

# Instructions for using Report templates

## 1. Introduction

Report templates make it easy for any club member to produce a report for an activity that they have attended. The templates take the hard work out of producing an activity report. They will allow you to layout your report, position and resize your photos with relative ease.

This procedure uses Microsoft Word running on your Windows desktop or laptop PC.

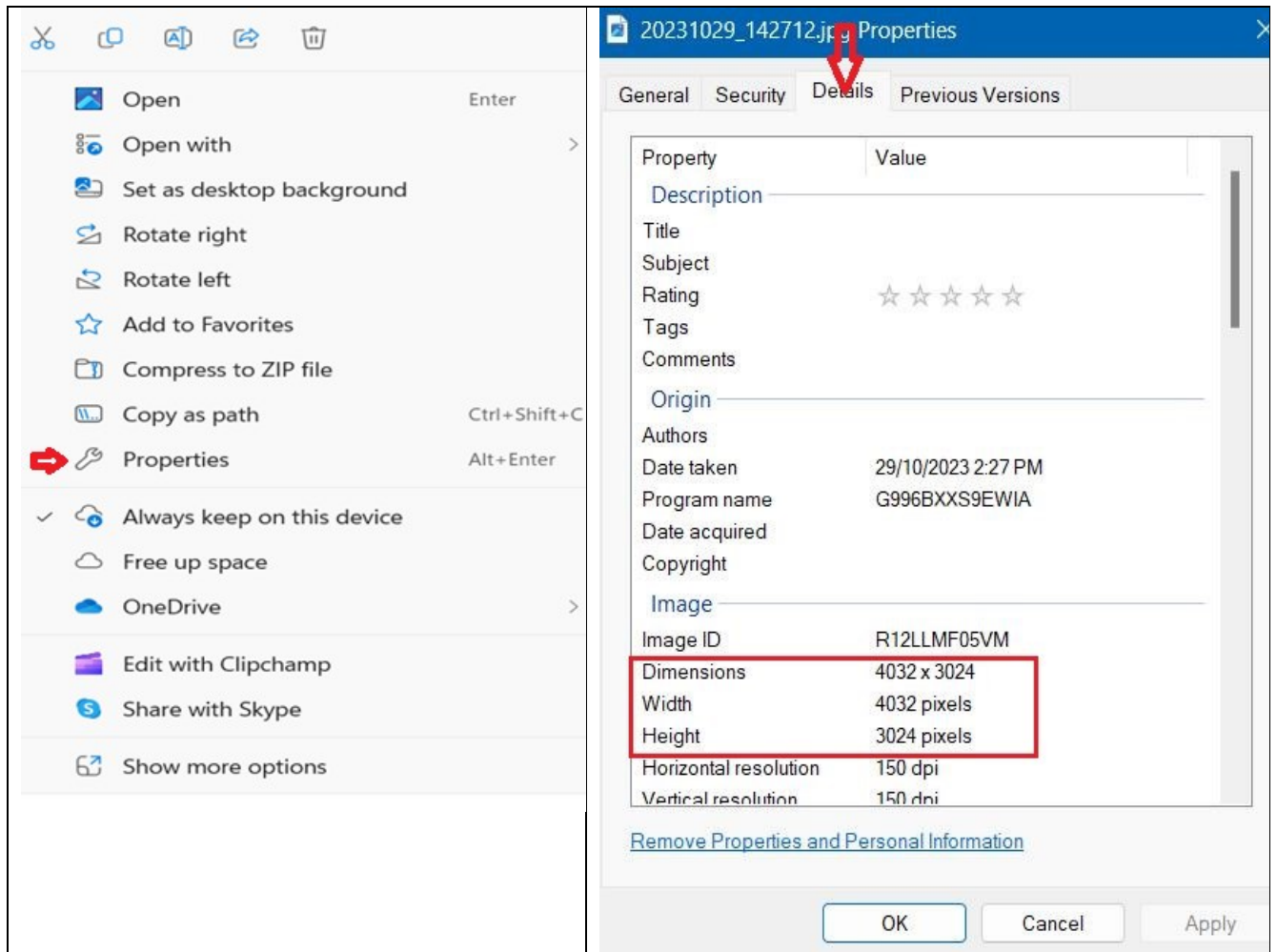
Each template contains simple instructions to assist you to produce your report writeup. After producing your report, you can then pass the file to the Webmaster via email, by sharing file on OneDrive and sending the link, or by saving on a memory stick and passing it physically. The Webmaster will then arrange to include the report on the Website where all members can view it.

If you are having problems with creating your activity report, contact the Webmaster for assistance.

## 2. Preparation

- a. Preferably try to get the photos from one or two cameras only. If possible, arrange for photographers to set their cameras to the same aspect ratio (width by height). This greatly simplifies using and setting up the templates. Eg set the cameras to one of the following aspect ratios 3:2 (ratio=1.5), 4:3(ratio=1.33), 16:9 (ratio=1.77), or 20:9 (ratio=2.22).
- b. It's not essential, but the template tables work best with landscape photos.
- c. Gather the photo files from other photographers via email, memory stick or OneDrive link and from your own camera and transfer them to a suitable file on your PC.
- d. Examine the Template options described in section 3, choose the preferred template, a preview of the template will be displayed, select download, select open, **Word will open, and document will be displayed**, select "enable editing", Select file, then save as, save the document to the folder you want to use.
- e. The template options contain standard tables setup with an aspect ratio of 4:3.
- f. To determine the aspect ratio of your photos use file manager to open the folder containing the photos, right click on photo, click on properties, on the properties

screen select details, divide width by height. Eg 4032 pixels / 3024 pixels = 1.33 ratio = Aspect ratio 4:3.

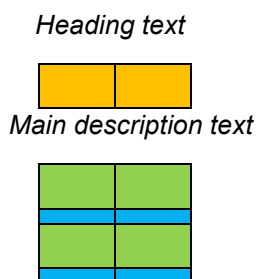


**(Note: It is important consider steps (g) and h) carefully as it can significantly reduce the time taken to produce your report, especially if you have a lot of photos.)**

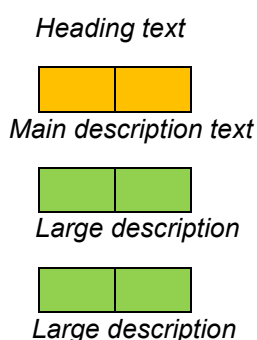
- g.** If you have photos from different cameras with different aspect ratios it is usually better to use the standard template tables (4:3) and adjust the tables to suit the photos **after** they have been inserted. ([see section 4](#)). Be aware that the photos in any table row in a template must have the same aspect ratio.
- h.** If you have photos with only 1 or 2 aspect ratios, it is simpler and faster and produces a better layout, if you adjust the tables to suit the aspect ratio **before** inserting the photos into the tables. ([see section 5](#)). Be aware that the photos in any table row in a template must have the same aspect ratio.
- i.** If there are many (say 20 or more) photo files they should be reduced in size before commencing the report. See appendix 1.

### 3. Standard templates

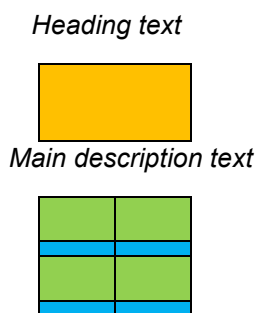
- a. **Report template 1** contains the heading text, 2 photos, main description text body, multiple activity photo pairs with caption descriptions.



