

## Configuring

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/ Adding OMR marks to a PDF file

## Adding OMR marks to a PDF file

You can add a variety of OMR marks of different height, width, and pitch to a PDF file. You can limit the placement of OMR marks to specific pages in each page group by specifying a rule or typing page numbers.

 **Note:**

- If your brand of inserters or other machinery requires specific OMR marks, you must use the specifications from your supplier.

To add OMR marks:

- Open a PDF file in Adobe Acrobat Professional and either load a control file that contains a page group definition or define a page group.
- Use the left mouse button to draw a box where you want the OMR marks to print. You do not need to draw the box to the exact size of the OMR marks.  
The OMR marks are not resized to fit within the box. If you draw a box to the approximate size of the OMR marks, you can see their position relative to all the markup you add to the PDF file.
- Select **Add OMR**.
- Type a **Name** for the OMR marks. Do not use spaces or special characters (such as @, #, \$, or %). You can use periods and underscores.
- Optional: Use the Location section of the definition window to change the placement of the OMR marks by entering new **Horizontal** and **Vertical** coordinates. These coordinates specify the distance between the top left corner of the page and the top left corner of the OMR marks. If your manufacturing equipment has a specification for the location of the OMR marks, use these coordinates to set a precise location.

 **Note:** Width and Height change the size of the markup box but do not affect the location or size of the OMR mark.

- Use the Placement Conditions section to specify the pages to place the OMR marks on. Do either of these:

- Select **Pages based on a rule**, and then select a rule from the drop-down list. The default rule is **All Pages**. You can also:
  - Click the  icon to define a new rule.
  - Click the  icon to go to the Rules Manager.
- Select **Specify pages** and type the pages in each page group that you want. You can:
  - Use a hyphen to separate the first and last pages in a page range.
  - Use a comma to separate page selections.
  - Type **n** to specify the last page.

Example: a PDF file has two page groups. The first has four pages, and the second has seven pages. Specifying pages 3–n places markup on pages 3–4 in the first page group, and pages 3–7 in the second.

- Use the Physical Configuration section to define the OMR content and form. If the **OMR Content** drop-down list has the name of the configuration you need, select it from the list. OMR configuration files have a **.omr** extension and are saved by default in the RICOH ProcessDirector Plug-in for Adobe Acrobat application data directory. If you need a different configuration than the one that is selected, click the **Manage Content** button.

 **Tip:**

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

1. If you do not want to modify the selected OMR configuration file, click **New** or **Copy**.

2. Use the **Add** and **Remove** buttons to manage the OMR content in the **Chosen Marks** box. Use the **Move Up**, **Move Down**, and **Reverse** buttons to specify the order in which the marks are printed.

The Table [Available OMR marks](#) describes the marks you can add to your OMR definition.

### Available OMR marks

OMR mark name	Description
Blank	Leaves a space equal to the OMR pitch value plus the OMR height value.
Collate	Indicates that the current group of pages need to be enveloped. This mark normally appears only on the first or last sheet of a page group.

OMR mark name	Description
Feeder	Defines the location for a feeder station mark. There can be multiple occurrences of this mark.
Gate	Sometimes used to mark the start of an OMR set. If requested, this mark is always present.
Parity	Used to bring the total number of bars up to the required parity, either even or odd.
Safety	Sometimes used to mark the end of an OMR set. If requested, this mark is always present.
Sequence	Displays a sequence using from one to three bars or from one to four bars.
Void	Leaves a space equal to the OMR Pitch value.

3. In the OMR Configuration section of the Add OMR window, first select your **Units** of measure. Enter numeric values into the **Height** and **Length** fields to define the height and width of each OMR mark. Enter a numeric value into the **Pitch** field to define the distance between each OMR mark.
4. In the Parity section, select whether your inserter uses **Odd** or **Even** parity checking.
5. Select **First Page** or **Last Page** collation.
6. If you select a sequence bar type, use the Sequence Range section to specify **1 through 7** for three bars or **1 through 15** for four bars.
7. If you select a sequence bar type, use the Sequence section to define the bit order of the sequence bars. Select **Up** to print the bars in a 1, 2, 4 order (three bars) or in 1, 2, 4, 8 order (four bars). Select **Down** to print the bars in 4, 2, 1 order or in 8, 4, 2, 1 order.  
If the sequence is **Up**, a bar in the first position represents 1, a bar in the second position represents 2, bars in the first and second positions represent three, a bar in the fourth position represents 4, bars in the first and fourth positions represent 5, and so on.
8. After you have defined the OMR content and structure definition click **Save** and then click **Cancel** to return to the main OMR configuration window.
8. Use the **Inserts** field to select a fixed set of inserts for an entire job. You enter either a **0** or a **1** to tell the inserter which inserts to pull for every document in a job. For example, on a six station inserter with stations numbered from one to six, if you want to add the inserts from stations two and four, you enter the value **010100** into the **Inserts** field.
9. Click **Ricoh => Preview** to verify the OMR has the structure and page placement you intended.
10. Optional: You can edit the OMR definition by double clicking the OMR box or by right-clicking the box and selecting **Edit**.
11. When you are ready to save all your enhancements to the PDF file, including the new OMR marks definition, click **Ricoh => Save Control File**.

 **Tip:**

- When you save an OMR configuration, the OMR definition is saved to an OMR configuration file in the **InfoPrint** directory in your application data directory. When you mark up a PDF file, add OMR marks, and save a control file, the OMR configuration is also saved into the control file. You specify that control file in a **BuildPDFFromDocuments** step. You do not need to move the OMR configuration file to a directory accessible by RICOH ProcessDirector, but you can move the OMR configuration file to another computer used by RICOH ProcessDirector Plug-in for Adobe Acrobat if you want to share the configuration with someone else.

12. In the RICOH ProcessDirector **BuildPDFFromDocuments** step, specify the name and location of the control file that contains the OMR marks definition.

Parent topic: [Adding markup to a PDF file](#)