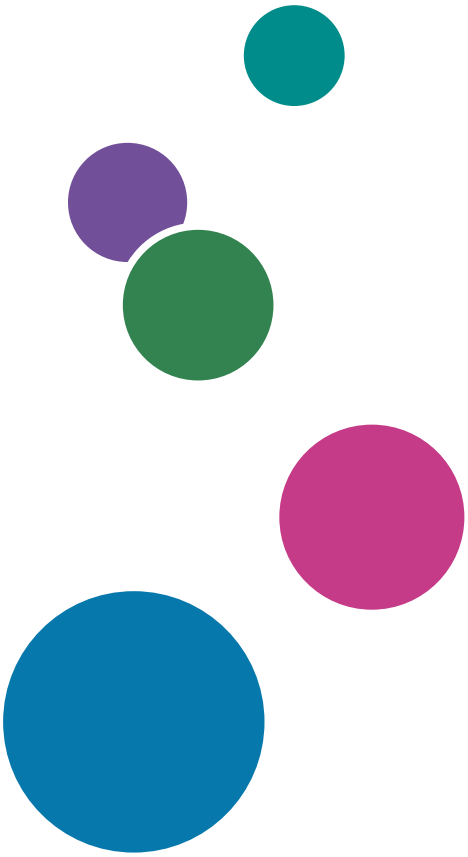
RICOH

RICOH Accessibility Designer Setup Guide

Version 1.5

For information not in this manual, refer to the Help System in your product.



Introduction

Important

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Do not remove or insert any disk while operating this application.

Cautions Regarding This Guide

- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.

Guides for This Application

The following guides are available for this application.

Instruction Manuals

These instruction manuals are included:

- *RICOH Accessibility Designer Setup Guide*
  This guide explains the setup and startup procedures, and the settings required before you can use this application.
- *RICOH Accessibility Designer User's Guide*
  This guide explains the functions and basic operations of this application.

Help

The **Help** menu provides access to the HTML version of the *RICOH Accessibility Designer User's Guide* and *RICOH Accessibility Designer Setup Guide* directly from the user interface.

Note

A web browser must be installed to view the HTML documentation. The recommended browser is the most recent version of Mozilla Firefox®. A PDF reader, such as Adobe Reader®, must be installed to view the PDF documentation.

How to Read the Documentation

Before Using This Application

This manual contains detailed instructions and notes on the operation and use of this application. To ensure correct operation, read this manual carefully and completely before using this application. Keep this manual in a handy place for quick reference.

How to Use the Manuals and Help

Use the instruction manuals and field help according to your needs.

To learn how to install and start this application

See the *RICOH Accessibility Designer Setup Guide*.

To learn about the functions and basic operations of this application

See the *RICOH Accessibility Designer User's Guide*.

Displaying the Instruction Manuals (Setup Guide and User's Guide)

Use this procedure to view the instruction manuals.

Displaying the Setup Guide and User's Guide in HTML Format

The HTML versions of the Setup Guide and User's Guide are available directly from the user interface. Start the application, then click the question mark  located in the upper-right corner of the interface panel and select Help.

Symbols

The following symbols are used in this manual to help you to identify content quickly.

Important

- This symbol indicates points to pay attention to when using the product. Be sure to read these explanations.

Note

- This symbol indicates helpful supplementary information that is not essential to completing a task.

Bold

Bold type indicates the names of dialogs, menus, menu items, settings, field labels, buttons, and keys.

Italic

Italic type indicates the titles of manuals and variables that you must replace with your own information.

Monospace

Monospace type indicates computer input and output.

[ ]

Square brackets indicate the names of dialogs, menus, menu items, settings, field labels, buttons, and keys.

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Red Hat is a trademark of Red Hat, Inc., registered in the United States and other countries.

Sentinel is a registered trademark of Thales DIS CPL USA, Inc.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

The proper names of the Windows operating systems are as follows:

- Windows 10:
  Microsoft Windows 10 Pro
  Microsoft Windows 10 Enterprise
- Windows 11:
  Microsoft Windows 11 Pro
- Windows Server 2016:
  Microsoft Windows Server 2016 Standard
- Windows Server 2019:
  Microsoft Windows Server 2019 Standard
- Windows Server 2022:
  Microsoft Windows Server 2022 Standard
- Windows Server 2025:
  Microsoft Windows Server 2025 Standard

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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1. Installing

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System Requirements

Supported operating systems:

Windows®

- Microsoft® Windows 10
- Microsoft Windows 11
- Windows Server 2016 Standard
- Windows Server 2019 Standard
- Windows Server 2022 Standard
- Windows Server 2025 Standard

Important

- We do not recommend installing RICOH Accessibility Designer on operating systems that are not supported. However, if you want to install RICOH Accessibility Designer on non-supported operating systems, you must run the installation program adding this parameter:

```
RADInstaller.exe -DVERIFY_OS_ACTIVE=false
```

Installing RICOH Accessibility Designer

To install RICOH Accessibility Designer:

1. Log in to Windows as an administrator.
2. Download and launch **RADInstaller**.
3. Open the installer and follow the installation steps.
4. Follow the steps by accepting the terms of the License Agreement and choosing the install folder, then click **Install**.
5. Once the installation is complete, click **Done**.

