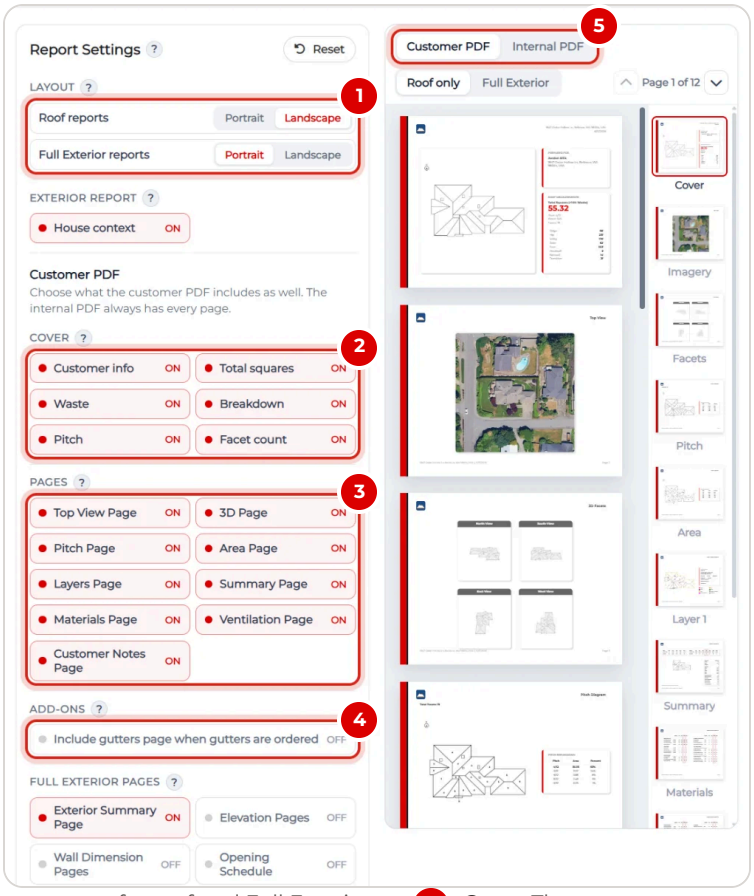
Customize your branded report

Choose the layout, cover details and pages your customers see in every report you share.

Open report settings

1. Click the gear icon at the bottom of the left sidebar.
2. Choose **Reports**.
3. Change any option. Changes save automatically and appear in the preview on the right.

Changes apply only to future orders. To return every report setting to its default, click **Reset**.



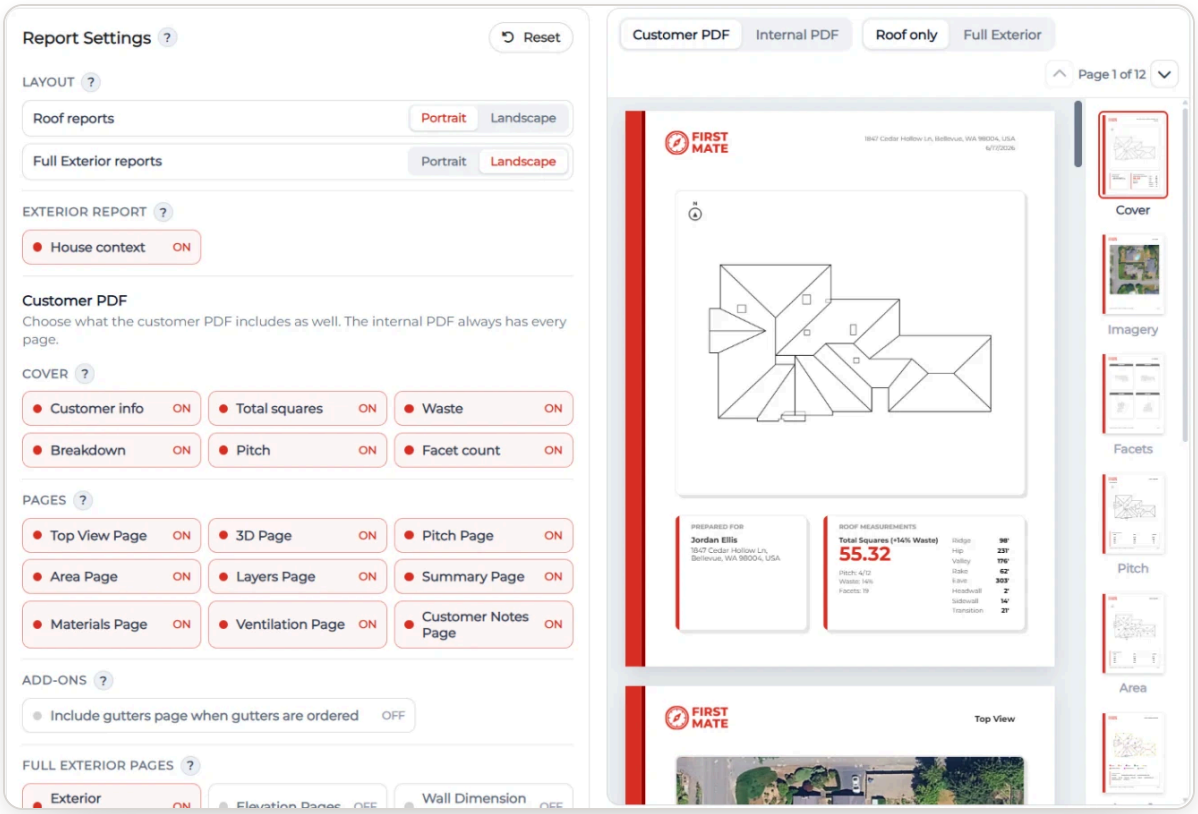
1. **Layout** Portrait or landscape pages for roof and Full Exterior reports.
2. **Cover** The measurements and customer details on the customer PDF cover.
3. **Pages** The pages your customer PDF includes.
4. **Add-ons** Adds the gutter page when gutters are ordered.
5. **Preview tabs** Switch the preview between the customer PDF and the internal PDF.

