Configuring

Adding steps to edit AFP files

After you create barcodes, text, or hidden areas in a sample AFP file using RICOH Visual Workbench, you must add a step to one or more workflows to create barcodes, text, or hidden areas in production AFP files that use the workflows. The step names the Visual Workbench control file that contains the definitions for the barcodes, text, or hidden areas.

You can base the step on the **EditAFP** step template. When you configure the step, you can choose to first create any page groups and index tags that are defined in the same control file. The barcodes, text, and hidden areas can depend on the page groups or index tags defined in the control file 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 **EditAFP** step to create page groups and index tags
- Before the **PrintJobs** step
- After a step based on the **IndexAFP** step template (unless using **Index first**)
- After a step that changes the property values in the barcode

> **⬇ Note:**
> - If you created fixed-length page groups with the **IndexAFP** step template, you can use the **EditAFP** step template to enhance AFP files that the RICOH ProcessDirectorTransform Features create.

To add a step to edit 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 **EditAFP** step template and drag it into the workflow editor. Place the step where you want it.

6. Connect the **EditAFP** 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 definitions to create the page groups, index tags, barcodes, text, and hidden areas.

    > **⬇ Note:**
    > - If you want to use the same 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 **EditAFP** step run in different phases. For example, if a barcode contains the document sequence and another step in the workflow sorts the documents in a different order, you might put the **IndexAFP** step in the Prepare phase and then put the **EditAFP** step after the build step in the Assemble phase.

12. 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.)

13. Click **OK**.

14. Save and enable the workflow.

Parent topic: Editing AFP files