

Configuring

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User interface

The plug-in user interface consists of the **Ricoh** menu added to Adobe Acrobat, a right mouse button popup menu, a left mouse button popup menu, and windows that you use to perform RICOH ProcessDirector Plug-in for Adobe Acrobat functions.

Ricoh menu and right mouse button popup menu

The Table [Ricoh and right click menu options](#) describes the options you can select from the **Ricoh** menu that is added to the Adobe Acrobat Pro menu bar and when you right click in a PDF file.

Ricoh and right click menu options

Menu Option	Description
Select	Makes RICOH ProcessDirector Plug-in for Adobe Acrobat the active Adobe Acrobat tool. After activating the plug-in, you can use the left mouse button to draw a box in an area of the PDF file where you want to select specific text or add markup.
Add Markup	Displays the options on the left-mouse button menu.
View Markup Navigator	Displays a list of the markup, document property, and page group definitions that have been added to the active PDF file. You can use this view to edit markup and to locate markup that is hidden under other markup. Mark the check box next to a name in the list to display the box for that markup. Remove the check to hide the markup box. If you deselect the check box in front of a markup type, you hide the boxes for all markup of that type.
View Page Group Navigator	Views the pages that belong to each page group. Click the + sign to expand the page groups and click the - sign to collapse the page groups. You can also use this view to navigate to specific pages in the PDF file. Click one of the pages in a page group to make that the active page in Adobe Acrobat. If you do not see the page groups you were expecting based on your page group definition, you must edit the definition to obtain the correct page groups. If you do not see the correct page groups in this view, you cannot obtain correct print results in RICOH ProcessDirector.
Preview	Verifies that files are going to print as you expect when your markup, media, and finishing are applied to a job. After you have examined the preview rendering of the PDF file, click X in the upper right corner of the PDF file to close the rendered PDF file and to return to your original PDF file.
Preview Preferences	Sets or changes preview preferences. You can define: the maximum number of pages to process, the rendering intent, and other settings.
View Document Property Values	Views the values of the document properties that are defined in the loaded control file. You can save the values to a tab-delimited text file.
Manage Rules	Displays your conditional processing rules. You can define new rules, and you can edit or delete existing rules.
Manage Inserts	Inserts pages from other PDF files before each document that matches the placement conditions, after each document that matches the placement conditions, or both. The inserted pages increase the number of pages in each document, and you can apply markup to them.
Media and Finishing	Defines media and finishing options for a range of a pages or for the documents within your PDF file.
Load Control File	Loads an existing control file. RICOH ProcessDirector Plug-in for Adobe Acrobat saves all page group, document property, and markup definitions into one or more control files. If you load a control file, you load all definitions in that control file. You can only have one control file loaded at a time.
Save Control File	Stores any markup, document property, and page group definitions to a control file. The Save Control File window displays the name and location of the control file you are saving. You can enter a new name for the control file, or keep the existing name to overwrite the control file you previously loaded or saved. Whenever you save a control file used by RICOH ProcessDirector, you must copy the control file to the location you define in the control file properties in the RICOH ProcessDirector BuildPDFFromDocuments or IdentifyPDFDocuments step.

Menu Option	Description
Clear Markup	Removes all markup, document property, and page group definitions from the active PDF file. You use this option when you want to start over or create a new control file that does not contain any of the markup from the prior control file. If, after using this option, you add markup or other definitions to the PDF file, you use the Save Control File option and save the definitions with a new control file name.
Preferences	Sets or changes preferences, such as the default font used for the labels for the markup you add to a PDF file; the maximum number of pages to process; the rendering intent; logging options; and the maximum amount of memory (heap space) to reserve for RICOH ProcessDirector Plug-in for Adobe Acrobat.
Help	Opens the publication <i>RICOH ProcessDirector: Using RICOH ProcessDirector Plug-in for Adobe Acrobat</i> .
About	Displays the version information for your RICOH ProcessDirector Plug-in for Adobe Acrobat installation.

Left-mouse button menu

The Table [RICOH ProcessDirector Plug-in for Adobe Acrobat left mouse menu](#) describes the options you can select from the RICOH ProcessDirector Plug-in for Adobe Acrobat menu that you see when you use the left mouse button to draw a box in the PDF file. To use the left mouse button, you must first make RICOH ProcessDirector Plug-in for Adobe Acrobat the active tool in Adobe Acrobat by either clicking the plug-in icon or by clicking **Ricoh ⇒ Select**. You draw a box in a PDF when you want to select text or define an area to place markup. To draw a box, click the left mouse button, and without letting go of the mouse button, drag the cursor down and to the right until you have either selected the text you want or have drawn a box the size that you want. When you release the mouse button, a menu pops up with the following options.

RICOH ProcessDirector Plug-in for Adobe Acrobat left mouse menu

Menu Option	Description
Define Page Group	Defines a page group to break a PDF file into mailpieces, such as statements or invoices. You must define the page group before you add markup or define document properties.
Define Conditional Trigger	Defines a conditional trigger from text in the PDF. You use a conditional trigger in a conditional placement rule that defines the pages on which markup is printed or document properties are extracted. For example, you want to add a QR barcode only on the page where the word Invoice occurs near the top left of either the first or second page of a statement. You first define the word Invoice as a conditional trigger. Then, when you are defining the QR barcode, you select that trigger as a conditional placement rule on the QR barcode so it only prints on the pages where the word Invoice occurs in the location you selected.
Define Document Property	Defines existing data in your sample PDF file as a document property so RICOH ProcessDirector can use that data in different steps (such as adding barcodes). After you define document properties, you can later search for them in the RICOH ProcessDirector viewer for reprint and other actions. You can also define a document property on any text or DataMatrix barcode that you want to extract from the PDF file. In that case, you do not select a standard RICOH ProcessDirector document property; instead, you provide your own name for the property.
Define Multiple Properties	Defines document properties from a block or multiline section of text.
Define Address Block	Defines document properties for an address block.
Hide Area	Creates a cover block to hide content in a PDF file. Hidden content does not print and is not viewable in RICOH ProcessDirector Plug-in for Adobe Acrobat preview or in the PDF viewer in RICOH ProcessDirector. You can hide an area and then place other markup over the hidden area.
Add Barcode	Adds and configures a barcode. First you select the area where you want to place the barcode. Then, you select a barcode type and add content. When adding a barcode for downstream processing of mailpieces, you must understand the precise optical marks required by your machinery and have configuration specifications from your supplier.
Add OMR	Adds and configures optical markings to help manage downstream processing of mailpieces in the PDF file. When adding an OMR, you must have an understanding of the precise optical marks required by your machinery and have configuration specifications from your supplier.
Add Image	Adds an RGB JPEG-formatted image to create new content or to cover existing content.
Add Text	Adds text to any location in a PDF file. You designate the area where you want the text to print and select content from a combination of options, including typing text.

In this section:

[Fields in the RICOH ProcessDirector Plug-in for Adobe Acrobat cut off values](#)

Monitors with a very high resolution and certain display settings can cause problems in the way information is displayed.

Parent topic: [Using RICOH ProcessDirector Plug-in for Adobe Acrobat](#)