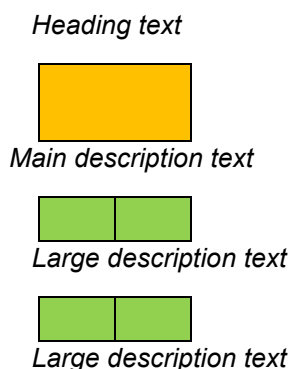
- b. **Report template 2** contains the heading, 2 photos, main description text, multiple activity photo pairs with large description between pairs.



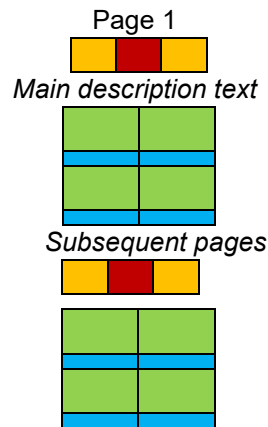
- c. **Report template 3** contains the heading, 1 large photo, main description text, multiple activity photo pairs with caption descriptions.



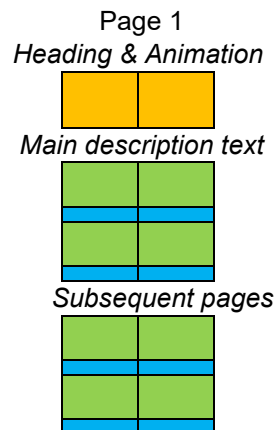
- d. **Report template 4** contains the heading, 1 large photo, main text body, multiple activity photo pairs with large description between pairs.



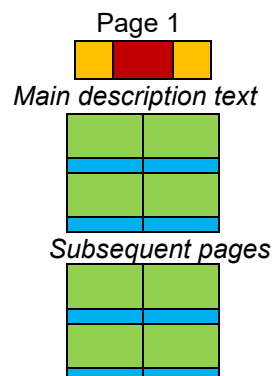
e. **Christmas luncheon (or other large functions) template 1** contains, a page heading consisting of **photos on the sides** and **heading in the middle**. This is repeated at the top of all pages. The first page also contains the text body and possible **multiple activity photo pairs** with **caption descriptions** depending on spacing. All subsequent pages contain **multiple activity photo pairs** with caption descriptions after the heading.



f. **Christmas luncheon (or other large functions) template 2** contains, a heading and animation, then **heading photos**, main text body and **multiple activity photo pairs** with **captions** depending on spacing. Subsequent pages contain **multiple activity photo pairs** and **captions** only.



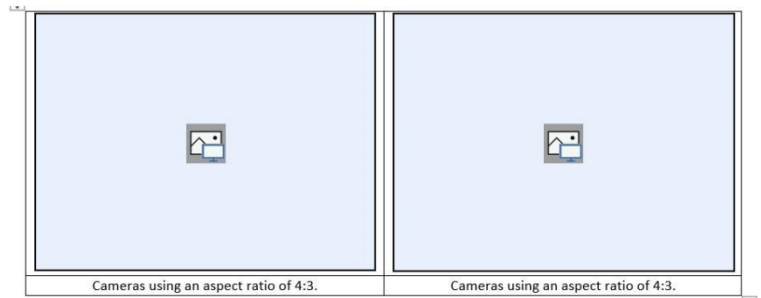
g. **Christmas luncheon (or other large functions) template 3** contains, **heading photos on the sides** and the **heading in the middle**, main description text, and **multiple activity photo pairs** with **caption descriptions** depending on spacing. Subsequent pages contain **multiple activity photo pairs** and **captions** only.



**h. Alternative templates.** Each standard template contains alternative photograph tables at the bottom of the template. They can be cut and pasted to make new alternative options as desired.

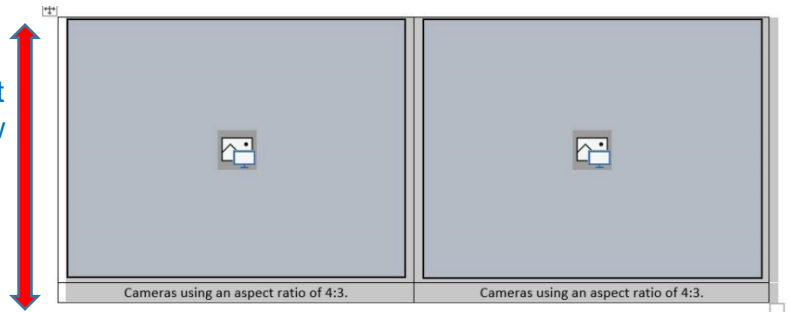
For example: To copy the following initial table rows.

Initial table Row pair



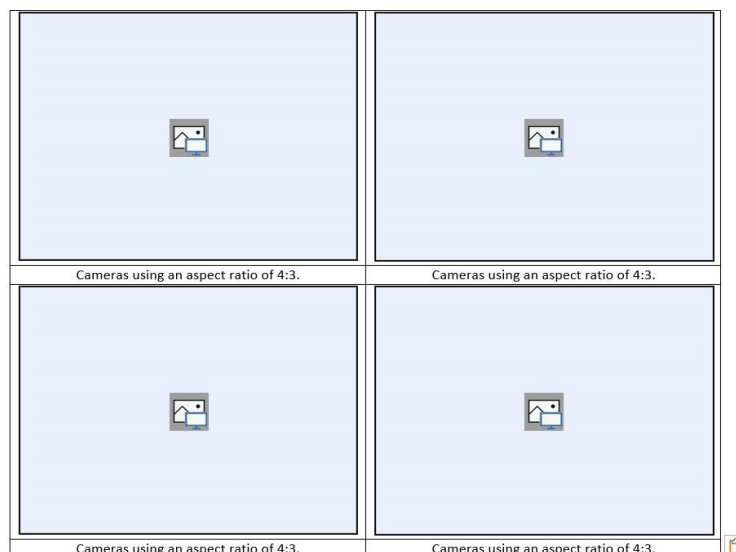
Highlight the table with cursor by left click on mouse and drag down the LHS of table to highlight the rows required. Then use Control +C to copy the highlighted table rows.

Left click and drag cursor down here to highlight rows, Then use CTL C (copy) to copy rows (row pair in this case)



To add new rows to table, Use Control + V to paste new rows into table

Initial table rows. →

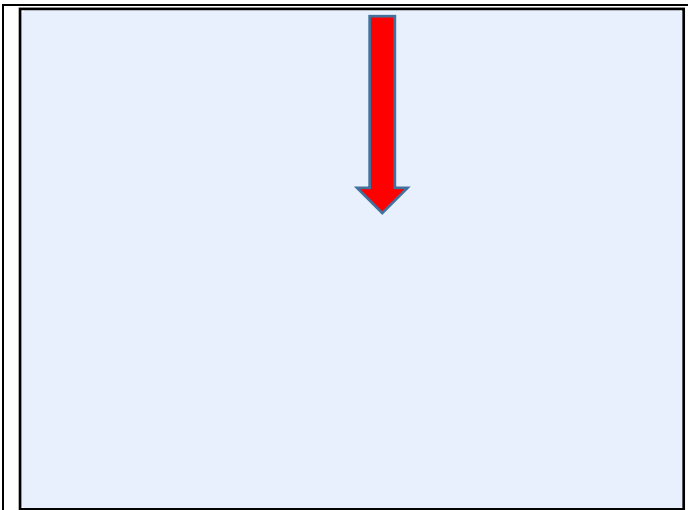
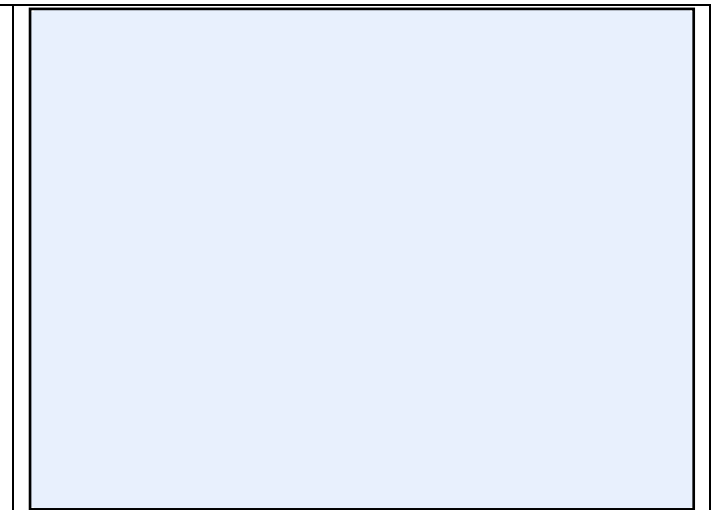


Control V to paste to new rows here. →

Can be repeated for more row pairs or different rows pairs.

