# 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 |
| --- | --- |

7. Click **Print**.
   Preps outputs a PDF file.