

## Configuring

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### Configuring steps to identify documents in PDF files

If you have installed the PDF Document Support feature, you can add a step in your workflows based on the **IdentifyPDFDocuments** step template. You specify the RICOH ProcessDirector Plug-in for Adobe Acrobat control file that contains document properties and the page grouping definitions. When RICOH ProcessDirector processes a PDF file using a workflow that includes an **IdentifyPDFDocuments** step, it identifies the documents in the PDF file and extracts document property values.

Steps that calculate values for document properties are based on the **IdentifyPDFDocuments** step template. The PDF Document Support feature and other document processing features provide workflows containing an **IdentifyPDFDocuments** step. If you use those supplied workflows or create your own workflows, you can configure an **IdentifyPDFDocuments** step in the workflow to specify the name of the RICOH ProcessDirector Plug-in for Adobe Acrobat control file that contains document property definitions.

If you add an **IdentifyPDFDocuments** step to a workflow, place the step after all steps that alter the PDF file. If you add the step before a step that alters the file, unexpected results can occur.

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.

To configure a step that identifies documents in PDF files:

1. Click the **Workflow** tab.
2. Right-click the workflow that contains the **IdentifyPDFDocuments** step and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. Right-click the **IdentifyPDFDocuments** step.
5. Select **Properties** and if necessary, change the properties for the step.
6. On the **PDF** tab, for the **Identify PDF control file** property, type the path and file name of the RICOH ProcessDirector Plug-in for Adobe Acrobat control file that contains information about page grouping and document properties in the PDF files processed by this step, or use symbol notation to refer to the control file. This file is required and was created by RICOH ProcessDirector Plug-in for Adobe Acrobat when you defined document properties in a sample PDF using RICOH ProcessDirector Plug-in for Adobe Acrobat. The default extension for the control file is `.ctl`.
7. Click **OK**.
8. Save the workflow.

Parent topic: [Configuring the PDF Document Support feature](#)