#### 4. Editing the standard tables (4:3 aspect ratio) in the chosen template

- a. Type the text for headings and body as required.
- b. To add photos, simply click on the picture box inside the table, then select, pictures from a file, browse to the file where you saved the photos and click “insert”.

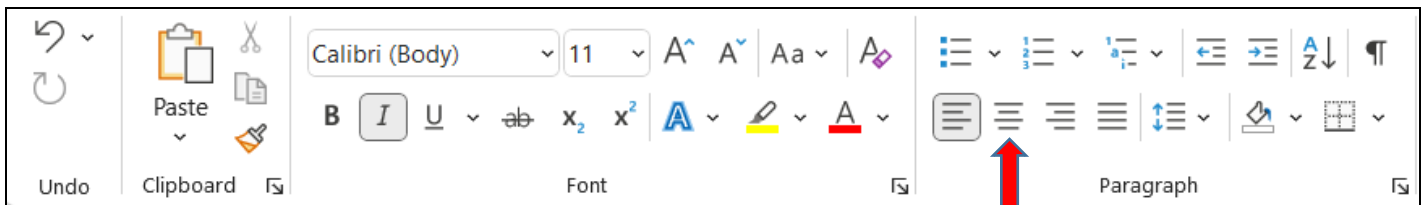
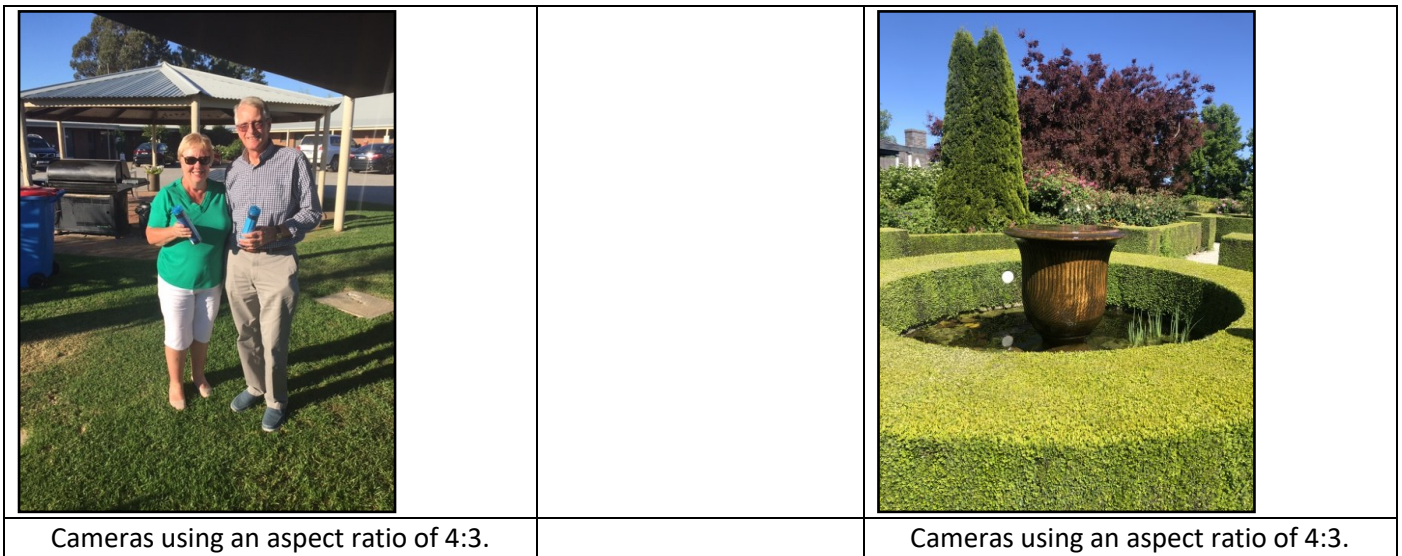
|   |   |
|---|---|
|  |  |
| Cameras using an aspect ratio of 4:3.<br>Add caption comments here                | Cameras using an aspect ratio of 4:3.<br>Add caption comments here                  |

- c. If the photo is the same aspect ratio as the table, (ie 4:3) the photo will be automatically resized and placed in the correct position.

|  |  |
|--|--|
|  |  |
| Cameras using an aspect ratio of 4:3.  | Cameras using an aspect ratio of 4:3.  |

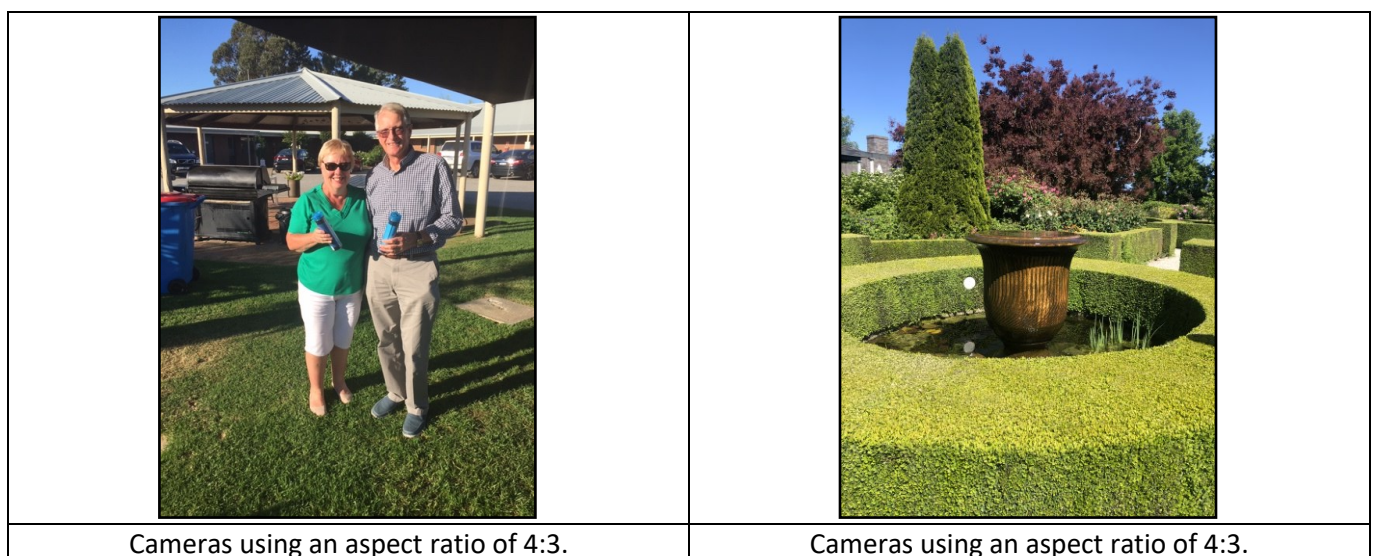


d. If you insert portrait photos (3:4) into the standard 4:3 table, they will be positioned on the LHS of the boxes as shown below:



To centre the portrait pictures, click on the photo and select home tab at the top of the page, in the paragraph section, select centre icon button.



