Configuring

Replacing POSTNET barcodes with IMBs

You can replace POSTNET barcodes in AFP files with Intelligent Mail barcodes (IMBs). When you replace POSTNET barcodes, AFP Editor deletes the POSTNET barcodes and creates IMBs that contain the same routing codes as the POSTNET barcodes.

POSTNET barcodes can be in a fixed location in the AFP file or, in the case of a multiple line address, they might float between lines. You can select the actual location of the POSTNET barcode that you want replaced, or you can select an area in which you think the barcode is located.

AFP Editor can automatically place the IMBs in exactly the same position as the POSTNET barcodes they replace. The position of the POSTNET barcodes can vary slightly in different page groups. The position of any POSTNET barcode can be up to .4 inches or 10 millimeters higher or lower than the position of the particular POSTNET barcode that you replaced in the sample AFP file. (This allows for variations in the position of the POSTNET barcode in different page groups because of variable length addresses.)

If you do not want to place the IMBs in the same position as the POSTNET barcodes they replace, you can specify a new position for the IMBs. If you specify a new position, AFP Editor places all IMBs in the exact position that you specify.

To determine the new position of the IMBs, work from a copy of the sample AFP file printed on the production printer. Measure where you want to place the top-left corner of the barcode area (X and Y positions) on the printed page from the top-left corner of the logical page.

> ⬇ Note:
> - In RICOH Visual Workbench you can display measurement units in inches or millimeters. To change the measurement unit, click **View ⇒ Units**.

To place the IMB in the same position as the Address Change Service (ACS) data and PLANET barcode, use AFP Editor to create a hidden area to cover the ACS data and PLANET barcode before you replace the POSTNET barcode.

> ⬇ Note:
> - You can replace POSTNET barcodes that are on logical pages in the AFP file. However, you cannot replace POSTNET barcodes that are part of page segments or overlays.

To replace a POSTNET barcode with an IMB:

1. In RICOH Visual Workbench, open a sample AFP file.

2. If the file does not contain page groups, use AFP Indexer to create page groups.

3. Click **Mode ⇒ AFP Editor**.

4. Navigate to the page that contains one of the POSTNET barcodes.

5. **Optional:** To place the IMB in the same position as a PLANET barcode, create a hidden area that covers the PLANET barcode and any other data that you do not want to print, such as ACS data.

6. Do one of these:
   - Select the POSTNET barcode.
   - Position your cursor at a corner of the area that contains the POSTNET barcode. While pressing the left mouse button, draw a box that includes the barcode.

7. Right-click anywhere in the AFP file and then click **Replace POSTNET with IMB**.

   > ⬇ Note:
   > - If you do not see the **Replace POSTNET with IMB** option and the POSTNET barcode is a text barcode, identify the directory that contains the POSTNET font to RICOH Visual Workbench (**Resources ⇒ Specify Resource Directories**). If you still do not see the **Replace POSTNET with IMB** option, try changing the default code page to another code page (**Resources ⇒ Modify Default Encoding**).
   > - If you see an error message instead of the Replace Barcode window, AFP Editor could not find any POSTNET data in the area you selected.

8. On the **Type** tab, type a descriptive name for the IMB and specify the representation of the IMB.
   See **Type tab for IMBs** for a description of the fields.

9. On the **Data** tab, specify the data to be encoded in the IMB symbol.
   See **Data tab for IMBs** for a description of the fields.

10. **Optional:** On the **Position** tab, change the origin of the barcode area or the orientation of the barcode symbol within the area. You can also change on which pages to place the barcode in each page group.
    See **Position tab for IMBs** for a description of the fields.

11. Click **OK**.
    If you have more than one barcode defined, you might see the Create Conditions between Definitions window. Click **Yes** if you want to create a condition for determining which barcode is used, and then click **OK**.
    You see the IMB in the AFP file.

    > ⬇ Note:
    > ○ If the IMB is a text barcode and you do not see the barcode symbol, identify the resource directory that contains the AFP IMB font to RICOH Visual Workbench (**Resources ⇒ Specify Resource Directories**). The AFP IMB font is installed in the `aiw/aiw1/plugins/EditAFP` (Linux) or `C:\aiw\aiw1\plugins\EditAFP` (Windows) directory.

12. If you see an error message, the barcode is not created in any page group. In addition, no other barcodes or hidden areas are created. If the Replace Barcode window is open, correct the barcode properties. If the Replace Barcode window is already closed, click **Tools ⇒ Modify Definitions** to correct the properties. (In the Modify and Delete Definitions window, ⊗ identifies the barcode with the error.)
    If you included index tag values in the barcode data and the error message indicates that barcode data is too long or contains characters that are not valid, you might need to modify the index tag to correct the problem.

In this section:

Type tab for IMBs

On the **Type** tab, you specify the name of the Intelligent Mail barcode (IMB) area and whether to create a BCOCA or text barcode.

Data tab for IMBs

On the **Data** tab, you specify the data that AFP Editor encodes in the barcode symbol for Intelligent Mail barcodes (IMBs).

Position tab for IMBs

On the **Position** tab, you can change the origin (top-left corner) of the Intelligent Mail barcode (IMB), the size of the barcode area, and the orientation of the barcode symbol.

Parent topic: Editing AFP files