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|  | Merry Xmasand aHappy New Year |  |

*Instructions for use are available on the Website, print instructions out before commencing.*

*Xmas report template 1 (delete this guide)*

*(This standard template is setup for* ***3:2*** *aspect ratio photos) (delete this guide)*

*All the other row sizes can be found at the bottom of this template) (delete this guide)*

*Report description goes here (delete this guide)*

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*Cut and paste more table rows here (delete this guide)*

*(If unsure how to do this refer to Template instructions) (delete this guide)*

*Leave the following black text (delete this guide)*

**Expand photos using your browser ZOOM feature or with your fingers in the normal way on your phone or tablet.**

*\*\*\*\**

Alternative tables to match exactly match aspect ratio of photos

(Create the tables before inserting photos)

(See template instructions section 5 **Optimising the template to match the aspect ratio of the photos**, delete these tables when document is complete)

3:2 Aspect ratio table row

Cameras using an aspect ratio of 3:2. (ratio 1.5)

Digital SLR’s and some compact digital cameras.

Column width 9 cm, Row height 6cm. (All columns must be the same, do not make columns > 9)

Picture width 8.75cm, picture height 5.8cm. (ratio 1.5)

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| Cameras using an aspect ratio of 3:2. |  |

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| Cameras using an aspect ratio of 3:2. |  |

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4:3 Aspect ratio table row

Cameras using an aspect ratio of 4.3. (ratio 1.33)

Digital SLR’s and some compact digital cameras.

Column width 9 cm, Row height 6.75 cm. (All columns must be the same, do not make columns > 9)

Picture width 8.75cm, picture height 6.58cm = 1.329 ratio

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

16:9 Aspect ratio table row

Cameras using an aspect ratio of 16:9. (ratio 1.77)

Digital SLR’s and some compact digital cameras.

Table Column width 9cm, Row height 5. (All columns must be the same, do not make columns > 9)

Picture width 8.75 cm, height 4.95cm. (ratio 1.767)

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| Cameras using an aspect ratio of 16:9. | Cameras using an aspect ratio of 16:9. |

20:9 Aspect ratio table row

Cameras using aspect ratio of 20:9. (ration 2.22)

Extra Wide screen mobile phones.

Column width 9 cm, Row height 4 cm. (All columns must be the same, do not make columns > 9)

Picture width 8.75cm, Picture height 3.95cm. (ratio 2.215)

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| Cameras using an aspect ratio of 20:9. | Cameras using an aspect ratio of 20:9. |