This results in centred images, as shown below:



e. A similar process can be followed for other aspect ratios. Set row height for various aspect ratios according to the table below.

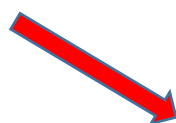
|   |
|---|
| <p><b>Cameras using an aspect ratio of 3:2.</b><br/>         Digital SLR's and some compact digital cameras.<br/>         Column width 9 cm, Row height 6cm.</p>                |
| <p><b>Cameras using an aspect ratio of 4:3.</b><br/>         (Digital SLR's and some compact digital cameras).<br/>         Column width 9 cm, Row height 6.75.</p>             |
| <p><b>Cameras using an aspect ratio of 16:9.</b><br/>         Digital SLR's and some compact digital cameras.<br/>         Table Column width 9 cm, Row height 5.</p>           |
| <p><b>Cameras using an aspect ratio of 19.5:9 or 20:9.</b><br/>         Extra Wide screen Apple and Samsung mobile phones.<br/>         Column width 9 cm, Row height 4 cm.</p> |

f. Therefore, if you insert a 3:2 landscape photo into the 4:3 standard tables provided, it will look like the following images:

|  |  |
|--|--|
|  |  |
| Cameras using an aspect ratio of 4:3.  | Cameras using an aspect ratio of 4:3.  |

To obtain a better layout with less space below photo, right **click outside table in the picture row to highlight the row**, left **click to select table properties**, select row, and set height to 5cm.

*Right click here to get table properties screen.*

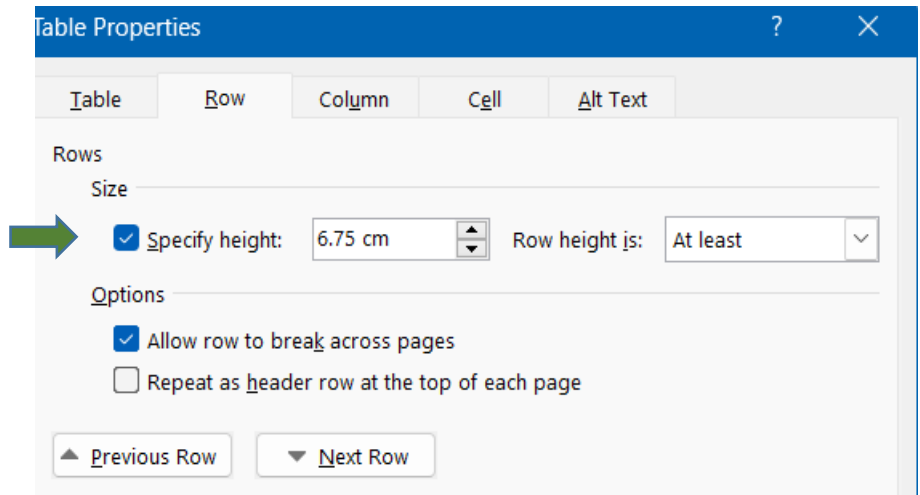
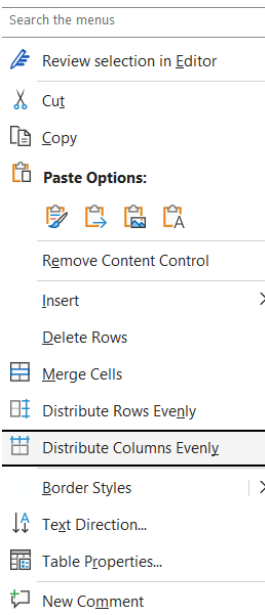


|  |  |
|--|--|
|  |  |
|  |  |



Right click select table properties.

Select row and then set height to 5cm, then click ok.



Left click to select table properties.

The resultant layout is shown below:



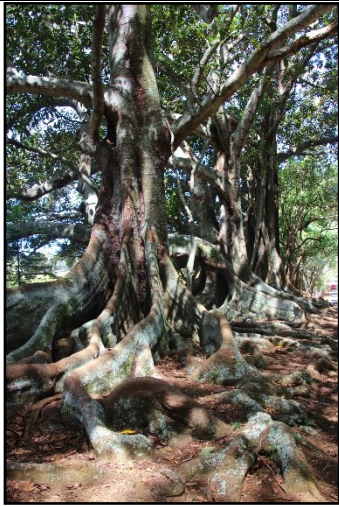

Cameras using an aspect ratio of 4:3.





Cameras using an aspect ratio of 4:3.

g. If you insert a 2:3 portrait photo and 3:2 landscape photo into the 4:3 standard tables provided, it will look like the following images.

*(This process is slightly more complicated but easy when you get accustomed to it)*

|  |                                       |  |
|--|---------------------------------------|--|
|  |                                       |  |
| Cameras using an aspect ratio of 4:3.  | Cameras using an aspect ratio of 4:3. |  |

To improve the layout of the photos, firstly centre the portrait picture (LHS), click on the photo and select home tab at the top of the page, in the paragraph section, select centre icon button. (same procedure as described in point “d” above). The resultant layout is shown below:

|                                       |   |  |  |
|---------------------------------------|---|--|--|
|                                       |  |  |  |
| Cameras using an aspect ratio of 4:3. | Cameras using an aspect ratio of 4:3.   |  |  |

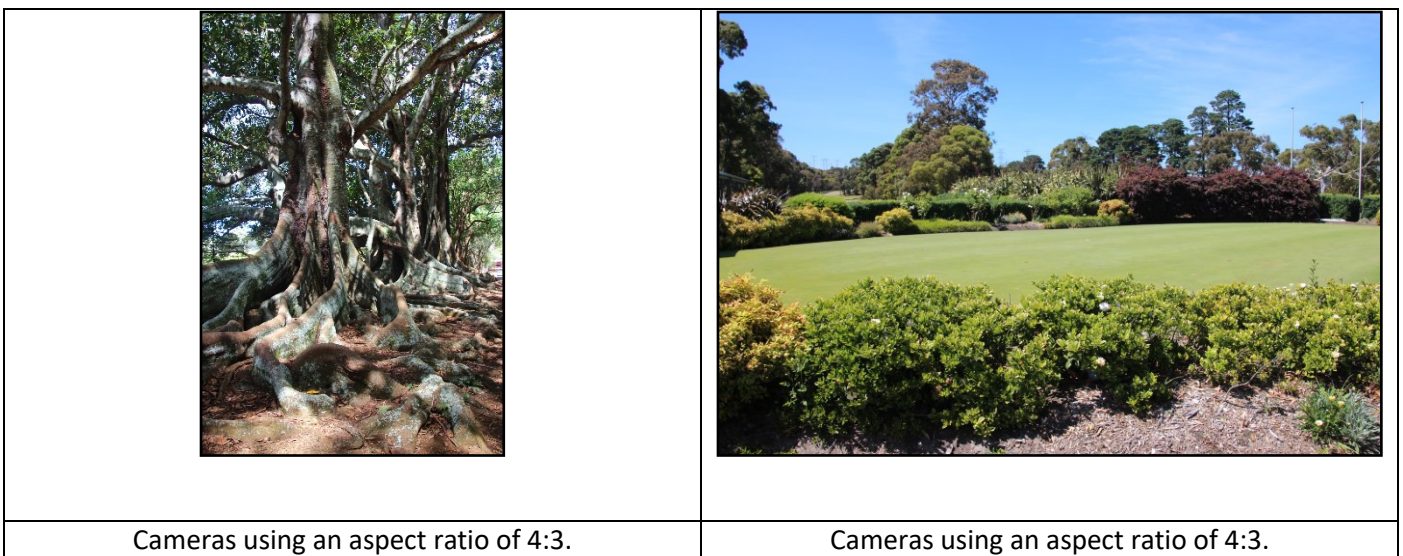
Now to obtain a better layout with less space below the landscape photo, Click on the portrait photo, **then place the curser on the bottom RHS of the photo box (See red arrow below in the screen shot below)**, then drag the curser diagonally up and to the left until the photo is exactly the same height as the landscape photo being careful to maintain the aspect ratio of the portrait photo.



