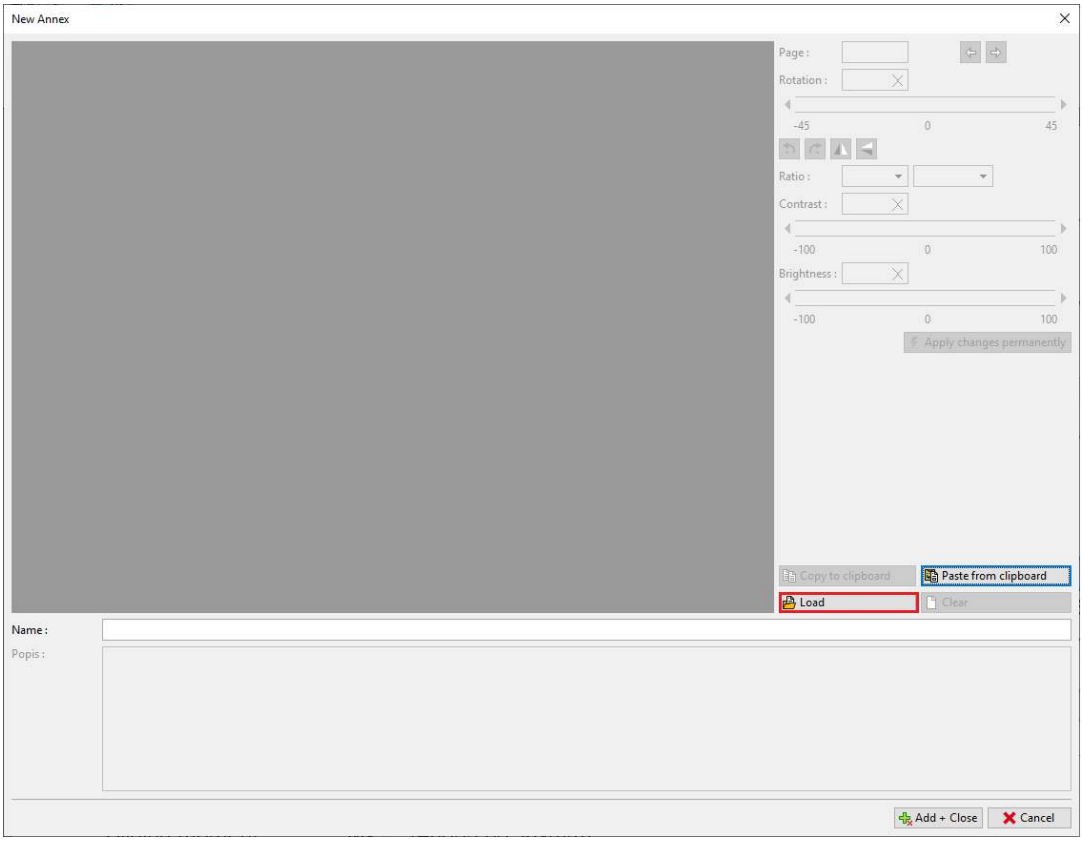

The text will be inserted onto the corresponding place in the document and will be framed in red. (This function can be turned off, by the “Add Annexes” checkbox.

