

Configuring


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Adding electronic forms to media objects

Electronic forms are pages in PDF files that you add to media objects. The **CombinePDFWithForm** or **CombineAFPWithForm** step combines the PDF page data with PDF or AFP job data to create a print file that you can print on plain paper.

When you choose pages in PDF files to use as electronic forms, we recommend that the page size matches the page size of the job data. To make a page in a multiple-page PDF file into an electronic form, you do not need to save the page as a separate PDF file. You can specify the multiple-page PDF file when you add the electronic form to the media object. Then you select a page in the file.

To add electronic forms to media objects:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Media**.
3. Right-click a media object and select **Properties**.
4. To add an electronic form to the front or back side of the media:
 1. Click the  button for the **Front of form** or **Back of form** property.
 2. Go to the PDF file that contains the page that you want to use as an electronic form for the side that you selected. Then click **Open**.
 3. Select the page in the file by typing its number in the **Use page** field.
 4. Click **Create form**.
To view the form, click the blue link **Front of form** or **Back of form**.
To delete the form, click **x** to the right of the blue link.
 5. To add an electronic form to the other side of the media, repeat the steps.
5. Set a value for the **Media name for printing** property based on how you want the **CombinePDFWithForm** or **CombineAFPWithForm** step to process jobs that request this media.
Take your Management Information System (MIS) reporting needs into account. Consider how you want to track and charge for the media.
 - To leave occurrences of this media name for the entire job and for any page exceptions, select **Current name**.
 - To remove all occurrences of this media name from the entire job and from any page exceptions, select **None**.
Selecting this value does not affect any occurrences of other media names.
 - To replace all occurrences of this media name for the entire job and for any page exceptions, select **Selected**. Then select a media name from the list of names for all media objects.
Selecting this value does not affect any occurrences of other media names.
6. Click **OK**.

The media object is now ready to use with the **CombinePDFWithForm** or **CombineAFPWithForm** step when an incoming job requests the media by name.

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