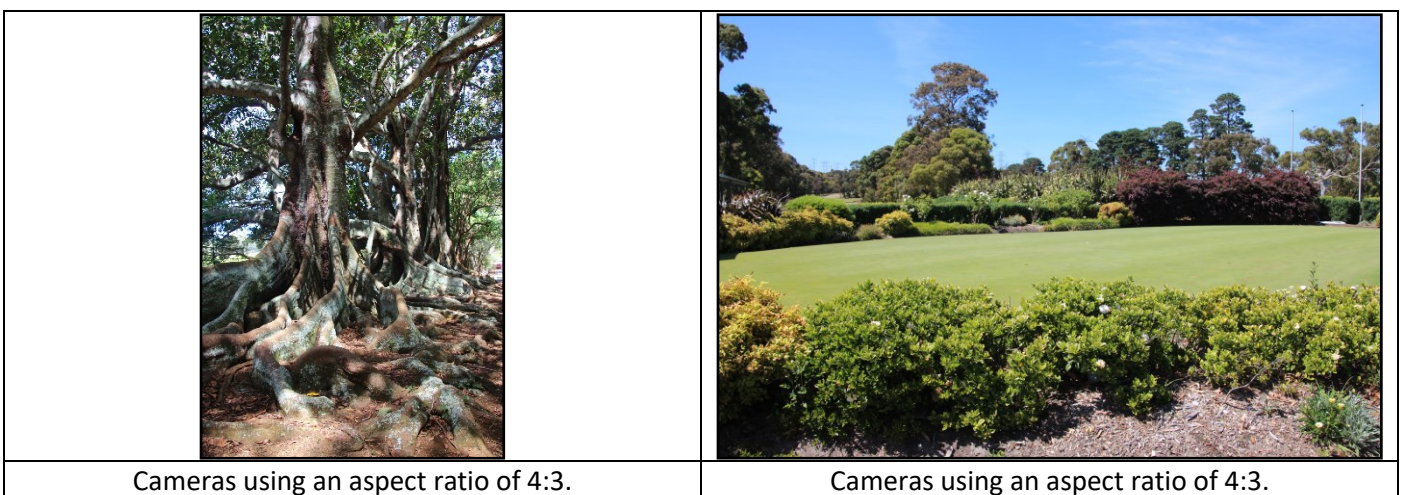


*Drag the photo up in this direction as shown in the above screen shot.*

The resultant layout after the adjustments is shown below:



Then Set the row height to 5 as shown in procedure in point "f" above. The resultant layout after the adjustments is shown below:





h. The same process can be applied to inserting 16:9 photos in the standard 4:3 tables, it will look like the following layout:

|  |  |
|--|--|
|  |  |
| Cameras using an aspect ratio of 4:3.  | Cameras using an aspect ratio of 4:3.  |

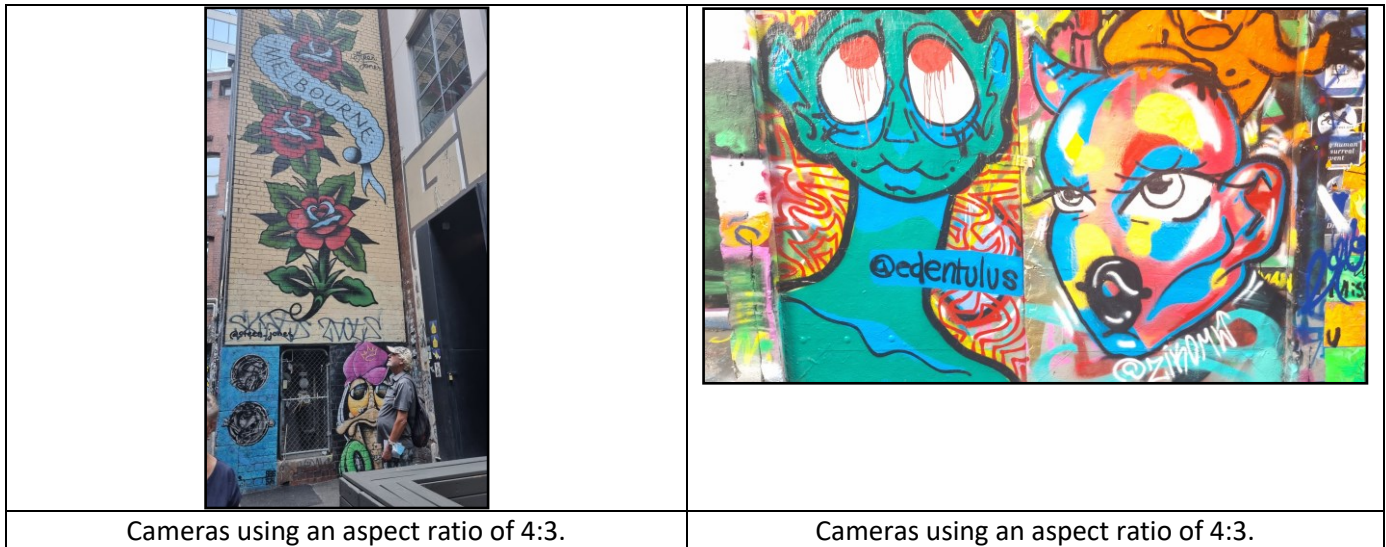
To obtain a better layout with less space below photo, click outside table in the picture row to highlight the row, right click, select table properties, select row, and set height to 5cm (same process as point “f” above except row height is 5 cm).

The resultant layout is shown below:

|  |  |
|--|--|
|  |  |
| Cameras using an aspect ratio of 4:3.  | Cameras using an aspect ratio of 4:3.  |

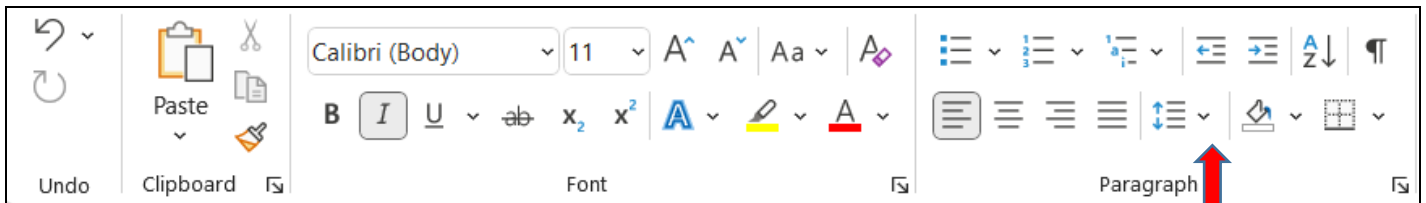


- i. If you insert a 9:16 portrait photo and 16:9 landscape photo into the 4:3 standard tables provided, you will have the following layout.

