Configuring

Copying or moving page-level indexes to page groups

You can copy or move all page-level index tags to a page group. Page-level index tags are found on a page in the AFP file, but at the page level instead of the page-group level.

You can see what index tags are on a page by displaying the properties for the page. The name of an index tag and its value are listed in the TLE field.

To copy or move page-level index tags so they are added to the page group:

1. In RICOH Visual Workbench, open a sample AFP file. Then click **Mode ⇒ AFP Indexer**.

2. Select a page that is within a page group.

3. Click **Tools ⇒ Index Tools ⇒ Relocate Page Indexes to Page Groups**.
   You see the Copy Page Indexes to Page Group window. The **Current Page** field displays the page you selected in the page group.

4. From the drop-down list, select which page-level index tags you want to add to the page group:

   This page
   Adds all the page-level index tags from the current page to the page group. For example, if "5" is the current page, adds all the index tags from page 5 to the page group for each page group in the file that contains a page 5.

   This and following pages
   Adds all the page-level index tags from the current page, and all pages that follow the current page, to the page group. For example, if "3" is the current page and "5" is the last page in the page group, all the index tags on page 3, page 4, and page 5 are added to the page group for each page group in the file that contains those pages.

   Last page
   Adds all the page-level index tags from the last page to the page group.

5. To move the page-level index tags to the page group, clear the **Keep indexes in page** field. Otherwise, the page-level index tags are copied to the page group.

6. Click **OK**.
   In the bottom pane, you see the index tags that have been added to the page groups.

7. Optional: To remove the index tags that you added to a page group:

   1. Click **Tools ⇒ Index Tools ⇒ Relocate Page Indexes to Page Groups**.
      You see the Copy Page Indexes to Page Group window with the selections you previously made.

   2. Click **Delete**.
      The index tags are removed from the page group.

Parent topic: Working with page-level indexes