

## Configuring

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### Adding steps to index AFP files

After you create page groups and index tags in a sample AFP file using RICOH Visual Workbench, you must add a step to one or more workflows to create page groups and index tags in production AFP files that use the workflows. The step names the Visual Workbench control file that contains definitions for the page groups and index tags.

You can base the step on the **IndexAFP** step template. If AFP Editor is installed, you can base the step on the **EditAFP** step template. If Whitespace Manager is installed, you can base the step on the **FillWhiteSpace** step template.

If you base the step on the **IndexAFP** step template, place the step before the **EnableRepositioning** step so that you can use the **Print again** action to reprint a page group.

If you base the step on the **EditAFP** or **FillWhiteSpace** step template, position the step relative to these steps if they are present:

- After a step that converts line data to AFP format (for example, after the **ConvertLineDataJobIntoAFP** step)
- After a step that converts Xerox data to AFP format
- Before the **EnableRepositioning** step
- Before a step that transforms AFP files into another format (for example, before the **TransformJobIntoPDF** step)
- Before the **PrintJobs** step

**Note:**

- You can use the **IndexAFP** step template to enhance the AFP files that the RICOH ProcessDirectorTransform Features create.

To add a step to index AFP files:

1. Click the **Workflow** tab.
2. Click the name of the workflow you want to modify.  
If you prefer to modify a copy of the workflow, right click it and choose **Copy**. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
3. **Optional:** Disable the workflow by clicking the switch to the left of the workflow name. If you do not disable the workflow while you edit it, jobs that use this workflow continue to move through steps. When you save, the workflow is momentarily disabled then enabled again. Jobs that are processing in the workflow could move into error.
4. In the workflow editor, click the side panel in the top right corner of the window.
5. Go to **Steps** and expand the **AFP TOOLS** group.
6. Select one of these step templates:
  - **IndexAFP:** This step template creates page groups and index tags in AFP files.
  - **EditAFP:** This step template can create page groups and index tags before it creates barcodes, text, and hidden areas in AFP files.
  - **FillWhiteSpace:** This step template can create page groups, index tags, barcodes, text, and hidden areas before it fills defined white space with content in production AFP files.

**Note:**

1. The same Visual Workbench control file must contain the definitions for page groups, index tags, barcodes, hidden areas, and white space.
2. The **EditAFP** step template is available only if AFP Editor is installed.
3. The **FillWhiteSpace** step template is available only if Whitespace Manager is installed.
4. Select the **EditAFP** step template only if the **IndexAFP** step and the **EditAFP** step can be done consecutively in the same phase. Otherwise, add the steps separately.

7. Drag one of the steps into the workflow editor.
8. Connect the step to other steps.
9. Right-click the step and select **Properties**.
10. If necessary, change the **General** properties.
11. Click **AFP**.
12. In the **Visual Workbench control file** field, type the path and file name of the Visual Workbench control file that contains the definitions to create the page groups and index tags.

**Note:**

- This control file is not the same as an index object file that the [ConvertLineDataJobIntoAFP](#) step might create.
- If you want to use the same workflow for input files that require different control files, you can use symbolic notation for the name of the control file. For example, if you have two input files, `abc.afp` and `xyz`, with corresponding control files, `abc.afp.ctl` and `xyz.ctl`, and you want to use the same workflow for both files, you can use  `${Job.InputFile}.ctl` as the control file in the [Visual Workbench control file](#) field.  `${Job.InputFile}.ctl` causes RICOH ProcessDirector to set the value of the Visual Workbench control file to the name of the input file plus the `.ctl` extension.

13. If you selected the [EditAFP](#) step template, select **Yes** in the **Index first** field.

14. Click **OK**.

15. Save and enable the workflow.

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