Configuring

# Selecting media and finishing options

You can select media and finishing options for specific pages in each page group by specifying a rule or typing page numbers. For example, you can specify that pages 1–4 of each page group are stapled. You can also specify that the first page of each page group prints on gold paper.

To select media and finishing options:

1. Click **Ricoh ⇒ Media and Finishing** and then click the ➕ icon.
2. Select a media option on the **Paper substitution** list or a stapling option on the **Subset finishing** list.

> ⬇ Note:
> - The media options are the names of RICOH ProcessDirector media objects specified in the `media.zip` file (or the `media.xml` file from an older version of RICOH ProcessDirector).
> - If you do not see all the media defined in RICOH ProcessDirector, load an updated `media.zip` file.

3. Use the **Placement Conditions** section to specify the pages for the media or finishing option. Do either of these steps:
   - Select **Pages based on a rule**, and then select a rule from the list. The default rule is **All Pages**. You can also:
     - Define a new rule by clicking the ➕ icon.
     - Go to the Rules Manager by clicking the ▦ icon.
   - Select **Specify pages** and type the pages that you want. Media and finishing options are applied to these pages in each page group. 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 in each page group.
       For 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.
4. Click **OK**.
   The option that you specified appears on the media and finishing list.
5. If you have multiple options for paper substitution or subset finishing, select the new option. Use the up and down arrows to move it into the proper position in the ordered list of options.
   RICOH ProcessDirector Plug-in for Adobe Acrobat applies the page-level options to the PDF file in the order that they appear on the list, from top to bottom. If two page-level options specify conflicting selections for the same page (for example, two different types of media), RICOH ProcessDirector Plug-in for Adobe Acrobat applies the option that is lower on the list.
6. To verify that RICOH ProcessDirector Plug-in for Adobe Acrobat has applied media and finishing options to the intended pages:
   1. Click **Ricoh ⇒ Preview**.
      If a page has media and finishing options, you see an annotation labeled **Print Operations** in the upper right corner.
   2. To see the media name and finishing option, hover the mouse pointer over **Print Operations**.
      For example:
      `Media = Blue LetterStapling = Top left (#1)`
      `(#1)` indicates the sequence of the page in the finishing option. If you specify stapling for pages 5–8, page 5 is `#1` and page 8 is `#4`. As an alternative, click **Comment** on the Adobe Acrobat toolbar. In the **Comments** pane, you see a comment for each page with media and finishing options.

      > ⬇ Note:
      > - The **Show electronic forms** preference determines whether Preview shows how sample files look when the data is combined with electronic forms defined for the media that the files use. Set the preference to **Yes** to see the data combined with the forms.

7. When you are ready to save all your enhancements to the PDF file, including the new media and finishing options, click **Ricoh ⇒ Save Control File**.
8. In the RICOH ProcessDirector BuildPDFFromDocuments step, specify the name and location of the control file that contains the media and finishing definitions.

Parent topic: Media and finishing