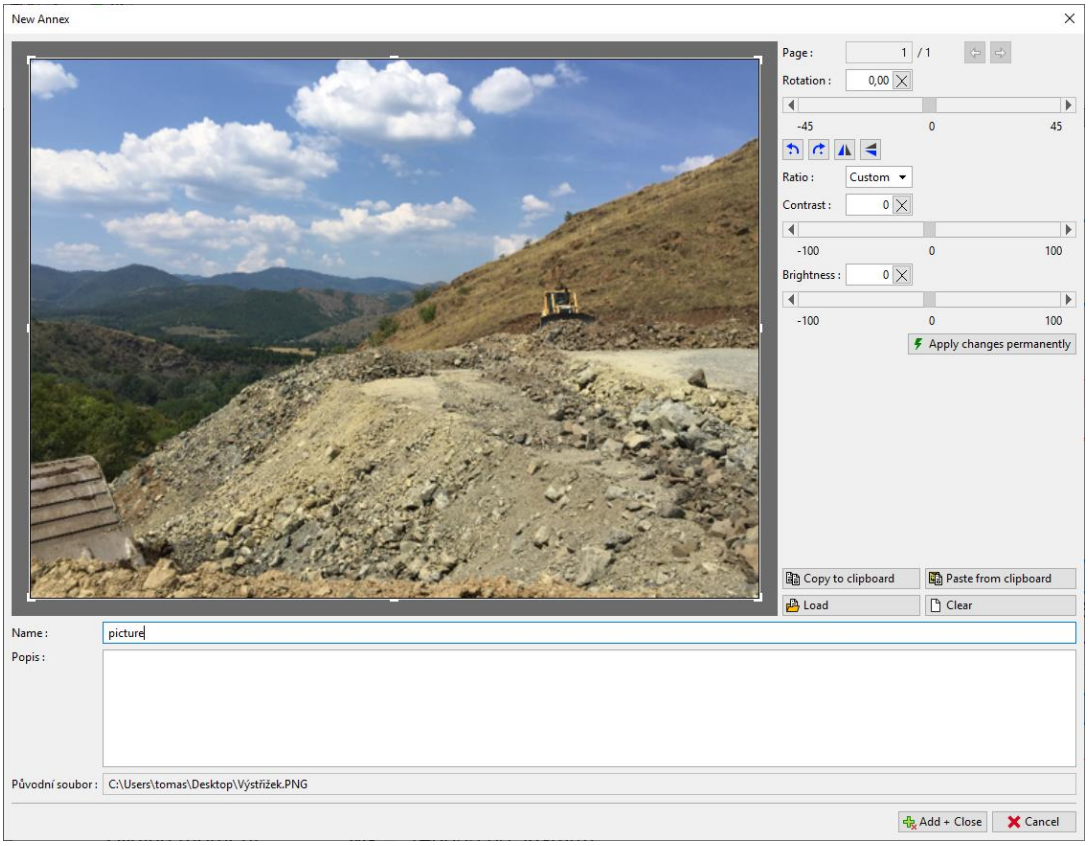



We can edit the text at any time, simply by clicking on the frame. By right-clicking on it, we will open a submenu, that allows us to modify the annex.

