Configuring

Enhancing PDF files for Automated Verification

To process PDF files for Automated Verification, use RICOH ProcessDirector Plug-in for Adobe Acrobat to enhance the files. The files must have a page group, which identifies documents, and a verification barcode that contains the **Job number** job property and the **Sequence in child job** document property.

Install RICOH ProcessDirector Plug-in for Adobe Acrobat by following the instructions in *RICOH ProcessDirector: Installing PDF Document Processing Features*.
To enhance PDF files for use with Automated Verification:

1. Open a PDF file in Adobe Acrobat Professional and click **Ricoh ⇒ Select** to make RICOH ProcessDirector Plug-in for Adobe Acrobat the active tool.

2. Draw a box around the text you want to use to define text-based page groups, or draw a box anywhere to define page groups that are not based on text. Click **Define Page Group**.
   You can define a page group based on text that appears repeatedly throughout the PDF file, or based on a fixed number of pages. For example, if **Page 1** appears on the first page of each document, you can use that text to define page group.

   > 📄 Other:
   > - If you use text to define the beginning of the page group, this text should appear in the same location on the first page of every page group.
   > - If you are using a sample PDF file to define page groups, make sure that the content and location of the text you select are consistent among the production PDF files.

3. Follow the instructions for defining a page group in the plug-in help system or in *RICOH ProcessDirector: Using RICOH ProcessDirector Plug-in for Adobe Acrobat.*

4. After you verify that the page groups are what you expect, use the left mouse button to draw a box where you want the verification barcode to print. Click **Add Barcode**.
   The upper left corner of the box specifies the upper left corner of the barcode. You do not need to draw the box to the exact size of the barcode. The barcode is not resized to fit within the box. If you draw a box to the approximate size of the barcode, you can see its position relative to other markup that you add to the PDF file.

   > ★ Important:
   >
   > Make sure that sure the placement of the barcode matches what the camera or barcode scanner expects to see.

5. Type a name for the barcode.

6. Use the Placement Conditions section to specify the pages to place the barcode on.
   If you want to place a barcode on the first page of each document, select **Pages based on a rule**, and then select **All Front Pages**.

7. Use the Barcode Configuration section to define the mechanical attributes and type of the barcode.
   The barcode type must support periods. Child jobs for reprints have a period in the job number (for example, 10000001.1).

8. Add the **Job number** job property to the barcode:

   1. Select **Job Property** from the **Content Type** list.

   2. Select **Job.ID** for the **Content Value**.

   3. Click the 🖉 icon to display a Modify Text window.

   4. For the **Text to Modify** value, type: `10000001`
      This value is an example of an 8–digit RICOH ProcessDirector job number. As RICOH ProcessDirector runs, it determines the actual value.

   5. Select **Pad with Character** from the **Modify** list.

   6. Select **Beginning of Line** for the **Padding Location** value.

   7. Type `0` for the **Character to Pad with** value.

   8. To pad the 8–digit job number with three zeroes, select **11** for the **Minimum Padded Text Length** value.
      You see `00010000001` for the **Modified Text** value. The padded characters allow for up to 99 child jobs (for example, child job number 10000001.99) to handle reprints.

      > ★ Important: The length that you specify by padding with characters must match the length of the barcode format that you

> defined in RICOH ProcessDirector.

9. Click **OK**.

9. Click the ➕ icon to add a new content definition row.

10. Add the **Sequence in child job** document property to the barcode:

    1. Select **Document Property** from the **Content Type** list.

    2. Select **Doc.SequenceInChild** for the **Content Value**.

    3. Click the 🖊 icon to display a Modify Text window.

    4. For the **Text to Modify** value, type 1
       This value is an example of a **Sequence in child job** property value. As RICOH ProcessDirector runs, it determines the actual value.

    5. Select **Pad with Character** from the **Modify** list.

    6. Select **Beginning of Line** for the **Padding Location** value.

    7. Type 0 for the **Character to Pad with** value.

    8. Pad the document number with enough zeroes to account for the largest number of documents that you could have in a print job. If you could have up to 9999 documents in a print a job, pad the **Sequence in child job** value with four zeroes. Select **4** for the **Minimum Padded Text Length** value.
       You see 0001 for the **Modified Text** value.
       Do not underestimate the number of documents that you could have. If you could have between 10000 and 99999 documents in a print job, select **5** for the **Minimum Padded Text Length** value.

       > ★ **Important:** The length that you specify by padding with characters must match the length of the barcode format that you defined in RICOH ProcessDirector.

    9. Click **OK**.

11. Click **OK**.

12. When you are ready to save your page group and verification barcode, click **Ricoh ⟹ Save Control File**.

13. Give the control file a name or accept the default value. Click **Save**. You see a confirmation message. Click **OK**.

14. When you configure your Automated Verification workflow, specify the name and location of the control file in the step based on the **IdentifyPDFDocuments** step template.

For more information about how to add a barcode, 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](#)