

Configuring

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Customizing the Verification recipient document property for PDF files

You can customize the **Verification recipient** document property for PDF files that you process at your installation. Operators can then use the **Verification recipient** property to identify documents that need to be reprinted during manual reconciliation.

For example, if you customize the **Verification recipient** property to capture customer name data, the operator can use the **Verification recipient** property to find a document with the customer name that is displayed in the address window of the envelope of a damaged mailpiece.

⚡ Note:

- You see the values of the **Verification recipient** property in the **Recipient** column of the Documents table on the Reconcile Job dialog. The database name of the property is Doc.Verification.Recipient.

To customize the **Verification recipient** document property:

1. Open a PDF file in Adobe Acrobat Professional and load the control file that you created to enhance PDF files for Automated Verification.
2. Left-click just above the top left corner of the data that you want to capture. Drag the mouse to draw a box around the data. Make the box big enough to capture the longest occurrence of the data in your PDF files. Some characters in a PDF file have a larger white space buffer than other characters. You can see the captured data in the **Selected Text** area of the dialog. If you are capturing customer name data, draw a box around the customer name.
3. Select **Define Document Property** from the popup menu.
4. Select **Doc.Verification.Recipient** from the drop-down list.
5. Use the Placement Conditions section to specify the pages to extract the document property data from. If you want to extract the document property data from the first page of each document, select **Pages based on a rule**, and then select **All Front Pages**.
6. Click **OK** to create the document property.
7. Click **Ricoh ⇒ View Document Property Values** and scroll through several page groups in your PDF file to verify that RICOH ProcessDirector Plug-in for Adobe Acrobat is extracting the correct document property values for each page group.
8. When you are ready to save your new document property definition, click **Ricoh ⇒ Save Control File**, then click **Save**. You see two confirmation messages. Click **Yes** and then **OK**.
9. When you configure your Automated Verification workflow, specify the name and location of the control file in the step based on the **BuildPDFFromDocuments** step template.

For more information about working with document properties, see the plug-in help system or *RICOH ProcessDirector: Using RICOH ProcessDirector Plug-in for Adobe Acrobat*.

Parent topic: [Setting up the Automated Verification feature](#)