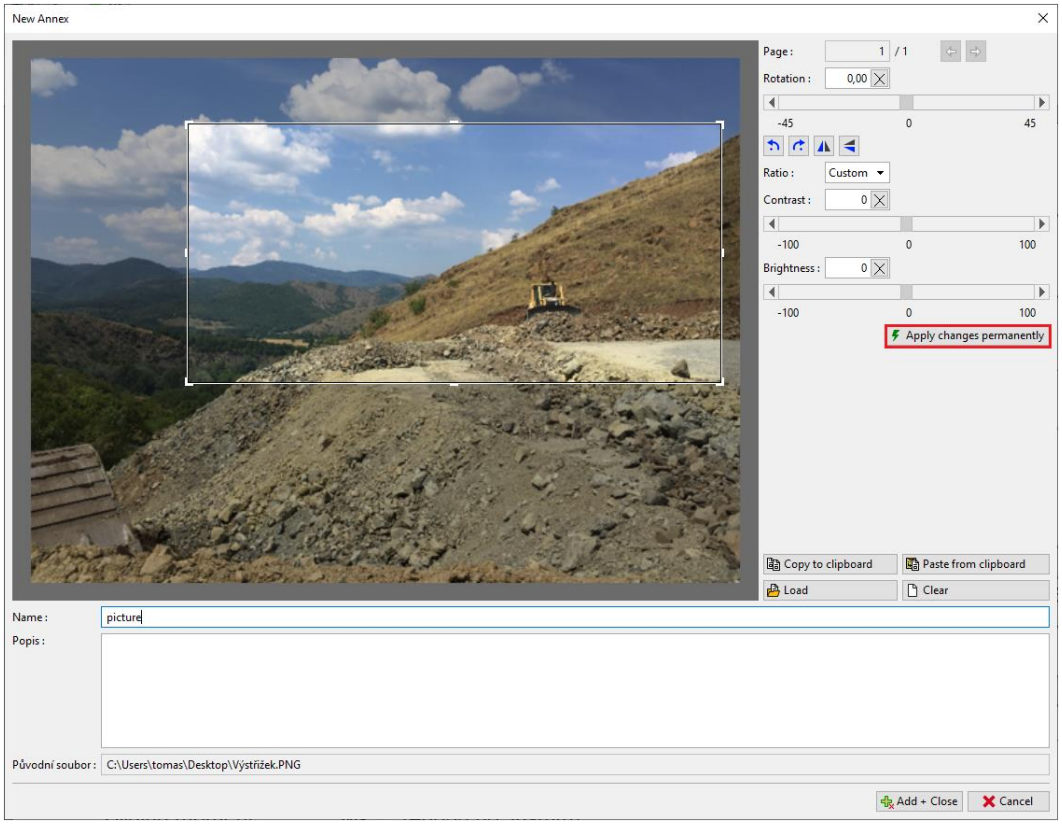


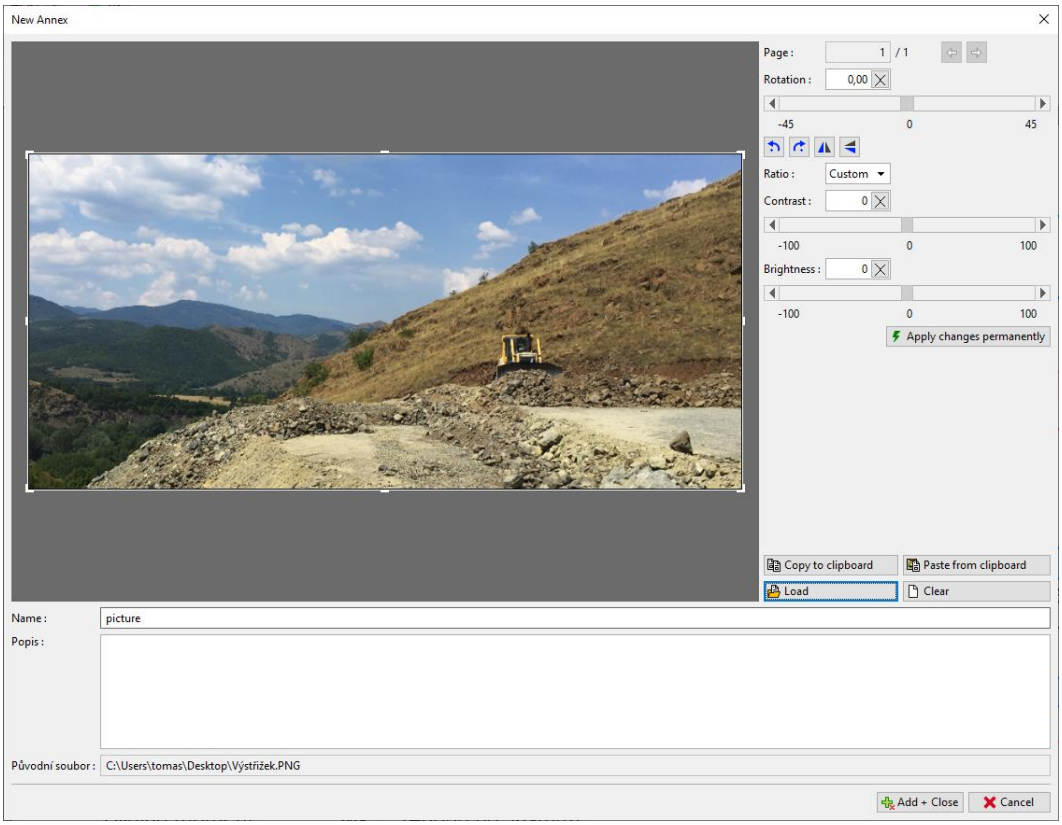

The “Add image” function will open up a dialog window, that allows us to add pictures. We can open the picture by clicking the “Load” button. We can add images, in most common formats -e.g. JPEG, PNG, PDF…


New Annex
Page :
Rotation :
-45
0
45
Ratio :
Contrast :
-100
0
100
Brightness :
-100
0
100
Apply changes permanently
Copy to clipboard
Paste from clipboard
Load
Clear
Name :
Popis :
Add + Close
Cancel

