

## Overview

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## Document properties

A document property is data, such as a customer name or postal code, extracted from a specific location on a page within a document. Using document properties, you can add markup based on variable information. For example, you can add a different image to documents sent to different states or provinces.

RICOH ProcessDirector Plug-in for Adobe Acrobat has an advanced address block parsing tool to help you extract city, state or province, postal code, and other document properties from complex, variable line addresses. If you need to reprint documents in a job, you can use RICOH ProcessDirector to search for document property values to find the specific documents you need to reprint.

You can define your own document property or select a RICOH ProcessDirector document property from a list. You can use RICOH ProcessDirector document properties with functions provided by RICOH ProcessDirector document processing features.

 **Note:**

- When you use RICOH ProcessDirector Plug-in for Adobe Acrobat to define document properties, you select from a list of your RICOH ProcessDirector document properties.
- You must load your RICOH ProcessDirector document properties into RICOH ProcessDirector Plug-in for Adobe Acrobat to use them. A sample set of document properties is loaded in the Plug-in during the install process. After you install the Plug-in or any time that you change RICOH ProcessDirector document properties, load the document properties into the Plug-in again.

Click **Ricoh**  [View Document Property Values](#) to verify that document property values are extracted correctly.

If you want to use document property values with an external program, you can save the values to a tab-delimited text file.

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