

Configuring

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Identifying documents for insertion

Print jobs for insertion must contain **page groups** that identify the individual documents (mailpieces) in the job. For example, a bank-statement application produces a file with hundreds of individual customer statements. You must identify each customer statement as an individual document before the inserter can insert each statement in an envelope.

For PDF files, use the **Define Page Group** function in RICOH ProcessDirector Plug-in for Adobe Acrobat. For more information, see the topics related to RICOH ProcessDirector Plug-in for Adobe Acrobat.

For AFP files, use the AFP Indexer mode of RICOH Visual Workbench. For more information, see the topics related to RICOH Visual Workbench and AFP Indexer.

Parent topic: [Enhancing files for insertion](#)