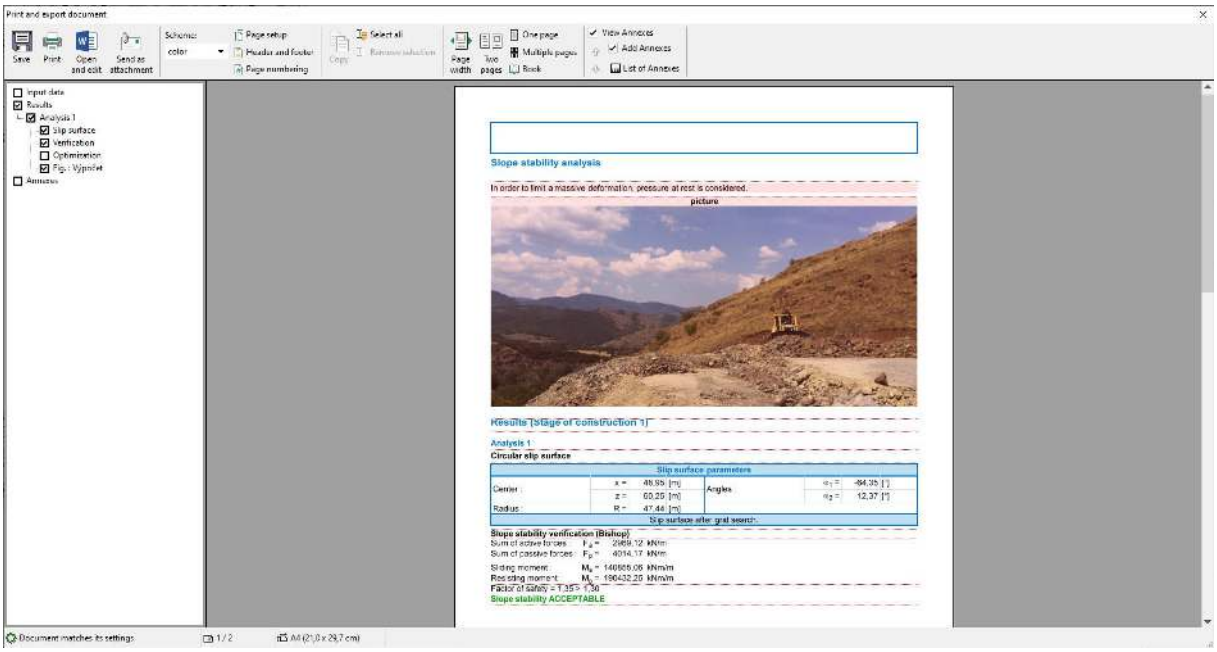

New Annex
Page :
1
/ 1
Rotation :
0,00
-45
0
45
Ratio :
Custom
Contrast :
0
-100
0
100
Brightness :
0
-100
0
100
Apply changes permanently
Copy to clipboard
Paste from clipboard
Load
Clear
Name :
picture
Popis :
Původní soubor :
C:\Users\tomas\Desktop\Výstřižek.PNG
Add + Close
Cancel

We can also use this frame to edit (crop, level the horizon, adjust the brightness and contrast) of the photo. By clicking the “Apply changes permanently“ button, we will save it perennially and delete the original picture. The advantage of this method is, that by scaling the picture down, it will have a smaller file size, therefore the whole data file will be smaller.

