

Overview

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PDF Document Support

The PDF Document Support feature adds functions and objects that let you process individual documents in PDF jobs. The feature includes RICOH ProcessDirector Plug-in for Adobe Acrobat.

The plug-in lets you identify documents in a sample PDF file that represents your production PDF files. In the sample PDF file, you add markup such as barcodes and text to the documents, and you map data in the documents to document properties so that RICOH ProcessDirector can extract the data.

Object

PDF Document Support and AFP Support add the barcode format object. Barcode formats are used to interpret the data collected by a barcode scanner. You can define a barcode format that includes a document property that identifies each document in a job. Then you can scan the barcode on a document to find the document in the system.

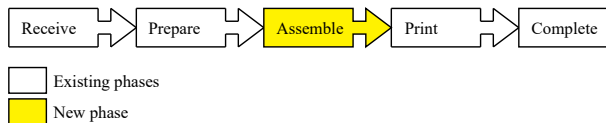
You can use a hand-held barcode scanner attached to the computer to reconcile documents. We recommend that you configure your barcode scanner to send a New Line signal after each scan.

Workflow phase

PDF Document Support and AFP Support add the Assemble phase to the RICOH ProcessDirector workflow. The figure [Document processing phase in the RICOH ProcessDirector workflow](#), shows how the Assemble phase fits into the workflow.

⬇️ **Note:** If you have customized phase names in your system, those phase names differ from the phase names in the diagram.

Document processing phase in the RICOH ProcessDirector workflow



Step templates

PDF Document Support and AFP Support add step templates for processing documents within workflows:

- For PDF Document Support, steps based on the **IdentifyPDFDocuments** and **BuildPDFFromDocuments** step templates apply your document definitions, data mappings, and other document changes made with RICOH ProcessDirector Plug-in for Adobe Acrobat to PDF jobs.
- For AFP Support, steps based on the **IdentifyDocuments** and **BuildAFPFromDocuments** step templates apply your document definitions, data mappings, and other document changes made with RICOH Visual Workbench to AFP jobs.
- A step based on the **SetDocPropsFromConditions** step template lets you update the document properties file for a job based on other document and job property values. For example, you can group documents based on a particular postal code range, and then create separate child jobs for the postal code groups.
- Steps based on the **SortDocuments**, **SplitDocuments**, and **GroupDocuments** step templates let you manipulate documents within a single file and output the documents as one or more new jobs.
- A step based on the **EmailDocuments** step template lets you email each PDF document in a job as an attachment to an individual email address. RICOH ProcessDirector can send email directly through the default SMTP server or indirectly through an email service provider.
- A step based on the **SetDocPropsFromList** step template lets you read one or more list files in a directory and set the value of a specified document property for each document in the document properties file for the job. You can use the value of the document property to group documents in a job for common processing. For example, using this step, you can provide a "pull list" of documents in a job. Using the pull list, you can suppress documents from printing, divert them from inserting, or send them to an express mail service.
- A step based on the **SetPropertiesForReconcile** step template lets you use the **Insert sequence** document property to find documents on the Reconcile Job dialog or the Documents portlet.
- A step based on the **Reconcile** step template lets an operator set an action to take for the documents in a job. You can place a **Reconcile** step after a **PrintJobs** step in a workflow. When a job enters the **Reconcile** step, the operator selects the **Reconcile** action to reconcile a job manually. During manual reconciliation, the operator marks documents that are OK, any documents to be reprinted, and any documents to pull from the job without reprinting.
- A step based on the **CreateReprints** step template processes documents to be reprinted after reconciliation by creating a child job containing only the reprints. The child job can be sent through the same workflow as the original job or through a different workflow.

In this section:

[Processing PDF files that contain documents](#)

The PDF Document Support feature lets you manipulate the individual documents in a PDF file. For example, you can rearrange their output order or group them according to different envelope size requirements. You can find a specific document by searching for a document property in the PDF file.

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

RICOH ProcessDirector Plug-in for Adobe Acrobat is an Adobe Acrobat Professional plug-in that you use to define and display enhancements in a PDF file that represents the PDF files that are processed by the steps in your workflows.

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