

Configuring

[Configuring](#) / [Configuring document processing features](#) / [Working with sample AFP files](#) / [Indexing AFP files](#) / Creating index tags

Creating index tags

You can create index tags in AFP files. When a file contains index tags, you can use the RICOH ProcessDirector viewer to navigate in the file to find specific data or use the index tag values in barcode data, and to assign values to document properties.

The index tag values you choose can be used in the **Jump to** and **Print again** pages in RICOH ProcessDirector to navigate to a specific page in the file or to reprint a page group in the job. You can also use the index tag values in barcode data if AFP Editor is installed, and you can use the index tag values to assign values to document properties if Document Property Designer is installed.

In this section:

[Creating index tags for text blocks](#)

You can create an index tag for text in an AFP text block. You can edit the text in the block to remove unwanted characters, such as blanks or special characters.

[Creating index tags in areas](#)

You can create index tags for text in an area.

[Creating index tags in address areas](#)

You can create index tags for mailing addresses in an address area.

[Creating index tags from NOP records](#)

You can create index tags from No Operation (NOP) records.

Parent topic: [Indexing AFP files](#)