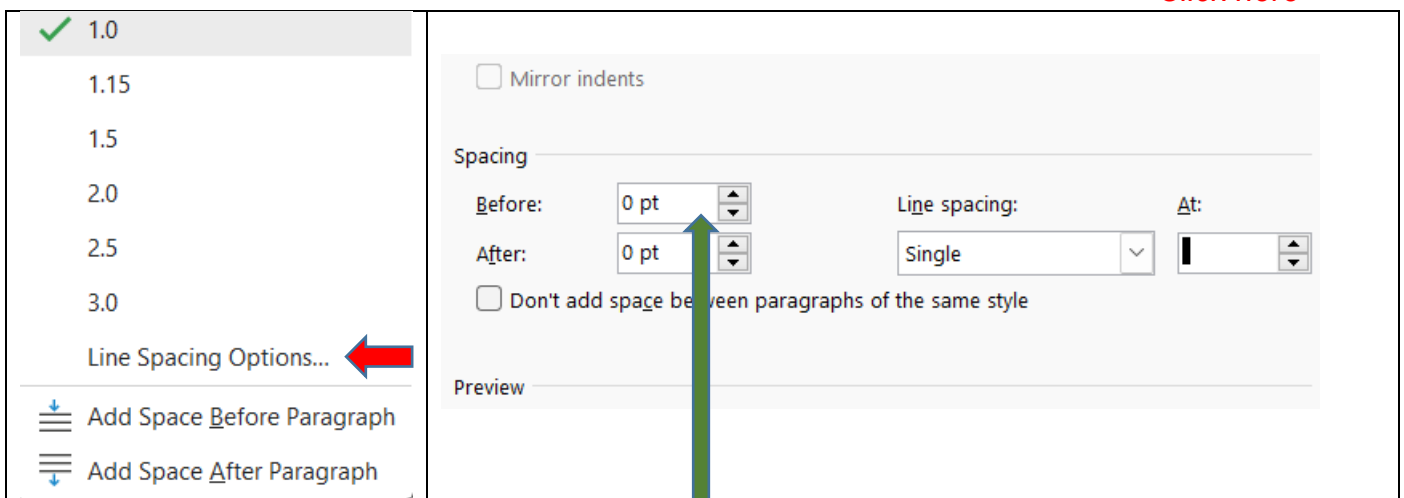


Centre the LHS portrait, (same procedure as described in point “d” above). In this case because of the height difference of the 9:16 portrait is better to move the landscape photo down rather than compress the portrait photo.

Click on the landscape photo and then use **the paragraph line spacing option** to vertically position the landscape photo. It can be positioned in the middle of the box or towards the bottom depending on your preference, **about 26 points before will put it in the middle and 46 points before will put it at the bottom.**



*Click here*



*Set before position to 26pt (for centre) or 46pt (for bottom).*

The resultant layout for centre and bottom options shown below:



Cameras using an aspect ratio of 4:3.



Cameras using an aspect ratio of 4:3. (centre)







Cameras using an aspect ratio of 4:3.



Cameras using an aspect ratio of 4:3.(Bottom)



j. A similar process can be used for the 20:9 widescreen phone photos in which case the row height is 4cm and the line spacing is 40points before for centring and 74 points for the bottom of the box. The following 2 tables show the 9:20 (portrait)and 20:9 (landscape) layouts when completed. The top table shows the centred landscape option and the bottom tables shows the lowered option.

|  |  |
|--|--|
|    |   |
| <p>Cameras using an aspect ratio of 4:3. <b>(centre)</b></p>                       | <p>Cameras using an aspect ratio of 4:3.</p>   |
|  |  |
| <p>Cameras using an aspect ratio of 4:3. <b>(Bottom)</b></p>                       | <p>Cameras using an aspect ratio of 4:3.</p>   |

k. To expand the number of rows required and make up the exact page layout you require to accommodate your photos, you can highlight unused rows in the template table then copy (control C) and paste (control V) new rows into the table. Alternatively copy and paste a new table row from the standard tables at the bottom of the templates.

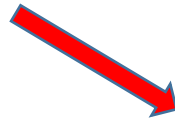
l. If you wish to change a picture, place curser over the picture and right click, then click “change picture” and re-insert another photo as described previously. Be aware that if the picture is a different aspect ratio, further adjustments (as already described) will be necessary to achieve a good layout.

m. You should be able to fit approximately 6-8 photos per page including comments depending on photo template aspect ratio. (see also point “o” below)

n. Sometimes it is necessary to split the table to fit the photos neatly onto a page. The tables can be split if required as described below.

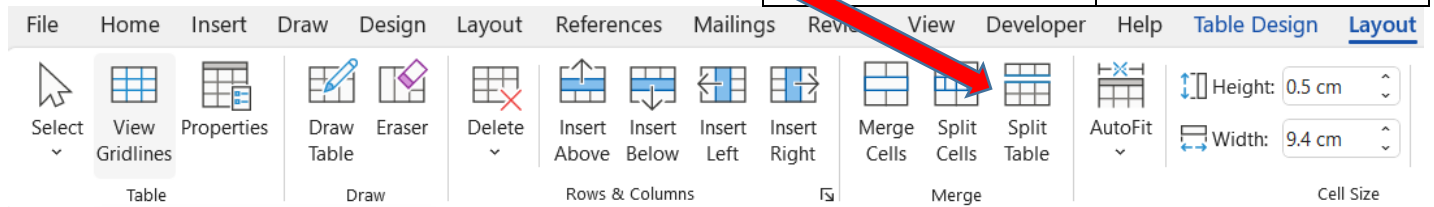
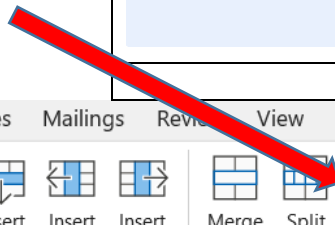
### Example Table before split

To split table after 2<sup>nd</sup> row, put cursor *here* (outside table beside the row) and right click to highlight row.



|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

This will bring up the table tools (design and layout) on the toolbar. Select *layout* then *split* table



