

Configuring

[Configuring](#) / [Configuring the system to use inserters](#) / Enhancing files for insertion

Enhancing files for insertion

Most files that contain documents need to be enhanced before they can be processed for insertion. The files must contain page groups that identify the documents (mailpieces). In addition, the barcodes that control insertion must contain specific information that identifies the documents, such as the document number or the insert sequence number of the document.

You can also configure RICOH ProcessDirector banner pages to print information related to insertion on each job's header and trailer page.

In this section:

[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.

[Creating barcodes for insertion](#)

You can place a barcode on each document to control insertion. If the documents have inserter control marks, the barcode supplements or replaces them.

[Configuring banner pages for insertion](#)

You can configure the banner pages for jobs to print the values of RICOH ProcessDirector properties related to insertion.

Parent topic: [Configuring the system to use inserters](#)