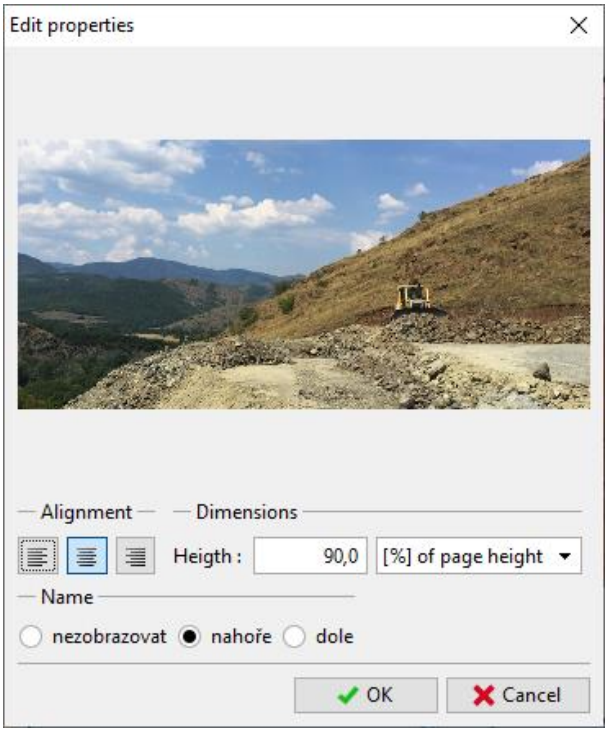


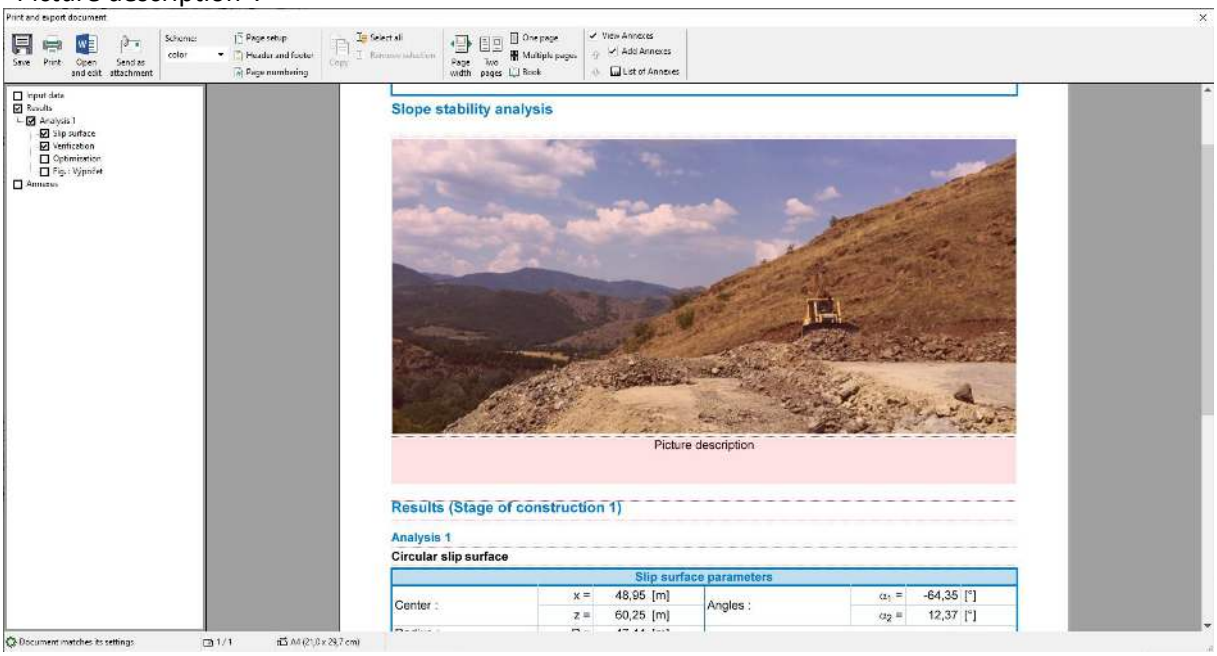
The edited image will be added to the output protocol.



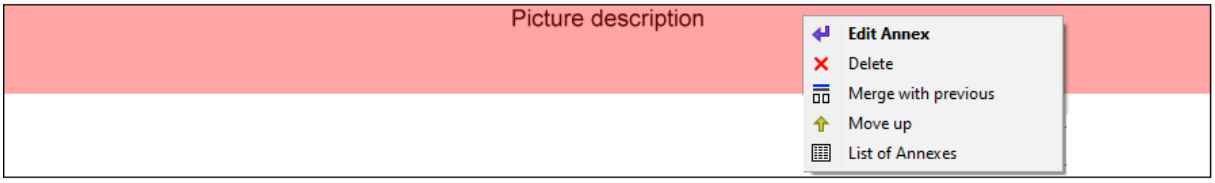

By clicking on the picture “Edit properties“ window will pop up, where we can change the location and size of the picture.



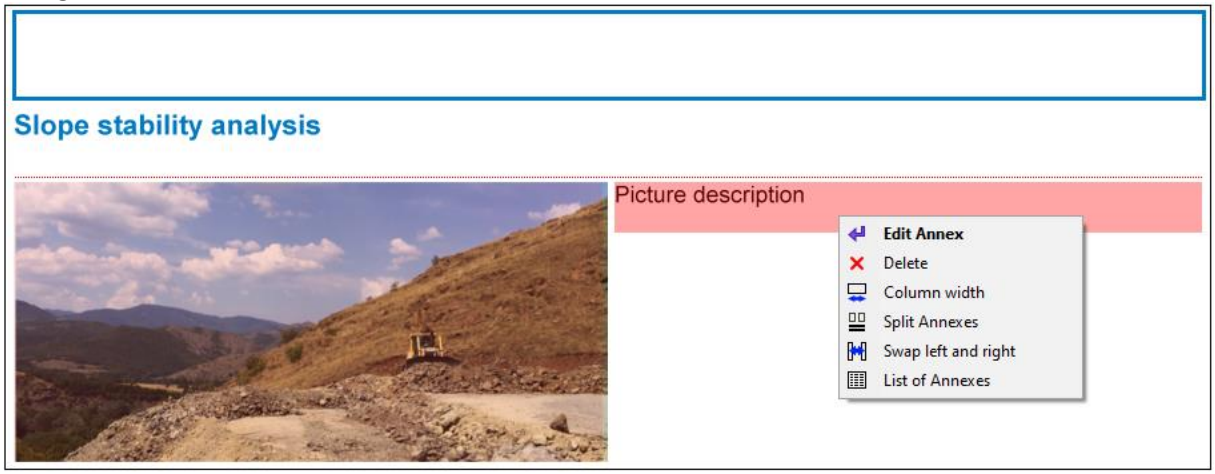
By adding a new annex (text type), we can describe the picture – in this case, we made the text "Picture description".



