

Printing job layout reports

You can print layout mockups and press-run summaries in a report to use as a reference, or provide to another operator. The report includes a mock-up of and details about each press run, including press run ID and sheet or web number, sheet size and utilization, run length, and color separation names.

1. Select **File > Print Job Layout Report**, or use the keyboard shortcut Shift + CMD/Ctrl + P.
Note: The sheet diagram shows the layout dimensions including gutters, such as head trim, foot trim, face trim, spine, and lip values (as applicable).
2. In the **Send to** list, select the output type (typically **PDF** or **Printer**).
Limitation: Although the menu may offer choices, Preps supports only PDF output.
3. In the **Job Report Media** list, select the media size.
Note: Selecting **Generic PostScript Printer** applies the printer's default page size.
4. In **Media**, select the media to use for the diagram.
By default it will select the media selected for each Press Run. You can override this selection and choose **Press Sheet Size** to exclude device media size from the diagram.
5. Under the **Layout** tab, set these options.

Job Press Layouts Per Page	The number of diagram surfaces per page
Press Sheet Margins	From Final Trim will show sheet margin values. The distance from the trimmed down imposition to the sheet edges. From Final Lip will only show the sheet margins from the imposition Lip.
	Show Press Run Media will display media dimensions
Output Options	Show Side Guide
	Show Gripper
	Override Gripper Label (text label for gripper position)
Output Comments	Product
	Part
	Section

6. Under the **Marks** tab, set these options.

Print Job Layout Report Marks	Prints only marks placed on Press Runs that have the Only on Job Layout Report option selected
Print All Marks	Prints all marks that are placed on Press Runs
Page Based Marks	Select whether to print all or selected page-based layout report marks

Press Sheet Marks	Select whether to print all or selected press sheet based layout report marks
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7. Click **Print**.
Preps outputs a PDF file.