To launch the RICOH Accessibility Designer interface, follow one of these possibilities:

1. Open the install folder and run `Rad.exe` for Windows.
2. Click the Windows Start button and type RICOH RAD to search RICOH Accessibility Designer, then click on it.

On Windows operating system, these files and folders are created in the `C:\ProgramData\Ricoh\Rad\` directory:

\logs

The folder contains the application logs.

\templates

The folder contains table templates.

\styling

The folder contains styling themes.

styling.xml

Styling configuration file.

rules_styling.xml

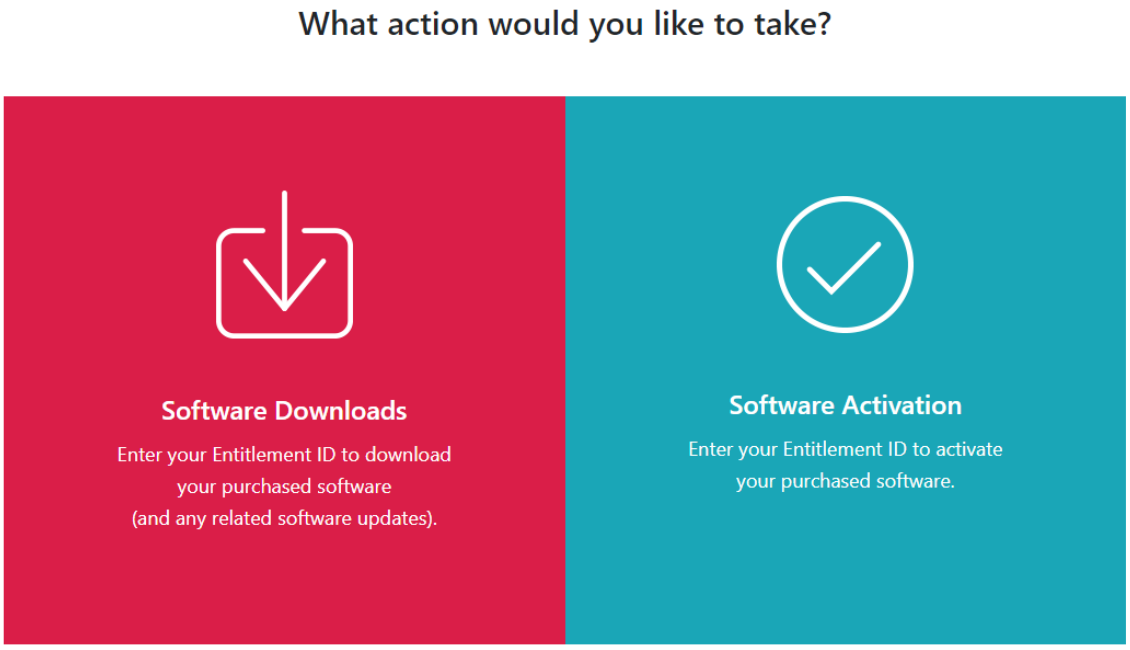
Styling configuration file.

