



## Configuring

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# Defining document property mapping objects

You can use document property mapping objects to define the relationship between the headings in a preferences file and the document properties defined for documents in a job. The relationship determines how the **ApplyPreferences** step uses their values during processing.

To define a document property mapping object:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Property Mappings**.
3. Click **Add ⇒ Document Mapping**.
4. In the General section, enter values for the properties as needed.  
Make sure the value you select for the **File type** property matches the format of the preferences file.
5. In the Property Mapping section:
  1. Enter a heading from the preferences file and select the document property that corresponds to that heading.
  2. Select a value for Usage.
    - The properties with the **Usage** value set to **Identify document** are used to locate documents in the job.
    - The properties with the **Usage** value set to **Update property** are updated by the **ApplyPreferences** step with values from the preferences file.
  3. To add an additional mapping, click the plus sign (  ) to the right of your last entry.
  4. To delete a mapping, click the minus sign (  ) to the right of the entry you want to delete.

You must have at least two entries in the Property Mapping section, one used to identify documents in the job and one designated as a property whose value is updated by the **ApplyPreferences** step.

The order of the headings in the list does not have to match the order of the headings in the preferences file.

6. Click **OK**.

Parent topic: [Setting up the Preference Management feature](#)