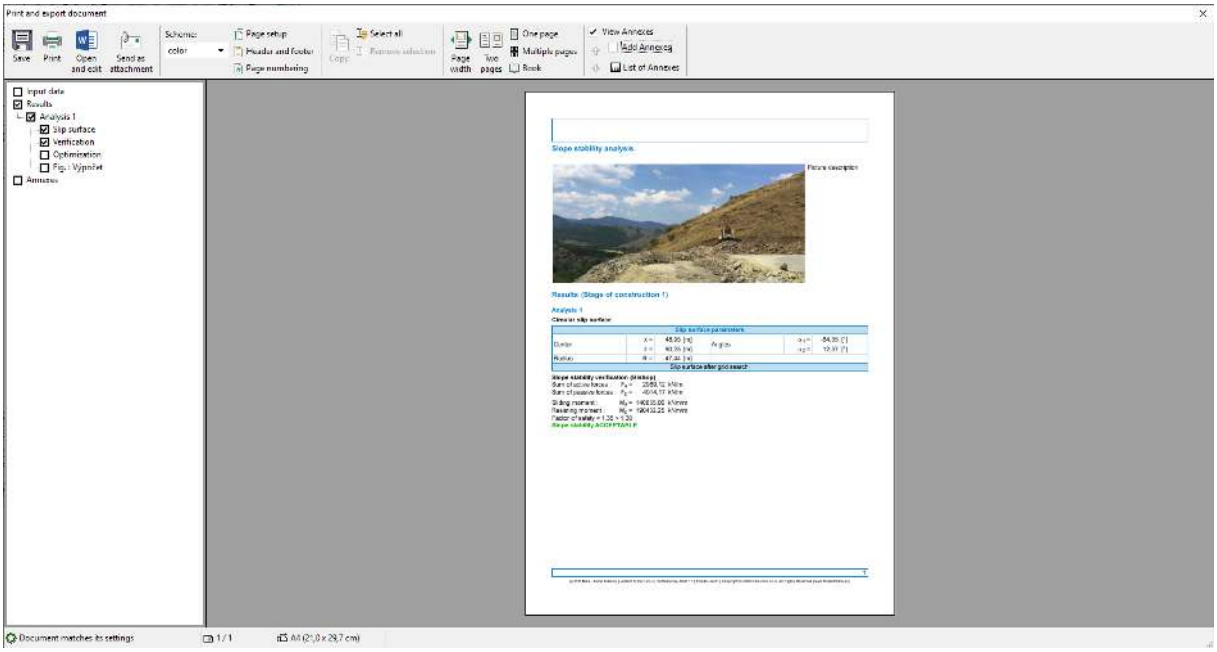

Using the submenu (by right-clicking on the annex) a function "Merge with previous", we can bring two annexes together.