Installing a Permanent License

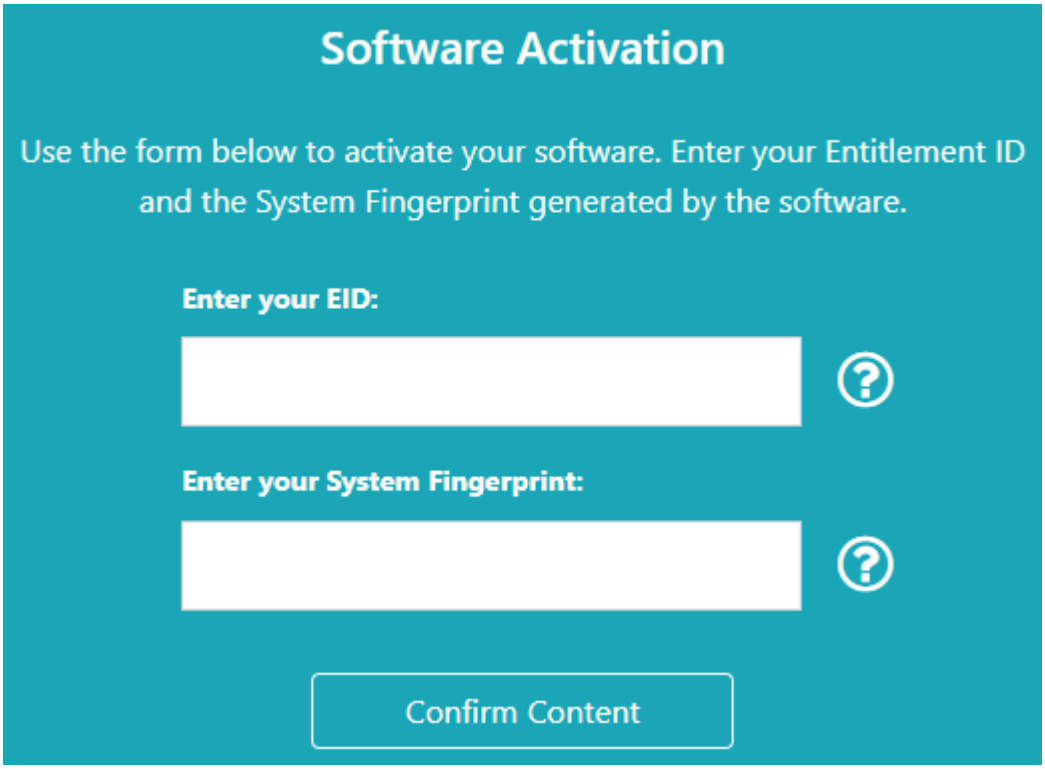
To use RICOH Accessibility Designer, you must install a permanent license on the computer where the product is installed. The permanent license is valid only on this computer.

To install a permanent license for RICOH Accessibility Designer:

1. Make sure that you have the e-mail containing the entitlement ID (EID) that you received from Ricoh.
2. If the computer where RICOH Accessibility Designer is installed does not have Internet access:
    1. Do not close the license application on the computer where RICOH Accessibility Designer is installed.
    2. Log into a computer that has Internet access.
    3. Use the Remote Desktop Connection to connect to the computer where RICOH Accessibility Designer is installed.
    4. Log in with the same user name and password that you used when you started the license application.
3. On the computer that has Internet access, go to this website: https://dl.ricohsoftware.com.



4. Click **Software Activation** on the right side of the screen.
5. In the **Software Activation** dialog, insert the EID and the system fingerprint.

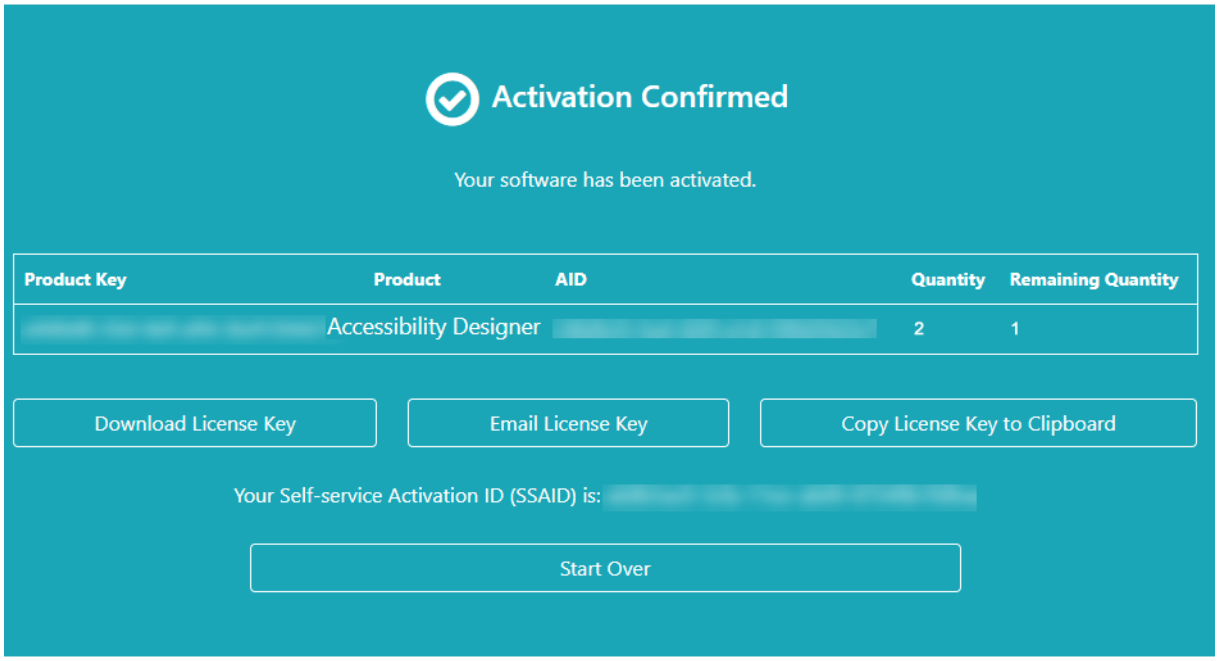


1. Copy and paste the EID from the e-mail you received from Ricoh.
2. Return to the license management application on the computer where RICOH Accessibility Designer is installed. Click the **Copy** button next to the **System fingerprint** field. This action copies the 16-character system fingerprint that uniquely identifies the computer where RICOH Accessibility Designer is installed to the clipboard.

