Configuring

Managing comments

You can manage comments in the AFP Indexer portion of the RICOH Visual Workbench control file.

To manage comments:

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

2. Click **Mode ⇒ AFP Indexer**.

3. Click **Tools ⇒ Manage Comments**.
   You see a list of comments, if any, in the AFP Indexer portion of the RICOH Visual Workbench control file.

4. To add a comment:

   1. Click **Add Comment**.

   2. Type the text of the comment.

   3. Click **OK**.

5. To delete a comment:

   1. Click the text of the comment.

   2. Press the Delete key on your keyboard.

6. When you finish managing comments, click **OK**.

7. Save the control file.
   RICOH Visual Workbench puts each comment inside `<Comment></Comment>` tags near the top of the AFP Indexer portion of the control file.

Parent topic: Indexing AFP files