

## Configuring

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### Adding the plug-in icon to the Acrobat quick launch bar

Before you can mark up a PDF file, you must make the plug-in the active tool in Adobe Acrobat. Clicking the plug-in icon is a convenient alternative to clicking **Ricoh ⇒ Select** in the menu bar. You can permanently place the RICOH ProcessDirector Plug-in for Adobe Acrobat icon on the Adobe Acrobat quick launch bar.

Follow these steps:

1. Open Adobe Acrobat Professional.
2. Click the **Tools** menu on the far right.
3. Click **Advanced Editing**.
4. Right-click the RICOH ProcessDirector Plug-in for Adobe Acrobat icon () and select **Add to Quick Tools**. The RICOH ProcessDirector Plug-in for Adobe Acrobat icon is permanently placed in the quick launch bar below the Acrobat main menu.

When the plug-in is the active tool, its icon will be highlighted.

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