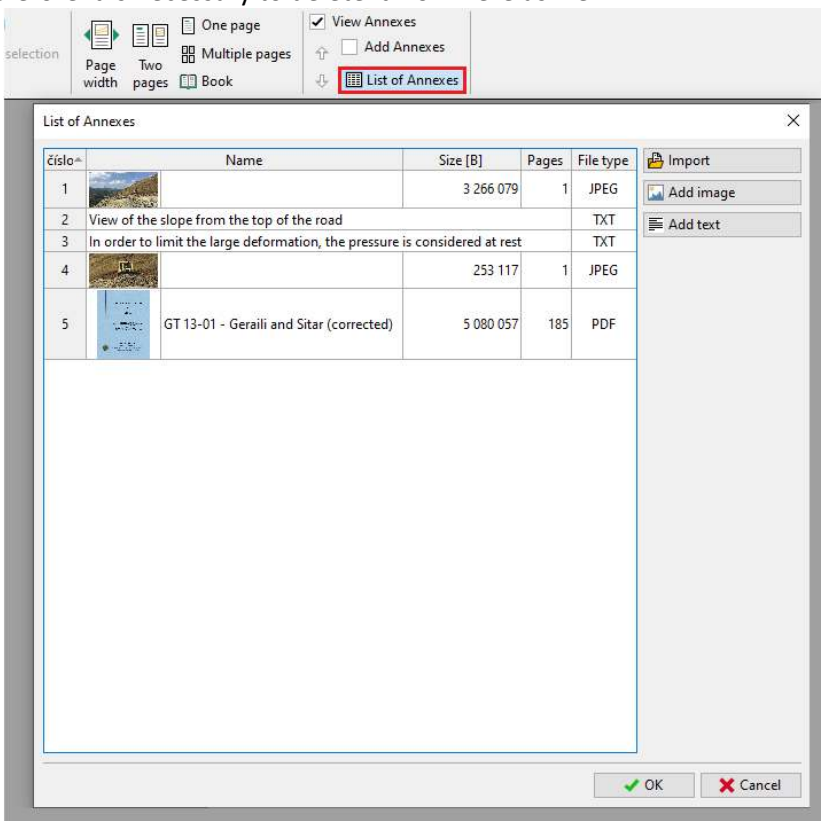

Using the "Column width" function, we can later edit its size.



The output protocol can be freely modified in this way

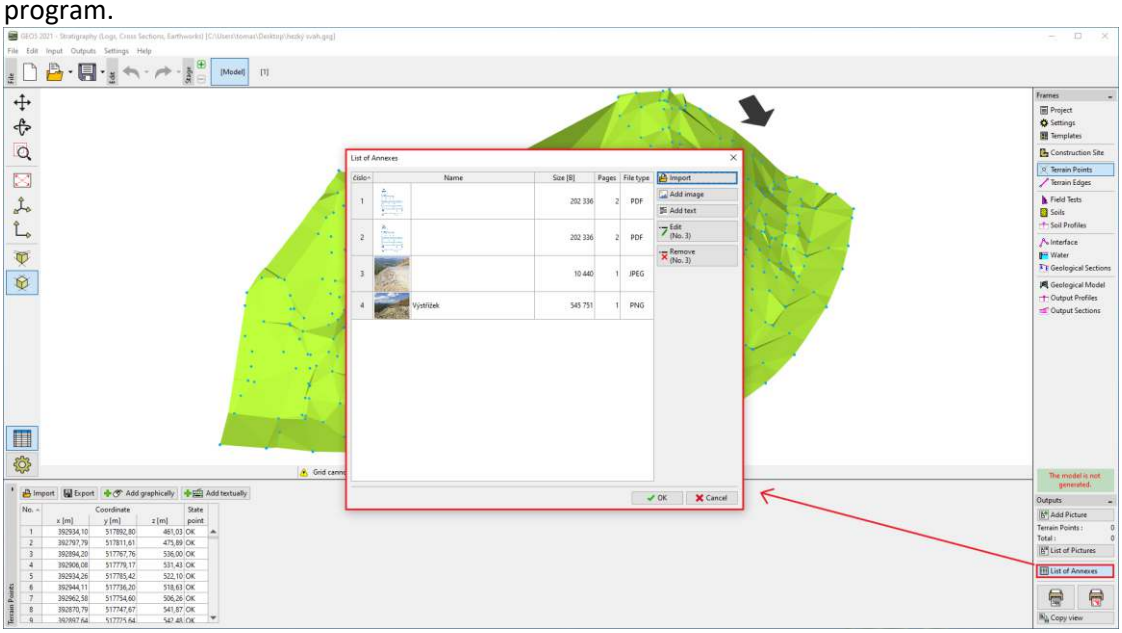


All annexes can be viewed, edited, and deleted at any time in the “List of Annexes” dialog box, that can be accessed by clicking the “List of Annexes” button on the main bar. The “Remove” function is especially important. An annex that was deleted from the output log remains in the data in the “List of Annexes”, therefore it is necessary to delete it from here as well.



