

Configuring

[Configuring](#) / [Configuring document processing features](#) / [Using RICOH ProcessDirector Plug-in for Adobe Acrobat](#) / [Working with document properties](#)
/ Saving document property values

Saving document property values

After you create document properties in a sample PDF file, you can save the data values for those properties. For example, you can save the account numbers in a PDF file that you plan on printing for an audit or printed in the past for an audit.

To save document property values:

1. While viewing document property values, click **Save**.
2. Select a location for the file and type a name, or use the name and location of the PDF file with a `.txt` extension.
3. Click **Save**.
RICOH ProcessDirector Plug-in for Adobe Acrobat generates a tab-delimited text file containing the values.

Parent topic: [Working with document properties](#)