Customer PDF and internal PDF

Every report comes in two versions:

- **Customer PDF**: the version you share with homeowners and clients. It carries your logo and brand colors, and these settings decide what it includes.
- **Internal PDF**: your complete working report. It always includes every page.

Use the **Customer PDF** and **Internal PDF** tabs above the preview to compare them. Page through the preview with the arrows or the thumbnails on the right.



Units and layout

Units sets how roof pitch is shown: rise over 12 or degrees. Language and measurement units are set in settings under **Company**.

Under **Layout**, choose **Portrait** or **Landscape** pages for each kind of report. Roof reports default to Portrait, Full Exterior to Landscape. Layout applies to both the customer PDF and the internal PDF.

House context (on by default) shows the rest of the house, dimmed, behind each wall drawing. Turn it off to show the wall alone.

Cover

Choose which measurements and customer details appear on the customer PDF cover.

Option	What it shows
Customer info	The customer's name and the property address.
Total squares	Total roof area in squares (100 sq ft each), including waste when Waste is on.
Waste	The suggested waste percentage.
Breakdown	Eave, ridge, valley and other line lengths.
Pitch	The predominant roof pitch.
Facet count	How many roof facets were measured.

Pages

Turn pages on or off for every future customer PDF. All are on until you change them.

Page	Contents
Top View Page	The roof imagery and the top-down roof outline.
3D Page	A 3D model of the roof.
Pitch Page	The roof outline with every facet labeled by pitch.
Area Page	The roof outline with every facet labeled by area.
Layers Page	One page per drawing layer, for roofs measured in layers.
Summary Page	Totals for area, squares, pitch and line lengths.
Materials Page	Material quantities, split between steep and low-slope areas.
Ventilation Page	An attic ventilation estimate.
Customer Notes Page	The roof outline with the customer-facing notes.

Commercial reports don't include the Materials and Ventilation pages.

Add-on and Full Exterior pages

Turn on "**Include gutters page when gutters are ordered**" to add the gutter page to the customer PDF. It's off by default.

For Full Exterior reports, choose which exterior pages the customer PDF includes:

Page	Contents	Default
Exterior Summary Page	Wall area, openings and the other exterior totals.	On
Elevation Pages	Front, back, left and right elevations, including faces hidden behind other walls.	Off
Wall Dimension Pages	Each wall face and trim face drawn with its dimensions.	Off
Opening Schedule	Every window, door and garage door with its size and trim.	Off
Exterior Quantities	Measured lengths, trim by type and net wall area by material.	Off
Material Allowances	Wall material areas and squares with waste allowances.	Off
Wall Notes Page	The elevations with the report's wall notes.	Off

Add your logo and colors

The customer PDF uses the logo and colors from your brand kit. You set them in settings under **Company**.

Questions

Will changing these settings update reports I already ordered?

No. Report settings apply to reports you order from now on.

Can I remove pages from the internal PDF?

The internal PDF always includes every page, so your team has the complete measurements.

Where do I find the customer PDF for a finished report?

Open the project, go to Reports, then the Customer tab.

More guides: 1m8.ai/help-center
Scan the code or type the address.

Order at **app.1m8.ai**
Questions? Email **support@1m8.ai**