Configuring

# Media and finishing

You can specify media and finishing options for your sample PDF file and apply them as page exceptions to the job-level media and finishing options specified for RICOH ProcessDirector jobs.

You can apply media and finishing options to a range of pages or to the documents (page groups) within a PDF file. When applying media and finishing options to documents, you can use pre-defined rules or custom rules. For example, you can use a pre-defined rule to print the first page of each document on blue paper. You can define a custom rule so that each page with the words **Premier Member** in the upper right corner prints on gold paper.

Media and finishing options that you specify with RICOH ProcessDirector Plug-in for Adobe Acrobat override the options that RICOH ProcessDirector specifies for jobs.

> ⊕ Note:
> - RICOH ProcessDirector Plug-in for Adobe Acrobat supports RICOH ProcessDirector media with electronic forms. The **Show electronic forms** preference determines whether Preview shows how sample files look when the data is combined with electronic forms defined for the media that the files use.

You can preview the PDF file as you add media and finishing options to verify that they have been applied to the intended pages.

Your media and finishing definitions are saved in the RICOH ProcessDirector Plug-in for Adobe Acrobat control file. RICOH ProcessDirector uses the control file to apply the definitions to print jobs automatically.

## In this section:

Managing media and finishing options

The **Media and Finishing** dialog shows information about your media and finishing options for a PDF file. You can edit and delete options, select new media and finishing options, and set the order in which RICOH ProcessDirector applies the options to a PDF file.

Selecting media and finishing options

You can select media and finishing options for specific pages in each page group by specifying a rule or typing page numbers. For example, you can specify that pages 1–4 of each page group are stapled. You can also specify that the first page of each page group prints on gold paper.

Parent topic: Using RICOH ProcessDirector Plug-in for Adobe Acrobat