Configuring

Loading media objects

After installing RICOH ProcessDirector Plug-in for Adobe Acrobat, load RICOH ProcessDirector media objects. After you load them, you can use them to define media and finishing options for specific pages in a PDF file.

Whenever you change RICOH ProcessDirector media objects, do this task to load them into RICOH ProcessDirector Plug-in for Adobe Acrobat.

> **⊙ Note:**
> - A sample media list is loaded at installation. If you create new media in RICOH ProcessDirector, do this procedure to load the full list of media.

To load media objects:

1. Close Adobe Acrobat Professional.

2. On the RICOH ProcessDirector primary server, go to this directory:
   - Linux: `/aiw/aiw1/share`
   - Windows: `C:\aiw\aiw1\share`

3. Copy the `media.zip` file to the `<user_home_directory\AppData>`\Roaming\InfoPrint\InfoPrintPlugin\ directory on the system where you installed RICOH ProcessDirector Plug-in for Adobe Acrobat.
   For `<user_home_directory\AppData>`, substitute the name of the home directory application data directory for the current user.

   > **⊙ Note:**
   > - You can view the application data directory location for the current user by typing `%appdata%` in the Windows Run command line and clicking OK.
   > - If the directory includes both a `media.zip` file and a `media.xml` file, RICOH ProcessDirector Plug-in for Adobe Acrobat uses the `media.zip` file to load the media objects.
   > - The media files are not downloaded when you download the plug-in installer from the Administration tab.

4. Restart Adobe Acrobat Professional and click **Ricoh ⟹ Select**.

The media objects now are available in RICOH ProcessDirector Plug-in for Adobe Acrobat for defining media and finishing options.

If your RICOH ProcessDirector system includes the Preprinted Forms Replacement feature, the electronic forms defined for media objects also are available.

Parent topic: Using RICOH ProcessDirector Plug-in for Adobe Acrobat