

Configuring

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Saving document property values

After you create document properties in a sample PDF file, you can save the data values for those properties. For example, you can save the account numbers in a PDF file that you plan on printing for an audit or printed in the past for an audit.

To save document property values:

1. While viewing document property values, click **Save**.
 2. Select a location for the file and type a name, or use the name and location of the PDF file with a **.txt** extension.
 3. Click **Save**.
- RICOH ProcessDirector Plug-in for Adobe Acrobat generates a tab-delimited text file containing the values.

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