

## Configuring

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## Adding steps to fill white space in AFP files

After you define white space in a sample AFP file using RICOH Visual Workbench, you must add a step to one or more workflows to fill the white space with content in production AFP files that use the workflows. The step names the Visual Workbench control file that contains the definitions for the white space.

You can base the step on the FillWhiteSpace step template. When you configure the step and AFP Indexer, AFP Editor, or both are installed, you can choose to first create any page groups, index tags, barcodes, hidden areas, and text that are defined in the same control file before filling the white space areas. The white space areas are often dependent on the page groups, index tags, and other items being created first.

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 a step that transforms AFP files into another format (for example, before the TransformJobIntoPDF step).
- Before the EnableRepositioning step if you configure the FillWhiteSpace step to create page groups and index tags, text, or both.
- Before the PrintJobs step.
- After a step based on the IndexAFP or EditAFP step template (unless using Index first or Edit first).

 **Note:**

- If you created fixed-length page groups with the IndexAFP step template, you can use the FillWhiteSpace step template to fill white space with content in AFP files that the RICOH ProcessDirectorTransform Features create.

To add a step to fill white space with content in 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 **Step Templates** in the top right corner of the window.
5. Select the **FillWhiteSpace** step template and drag it into the workflow editor. Place the step where you want it.
6. Connect the **FillWhiteSpace** step to other steps.
7. Right-click the step and select **Properties**.
8. If necessary, change the **General** properties.
9. Click **AFP**.
10. In the **Visual Workbench control file** field, type the path and file name of the Visual Workbench control file that contains the white space definitions.

 **Note:**

- If you want to use the 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.

11. If the control file contains definitions to create page groups and index tags, you might want to select **Yes** in the **Index first** field.

 **Note:**

- Do not select **Index first** if the **IndexAFP** step and the **FillWhiteSpace** step run in different phases. For example, you might need to put the **IndexAFP** step in the **Prepare** phase and the **FillWhiteSpace** step in the **Assemble** phase after the **EditAFP** step (or select **Edit first**).
- If you select **Yes** in the **Index first** field, remove any step from the workflow that is based on the **IndexAFP** step template because the **Index first** option and the **IndexAFP** step provide the same function. (It is more efficient to select **Yes** in the **Index first** field than

to run an [IndexAFP](#) step.)

12. If the control file contains definitions to create barcodes, hidden areas, or text, you might want to select **Yes** in the **Edit first** field.

 **Note:**

- The **Edit first** field applies only if AFP Editor is installed. If you select **Yes** and the AFP Editor is not installed, RICOH ProcessDirector does not edit the job.
- If you select **Yes** in the **Edit first** field, remove any step from the workflow that is based on the [EditAFP](#) step template because the **Edit first** option and the [EditAFP](#) step provide the same function. (It is more efficient to select **Yes** in the **Edit first** field than to run an [EditAFP](#) step.)

13. Click **OK**.

14. Save and enable the workflow.

Parent topic: [Adding content to white space in AFP files](#)