3. Return to the Software Activation webpage. Paste the system fingerprint in the **Enter your System Fingerprint** field.
4. Click **Confirm Content**.

6. In the **Activation Content Confirmation** dialog:
   1. Review the confirmation information.
   2. Click **Activate**.

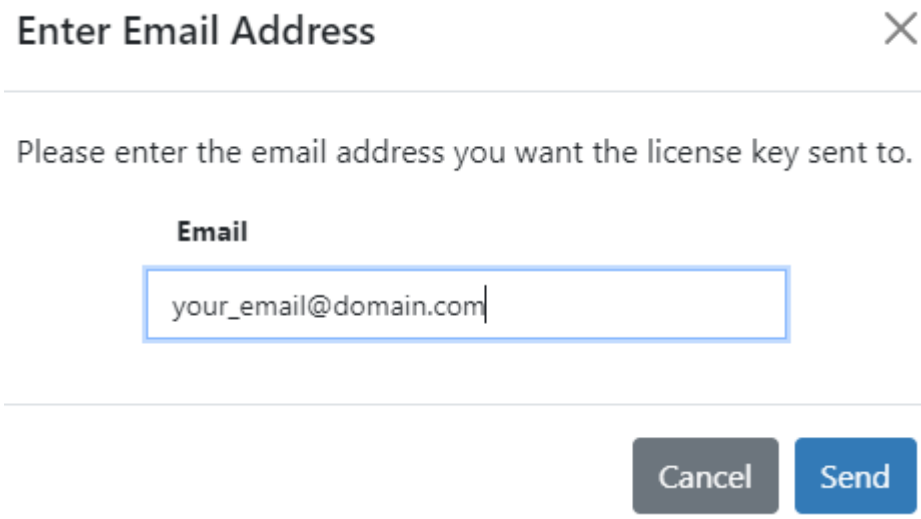
   You will receive a confirmation that your software has been activated. A license key is generated with an Activation ID for the client computer and is displayed on the screen.



Note

The number of activations of the license is displayed under **Quantity**. The remaining number of activations available for this license is displayed under **Remaining Quantity**.

7. To download the license key, click **Download License Key**. The saving procedure and file type are different for each browser. Record the folder where you saved the license key.
8. To email the license key file to someone else, click **Email License Key**.



1. Type the e-mail address.
2. Click **Send**.

9. If you are finished, close the browser tab. To restart the process, click **Start Over**.
10. If you accessed the Internet from a different computer than the one where RICOH Accessibility Designer is installed, copy the license file to the computer where RICOH Accessibility Designer is installed.

Running RICOH Accessibility Designer in Trial Mode

When you run RICOH Accessibility Designer without a permanent license, the application operates in trial mode with restricted functionality.

Trial mode lets you to explore the interface and create projects, but restricts these functions:

- Exporting control files.
- Exporting macros.
- Exporting rules.
- Validating batch PDFs .

PDF files saved in trial mode include:

- A watermark on each page.
- A header on each page indicating the PDF was generated with the trial version.

To remove these limitations, install a permanent license. See Installing a Permanent License, p. 8.

Running RICOH Accessibility Designer

To run RICOH Accessibility Designer:

1. To launch RICOH Accessibility Designer, use `Rad.exe`.

   Note

   The default installation folder is `C:\Program Files\RICOH\RICOH Accessibility Designer`.

2. To load a license file, click **INSTALL LICENSE**.

   You need to retrieve the license file after the purchase. For more information on the installation of a permanent license, see Installing a Permanent License in the *RICOH Accessibility Designer Setup Guide*.

3. Once the license file is loaded, click **Close**.

Note

With RICOH Accessibility Designer you can continue to use projects and macros from earlier versions without loss of functionality. Older versions of RICOH Accessibility Designer cannot open projects and macros created with newer versions. PDF2PDFUA can use control files and macros created with older versions of RICOH Accessibility Designer. Older PDF2PDFUA cannot open control files and macros created with a newer version of RICOH Accessibility Designer. If you have an older version, you must update RICOH Accessibility Designer to benefit from the latest functions.

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