Configuring

Adding an image to a PDF file

You can add JPEG images, such as a logo or an advertisement, to the PDF file. You can limit the placement of an image to specific pages in each page group by specifying a rule or typing page numbers. RICOH ProcessDirector Plug-in for Adobe Acrobat can process only JPEG files that are in RGB format; the CMYK format is not supported.

To add an image:

1. Open a PDF file in Adobe Acrobat Professional and either load a control file that contains a page group or define a page group.

2. Use the left mouse button to draw a box where you want the image to print. You can also place an image over a hidden area markup box.

   > ⬇ Note: The image is not resized to match the size of the box. If you draw a box to the approximate size of the image, you can see its position relative to all the markup you add to the PDF file.

3. Click **Add Image**.

4. Use the Location section of the definition window to change the placement of the image by entering new **Horizontal** and **Vertical** coordinates. These coordinates specify the distance between the top left corner of the page and the top left corner of the image.

   > ⬇ Note: **Width** and **Height** change the size of the markup box but do not affect the location or size of the image.

5. Type a **Name** for the image. Do not use spaces or special characters (such as @, #, $, or %). You can use periods and underscores.

6. Use the Placement Conditions section to specify the pages to place the image on. Do either of these:
   - Select **Pages based on a rule**, and then select a rule from the drop-down list. The default rule is **All Pages**. You can also:
     - Click the ➕ icon to define a new rule.
     - Click the ▦ icon to go to the Rules Manager.
   - Select **Specify pages** and type the pages in each page group that you want. You can:
     - Use a hyphen to separate the first and last pages in a page range.
     - Use a comma to separate page selections.
     - Type n to specify the last page.
       Example: a PDF file has two page groups. The first has four pages, and the second has seven pages. Specifying pages 3-n places markup on pages 3–4 in the first page group, and pages 3–7 in the second.

7. If the image you are defining exists in a file path that you can access, select **Browse**, click the JPEG image file you want to add to the PDF file, and click **Open**. When you save this image definition to a control file, the image file is embedded in the control file. You do not need to copy the image to a directory accessible to a RICOH ProcessDirector server.
   Instead of embedding the image file in a control file, you can enter an image file name and location that RICOH ProcessDirector can access when a **BuildPDFFromDocuments** step processes PDF files. If you specify an image file name and location that RICOH ProcessDirector Plug-in for Adobe Acrobat cannot find, a message informs you that the image was not found. If you want to use the image file name and path for the RICOH ProcessDirector server, select **Yes**. Otherwise, select **No**.
   To specify a directory location accessible to RICOH ProcessDirector, type the full directory path and file name (for example, **/aiw/aiw1/images/myimage.jpg**). If RICOH ProcessDirector cannot find the image file when it processes a PDF file, the job fails in the BuildPDFFromDocuments step.

8. Click **OK** to create the image configuration.

9. Optional: Click **Ricoh ⟹ Preview** to verify that the image has the page placement you intended.

10. Optional: You can edit the image definition by double-clicking the image box or by right-clicking the box and selecting **Edit**.

11. When you are ready to save all your enhancements to the PDF file, including the new image definition, click **Ricoh ⟹ Save Control File**.

12. In the RICOH ProcessDirector BuildPDFFromDocuments step, specify the name and location of the control file that contains the image definition.

Parent topic: Adding markup to a PDF file