

# Job Report Preferences

Use these preferences to customize your reports.

- In Mac OS: Select **Preps > Preferences > Report**.
- In Microsoft Windows: Select **Edit > Preferences > Report**.

## General

You can select the type of report to generate:

- **Intent Based Report** (default value)
- **Legacy Report**

If you select **Intent Based Report**, the **Each product appears in a separate page** option will be available for you to toggle on or off.

## Company Logo

To include your company logo on reports, click **Select**, and browse to the location of the image file for your logo.

- You can use either a JPG or PDF file for the image file.
- There is no restriction on the file size. If desired, you have the option to select **Scale the logo to the default size (H: 5mm)**. If you select this option, the width will be calculated automatically to fit the ratio of the original image.

## Output Defaults

You can set defaults for layout reports:

- **Output to:** Select a printer. Or, select to save as PDF.
- **Media:** Default Media, if not selected in Press Runs
- **Orientation:** Landscape or Portrait
- **Margins:** Top, left, bottom, right

**Note:** If you select **Intent Based Report** as the type of report to generate, the Job ID at the top of the created report is extracted from the Job Notes **JobID** content.