Configuring

Loading RICOH ProcessDirector document properties

To use RICOH ProcessDirector Plug-in for Adobe Acrobat to define text in a PDF file as a RICOH ProcessDirector document property, you must import the list of RICOH ProcessDirector document properties.

You must do this task:

- After changes are made to property definition files, you have run the **docCustom** utility, and you have installed or upgraded the **Custom Document Properties** feature.
- After you define new document properties in RICOH ProcessDirector.

> ⬇ Note:
> - A sample set of document properties are loaded at installation. If you install any RICOH ProcessDirector document processing features, do this procedure to load the full list of document properties supported by your system.

To load document properties:

1. Close Adobe Acrobat Professional.

2. Retrieve the `definitions.zip` file from this directory on the RICOH ProcessDirector server that processes your PDF files:
   - Linux: `/aiw/aiw1/share`
   - Windows: `C:\aiw\aiw1\share`

   This file is generated when you install one of the document processing features and is updated when you create a custom document property, run the **docCustom** utility and install or upgrade the **Custom Document Properties** feature.
   The `definitions.zip` file is downloaded when you download the plug-in installer from the **Administration** tab, but is not loaded automatically. After you make any changes to your custom document properties, you must manually download the `definitions.zip` file.

3. On the system where you installed RICOH ProcessDirector Plug-in for Adobe Acrobat, place the `definitions.zip` file in the `<user_home_directory\AppData>\Roaming\InfoPrint\InfoPrintPlugin\` directory.
   For `<user_home_directory\AppData>`, substitute the name of the home directory application data directory for the current user.

   > ⬇ Note:
   > - You can view the application data directory location for the current user by typing `%appdata%` in the Windows **Run** command line and clicking **OK**.

4. Restart Adobe Acrobat Professional and click **Ricoh ⇒ Select** to activate RICOH ProcessDirector Plug-in for Adobe Acrobat. The list of RICOH ProcessDirector document properties in the `definitions.zip` file is automatically imported into the areas of the plug-in that use document properties.

The `definitions.zip` file contains document properties and limited document properties. Limited document properties are not saved to a database; they are stored in the document properties file that contains the property. For more information about both types of properties, see the topics related to document properties in the information center. For example, see the topic on editing the sample document properties template.

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