

Configuring

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Configuring document processing features

To configure document processing features, you define the custom document properties you need and then update them to make them available to the system. Using RICOH ProcessDirector Plug-in for Adobe Acrobat for PDF files or RICOH Visual Workbench for AFP files, you set up to use documents in your PDF or AFP jobs. You configure your PDF or AFP workflows to process documents. Finally, you make adjustments to maximize document processing performance on your system.

The workflow configuration topics in this section apply to the PDF Document Support and AFP Support features, which add basic document processing functions. To configure workflows for specialized needs, such as archiving document information in a repository, see the configuration information for the feature that adds the specialized functions and objects. Examples of these document processing features are:

- Archive
- Automated Verification
- Inserter
- Postal Enablement
- Preference Management

If you get unexpected results when you process a PDF 2.0 file with a step based on the **IdentifyPDFDocuments** step, do one of these:

- Use the version of the RICOH ProcessDirector Plug-in for Adobe Acrobat supplied with RICOH ProcessDirector version 3.6 and above to update the control file. Remember to copy the control file to the correct location for RICOH ProcessDirector to use it.
- Place a step based on the **OptimizePDF** step template in the workflow before the **IdentifyPDFDocuments** step.

In this section:

[Defining custom document properties](#)

You use custom document properties to extract data from each document in a job. First you define the custom document properties in RICOH ProcessDirector, and then you map data in the documents to the document properties. As a job goes through the workflow, the **IdentifyPDFDocuments** step (PDF files) or **IdentifyDocuments** step (AFP files) extracts the data.

[Naming custom document properties in more than one language](#)

To define user interface names and descriptive information for your custom document properties in more than one language, you edit a language-specific version of the `docCustomDefinitions.properties` file for each language. After you update your custom document properties, RICOH ProcessDirector displays the user interface names and descriptive information for the custom document properties in each language.

[Updating custom document properties](#)

Whenever you define new custom document properties or name custom document properties in more than one language, you update custom document properties to make your changes available to RICOH ProcessDirector.

[Maximizing the performance of document properties files](#)

To maximize the performance of document properties files, you edit the document properties template file. The template file determines which properties go into the document properties file for a job. The template file lets you control the number of document properties to be used, as well as the order of the columns in the document properties file. If you need to maximize performance on your system by assigning only a subset of document properties, make sure that any properties needed by your workflow steps are listed in the document properties template file.

[Configuring AFP Support for documents](#)

To configure the AFP Support feature for documents, you set up to use documents in AFP jobs, and you configure your AFP workflows to process documents.

[Working with sample AFP files](#)

You can use RICOH Visual Workbench to enhance a sample AFP file.

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

You use this software to enhance a PDF file by adding markup, such as barcodes, and by defining document properties using data in the PDF file.

[Configuring the PDF Document Support feature](#)

To configure the PDF Document Support feature, you set up to use documents in PDF jobs, and you configure your PDF workflows to process documents.

[Setting a maximum for document search results](#)

You can set a limit on how many documents are returned when searching in the Documents portlet. The limit applies to all users.

Parent topic: [Configuring](#)