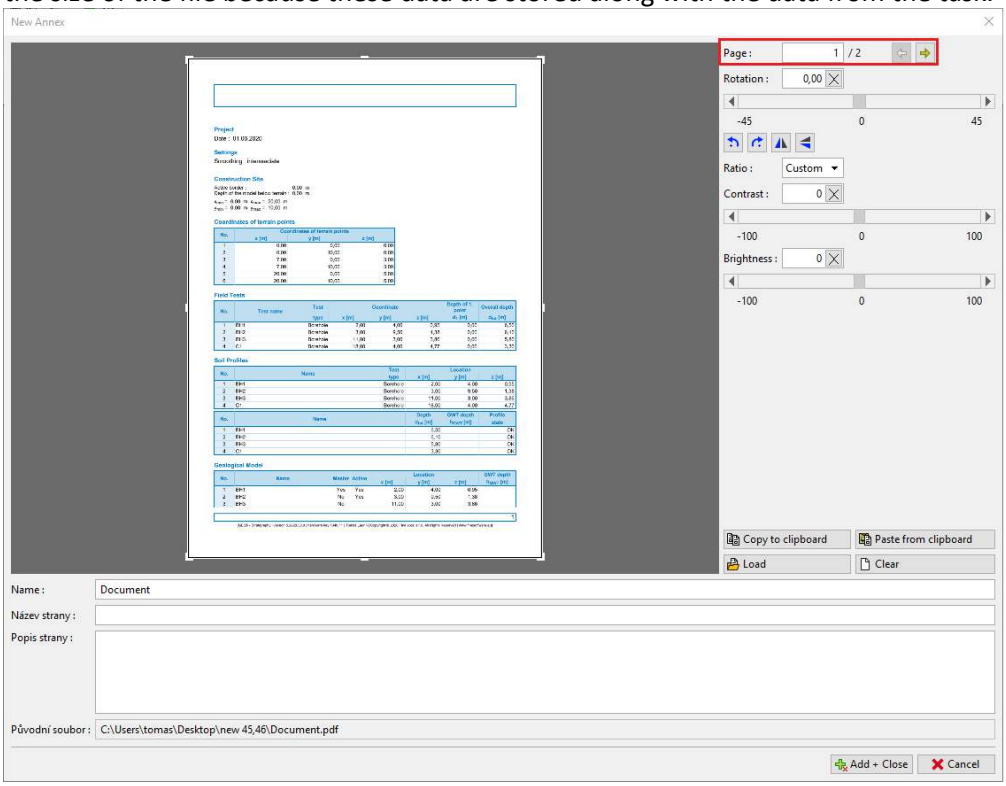
2. **Annexes as external data in the program.**

In many cases, it is advantageous to attach additional information to the program data, that is related to our task. We can also input the data into the annex manager from the mainframe of the program.

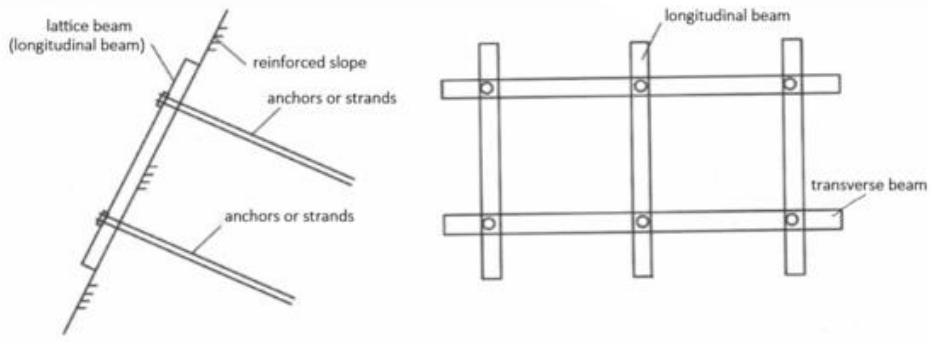



For example, in the subsoil model (Stratigraphy program), a logical annex would be a „Geological survey report, borehole results and test data obtained from the geological database, laboratory results, etc.“. These data complement and clarify the created model. The preservation of all documents and procedures is also a basic requirement for BIM modeling.

The program also allows us to load multi-paged PDF files. It is however important to pay attention to the size of the file because these data are stored along with the data from the task.



It is also possible to attach information, that we might need but do not want to print – such as documents, sketches, solutions, variants.




*A considered variant of slope reinforcement*

But also other information related to the task

*I calculated this on a beach and felt awesome*