

Configuring

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Working with page inserts

The **Inserts Manager** dialog shows information about page inserts from other PDF files. You can add, edit, and delete page inserts. You also can set the order in which RICOH ProcessDirector adds the inserts to the documents in a job when the **BuildPDFFromDocuments** step runs.

The **Inserts Manager** dialog provides this information for each page insert:

- The **PDF file** column shows the directory path to the PDF file on the RICOH ProcessDirector primary server.
- The **Insert location** column shows whether the pages are inserted before or after the pages in the documents.
- The **Pages** column shows which pages in each PDF file are inserted.
- The **Rule** column shows the name of the rule that RICOH ProcessDirector uses to determine which documents in a job receive the inserts when the **BuildPDFFromDocuments** step runs.
- The **Sides** column shows whether the insert is one-sided, two-sided, tumbled, or that the setting is inherited from the job.

To add a page insert, click the  icon.

To work with a page insert, select it. Click the  icon to modify the page insert or the  icon to delete it.

RICOH ProcessDirector adds the inserts to the documents in a job in the order that they appear on the **Inserts Manager** list, from top to bottom.

To revise the order in which inserts are added to the documents, select an insert. Click the  icon or the  icon to move the insert up or down the list.

In this section:

[Inserting pages from other PDF files](#)

In a PDF file, you can insert 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.

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