### Spilt table after the above actions

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

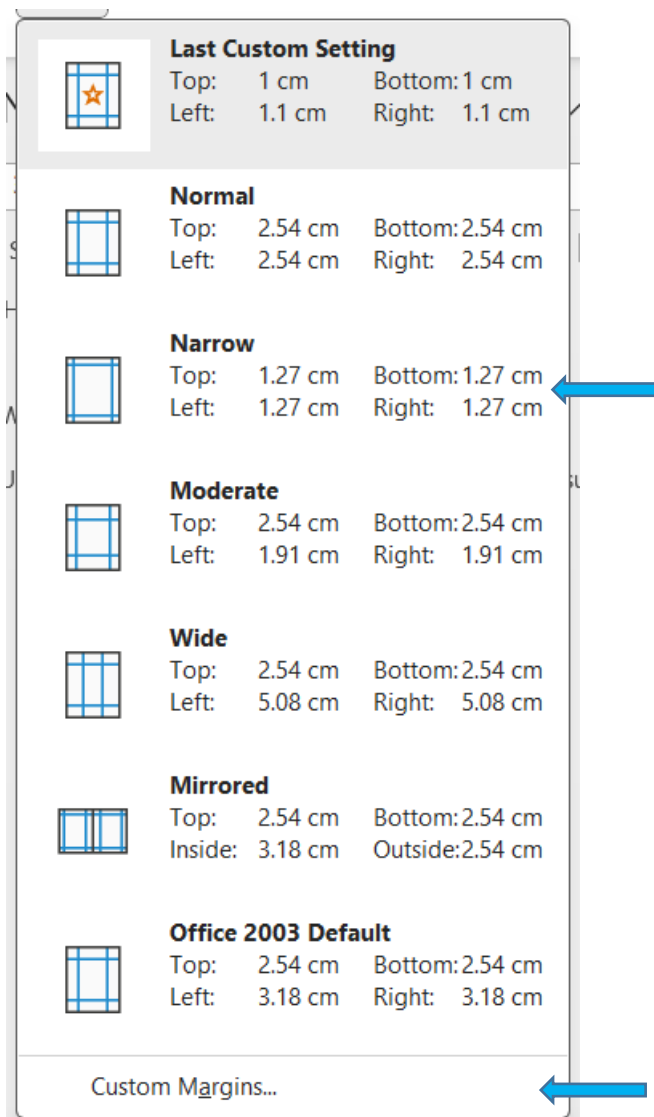
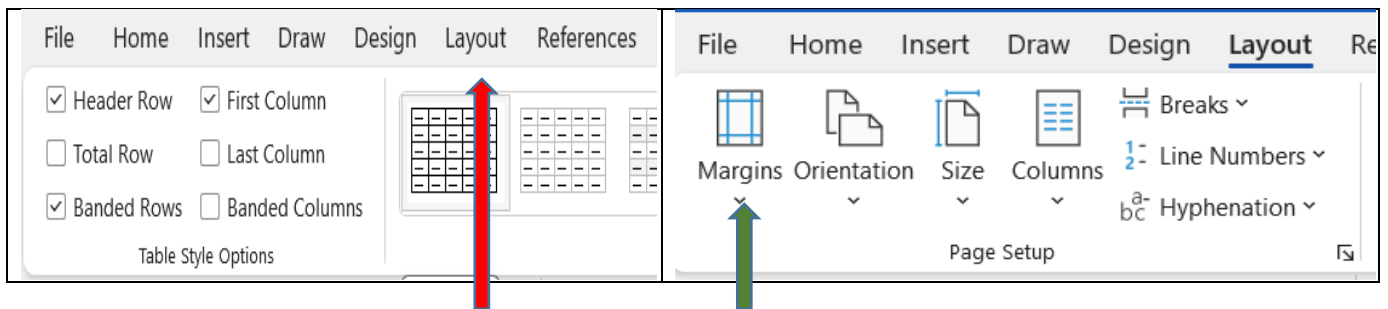
Text can now be entered here

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Text can now be entered here



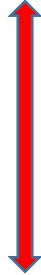
- o. To fit the photos neatly on the page it may be necessary to increase or decrease the page size. This can be achieved by **selecting layout at the home screen**, then **margins**, finally selecting a suitable size or custom margins.



- q. When the photos are correctly located in the tables, insert the captions in the rows below the photos. It is best to add a return after the text to separate the photo/caption pairs so that is clear which text belongs to which photo.

- r. Table borders can be removed by **clicking outside the table on the top LHS and dragging down to highlight the table area**, right click, select **“Table properties”**, select **“Table”**, select **“Borders and Shading”**, select **“None”**, select **“ok”** and **“ok”** again at the table properties screen.

Left click and drag cursor down here to highlight rows



|  |  |
|--|--|
|  |  |
|  |  |



Insert photo caption



Insert photo caption

Tables with borders



Insert photo caption.



Insert photo caption.

Tables after borders have been removed.

## 5. Optimising the template to match the aspect ratio of the photos

*To be used when setting up template tables before inserting for photos with the same aspect ratios*

- a. The standard templates have been set for an aspect ratio of 4:3 (Width / Height ratio). If you have photos that are all from a camera with a different aspect ratio, the template can be adjusted to suite **before** adding the photos. This is easier and faster. The most common aspect ratios are listed below. The templates contain tables to match these ratios.

| Camera type   | Pixel Width/Height | Aspect Ratio |
|---|--------------------|--------------|
| Digital SLR's and some compact digital cameras      | 1.5:1              | 3:2          |
| Most compact digital cameras and some mobile phones | 1.33:1             | 4:3          |
| Widescreen, some cameras and some mobile phones     | 1.78:1             | 16:9         |
| Extra widescreen mobile phones EG. Samsung S21 ...  | 2.22:1             | 20:9         |
| Extra widescreen mobile phones EG. iPhone 13...     | 2.17:1             | 19.5:9       |

- b. Each template has the following alternative table rows formats located at the end of the template. If you have many photos in a format other than 4:3, you can cut and paste the alternative rows to create a 3:2,4:3,16:9 or 20:9 table row formats. Tables containing a mixture of different row formats can also be created. Remember that each row pair must only contain photos with the same aspect ratio.

### 3:2 aspect ratio table row

|   |   |
|---|---|
|   |   |
| Cameras using an aspect ratio of 3:2. (ratio = 1.5)<br>Digital SLR's and some compact digital cameras.<br>Column width 9cm, Row height 6cm.<br>Picture = width 8.75cm, picture 5.8cm. (ratio 1.5) | Cameras using an aspect ratio of 3:2. (ratio = 1.5)<br>Digital SLR's and some compact digital cameras.<br>Column width 9cm, Row height 6cm.<br>Picture = width 8.75cm, picture 5.8cm. (ratio 1.5) |

### 4:3 Aspect ratio table row

|   |  |
|---|--|
|   |  |
| <p>Cameras using an aspect ratio of 4.3.(ratio=1.33)<br/>(Digital SLR's and some compact digital cameras).<br/>Column width 9cm, Row height 6.75.<br/>Picture = width 8.75cm, height 6.58cm = 1.329 ratio</p> | <p>Cameras using an aspect ratio of 4.3. (ratio = 1.33)<br/>(Digital SLR's and some compact digital cameras).<br/>Column width 9.4cm, Row height 6.75.<br/>Picture = width 8.75cm, height 6.58cm = 1.329 ratio</p> |

### 16:9 Aspect ratio table row

|  |  |
|--|--|
|  |  |
| <p>Cameras using an aspect ratio of 16:9. (ratio=1.77)<br/>Digital SLR's and some compact digital cameras.<br/>Table Column width 9cm, Row height 5.<br/>Picture = width 8.75 cm, height 4.95cm. (ratio 1.767)</p> | <p>Cameras using an aspect ratio of 16:9. (ratio=1.77)<br/>Digital SLR's and some compact digital cameras.<br/>Table Column width 9cm, Row height 5.<br/>Picture = width 8.75 cm, height 4.95cm. (ratio 1.767)</p> |

### 20:9 Aspect ratio table row

|  |  |
|--|--|
|  |  |
| <p>Cameras using an 20:9 aspect ratio of 20:9.<br/>Extra Wide screen mobile phones.<br/>Column width 9 cm, Row height 4 cm.<br/>Picture = width 8.75cm, height 3.95cm. (ratio 2.215)</p> | <p>Cameras using an 20:9 aspect ratio of 20:9.<br/>Extra Wide screen mobile phones.<br/>Column width 9 cm, Row height 4 cm.<br/>Picture = width 8.75cm, height 3.95cm. (ratio 2.215)</p> |

- c. To setup the required tables in the selected report template, delete the existing tables rows that are not required (IE. 4:3 rows for normal report templates and 3:2 rows for Xmas templates). Then build a new table by highlighting the required table row from the alternative table rows at the bottom of the template and use the



copy and paste functions Control C (Copy) & Control V (Paste) to build the desired table rows. Be careful to preserve the template structure as you build the new table rows. (See examples below).

