Configuring

Viewing document property values

After you create a document property in a sample PDF file, you can view the data values for that property. You view document property values to verify that you have selected the right location for the property and defined the correct conditional extraction rules. You can click a document property value to go to the first page of the page group that contains the value.

Follow these steps to view a table of extracted document property values.

1. Open a PDF file in Adobe Acrobat Professional and load the control file that has the document properties you want to view.

2. Click **Ricoh ⟹ View Document Property Values**.
   In the Document Property View window, you see document property values for the number of pages that you defined in the **Pages to Process** preferences setting.

3. To view fewer or more document property values, change the **Number of pages to process** and click **Update table**.
   The more pages you specify, the longer RICOH ProcessDirector Plug-in for Adobe Acrobat takes to view document property values.

4. Optional: Click any row in the document property table to go to the first page in the page group that contains the document property value.

> ♀ **Tip:** Keep this window open as you define document properties, so you can update the values in the table to verify you have correctly selected the property.

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