

# 8.3 LESSON NOTES

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## REPORT THEMES & LAYOUT

- You use themes to customise the look and feel of your report (colours, fonts etc)
- Layout can be modified in terms of dimensions, header visibility and page navigation
- Canvas size is important based on how your viewers will mainly be consulting the report - 16:9 for computer screens, 4:3 US Letter if it will be downloaded and printed
- Can also choose whether to snap to smart guides (red markers that appear when things are in alignment) or to grid
- Grid properties can also be modified in the layout settings