

## Configuring

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### Creating barcodes for insertion

You can place a barcode on each document to control insertion. If the documents have inserter control marks, the barcode supplements or replaces them.

In the barcodes, you can include the values of RICOH ProcessDirector job and document properties. In addition, you can include these values:

- Number of the current sheet (the first sheet in the page group is **1** and so on)
- Total number of sheets in the document

[Properties to include in a barcode for insertion](#) lists some of the properties that you can include in barcodes.

#### Properties to include in a barcode for insertion

Property (field name)	Property (database name)	Required	Description	Length (characters)
Document number	Doc.ID	Yes if the inserter does not write a job-specific results file (such as Gunther inserters).	A unique number that identifies the document in the system. RICOH ProcessDirector assigns this number.	16
Insert sequence	Doc.Insert.Sequence	Yes if the inserter requires that the barcode contain the sequence number of the document in the job.	The numeric position of the document in the job. RICOH ProcessDirector assigns this number.	8
Job number	Job.ID	No	A unique number that identifies the job in the system. RICOH ProcessDirector assigns this number.	8
Inserter job name	Job.Inserter.JobID	No	The name that the inserter uses for the job.	255
Bin triggers	Doc.Insert.BinTriggers	No	The inserter bins that should deliver inserts for the document. <b>Y</b> or <b>1</b> in a bin position can mean that the bin should deliver an insert. <b>N</b> or <b>0</b> can mean that the bin should not deliver an insert.	64

To create barcodes for insertion:

- For PDF files:
  1. Use the **Hide Area** function in RICOH ProcessDirector Plug-in for Adobe Acrobat to hide existing inserter control marks.
  2. Use the **Add Barcode** function to create a barcode.
 For more information, see the topics related to RICOH ProcessDirector Plug-in for Adobe Acrobat.
- For AFP files:
  1. Create an Enhance AFP control file.  
You can use the sample Enhance AFP control file named `enhanceAfp.cfg` in `/opt/infoprint/ippd/extensions/doc/samples` (Linux) or `C:\Program Files\Ricoh\ProcessDirector\extensions\doc\samples` (Windows) to create a new control file. You can also use the AFP Enhancer mode in RICOH Visual Workbench to create a new control file.
  2. Edit the Enhance AFP control file to create a barcode.

 **Note:**

- AFP Editor also creates barcodes. However, it supports values only for the current page in each document and the total number of pages in each document. If you want to include the values of document properties (such as **Document number** and **Insert sequence**) in the barcode, you must use Enhance AFP to create the barcode.

If you are using the AFP Enhancer mode in RICOH Visual Workbench to edit an existing control file, you must load the RICOH Visual Workbench first.

3. When you configure your workflows for insertion, specify the name of the Enhance AFP control file in the step based on the **BuildAFPFromDocuments** step template.

For information about Enhance AFP, see the *White Paper: Using the Enhance AFP Function* publication in the [RICOH Software Information Center](https://help.ricohsoftware.com/swinfocenter/) (<https://help.ricohsoftware.com/swinfocenter/>).

Parent topic: [Enhancing files for insertion](#)