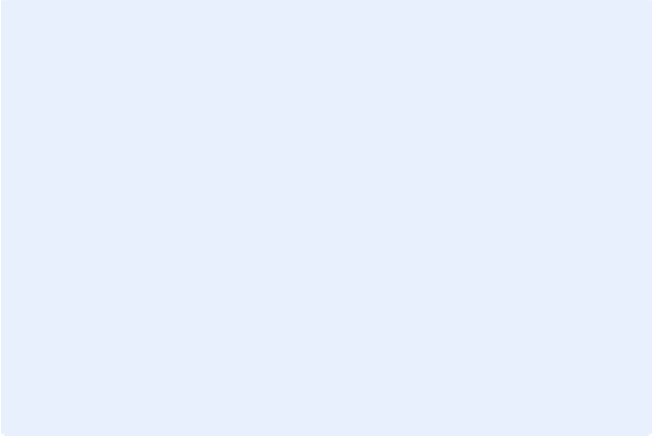
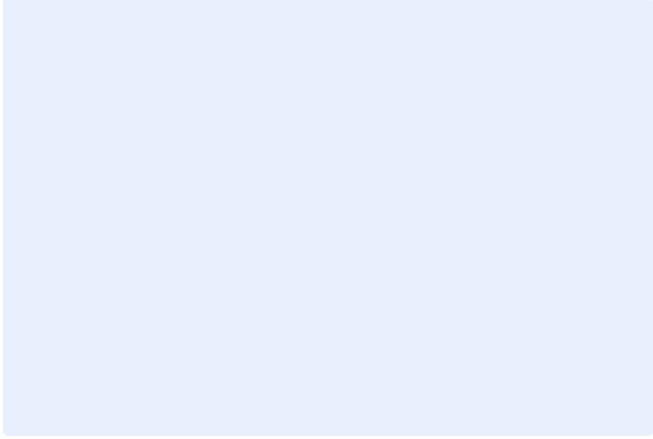
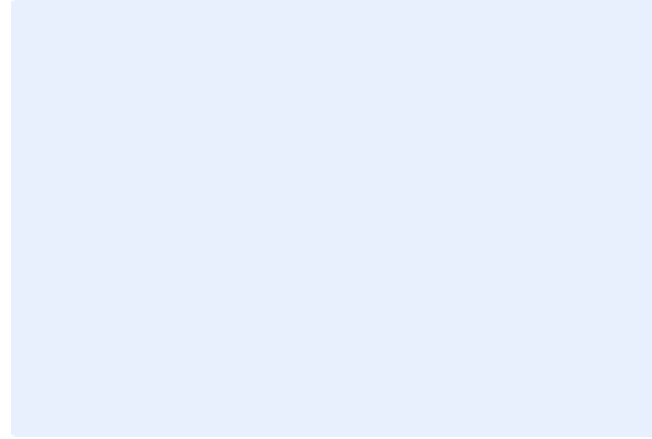
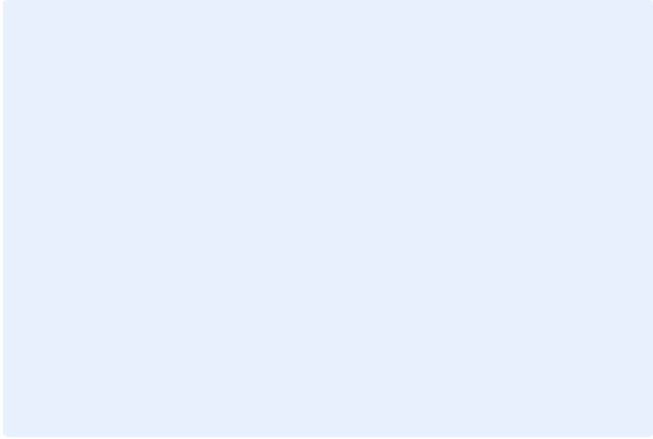


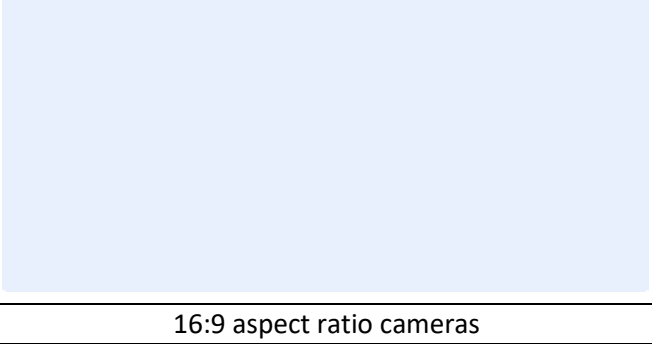

- d. If all photos are from one camera you can setup the template table for the exact size of all the photos. All rows in the table will be the same. In the example below, the table is setup for 6 photos from a 16:9 smartphone

|                           |                           |
|---------------------------|---------------------------|
|                           |                           |
| 16:9 aspect ratio cameras | 16:9 aspect ratio cameras |
|                           |                           |
| 16:9 aspect ratio cameras | 16:9 aspect ratio cameras |
|                           |                           |
| 16:9 aspect ratio cameras | 16:9 aspect ratio cameras |

- e. If you have photos with two different aspect ratios, then setup the template using the 2 sizes of photo tables rows. (See example below where a table has been setup for 4 photos from a 3:2 camera and 4 photos from a 16:9 smartphone.)

**Note1** The pair of photos in each row pair must be from the same camera or the same aspect ratio.

**Note 2:** It is not recommended to go beyond 2 different aspect ratios, use the method in section 4 to change the tables after the photo has been inserted.

|   |  |
|---|--|
|    |    |
| 3:2 aspect ratio cameras  | 3:2 aspect ratio cameras   |
|   |   |
| 3:2 aspect ratio cameras  | 3:2 aspect ratio cameras   |
|  |  |
| 16:9 aspect ratio cameras   | 16:9 aspect ratio cameras  |
|  |  |
| 16:9 aspect ratio cameras   | 16:9 aspect ratio cameras  |

## **Appendix 1 Reducing the file size of photos before using a template.**

When you have many original sized photos added to your template file it can take some time for your PC to update the screen (depending on PC capability). For this reason, it is recommended to resize photos if there are 20 or more photos are to be added to template.

A simple method for reducing the file sizes using the file manager & your email program is shown below. (Windows 11 at 2/11/2023)

- Use file manager to setup 2 folders one for the original photos and another for the resized photos.
- Save the original photo files from the camera, phone or email to the original folder.
- (If your photos have already been loaded into a folder this can be used as the original folder).
- Open file manager, then select and open the original file folder to display the photo files that have been saved.
- Select all original photos by clicking on the first picture file, then while holding the shift key and select the last file. All photo files will be highlighted.
- Right click and select “**show more options**”, select “**send to**”, select “**mail recipient**”, select, “**large**” and finally select “**attach**”. Wait for email to open with the files attached.
- Go to email window and highlight all the attached files by clicking on the first photo then hold down control key and click the other photos until all are selected, then copy with (control C).
- Use the file manager to open the resized photos folder, right click and **select paste**. (or keystrokes control v) to save the reduced photos.
- When the reduced photos have been saved, close the email program without sending the email.
- The file with the reduced photos is used as the source file to insert photos into templates.
- As windows functionality changes frequently, a more sustainable way of batch reducing photos is by using freeware software Irfanview.
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Download IrfanView from [IrfanView 64-bit version](#) (contact our Webmaster for assistance in using irfanview if necessary).