Configuring

Editing text for index tags linked to properties

You can edit the text value for an index tag so that the document or job property contains only part of the index tag value. You might want to edit the text value to remove any leading or trailing blanks, or to remove unwanted special characters.

The edits you make apply only to the property value and do not change the value of the index tag itself.

For example, if the index tag value contains an account number, *01-345678*, you can edit the text value so that the property value contains only part of the account number, such as *345678*.

When you edit a text value, make sure that you edit it so that it is appropriate for all documents or jobs because the index tag values can be different in each document or job.

The editing rules in the table below are applied top to bottom; for example, first editing by stripping of characters, then editing on delimiters, and finally editing on characters.

To edit the text value for an index tag that is linked to a property:

1. On the **Edit Value** window, select **On** for one or more of these fields:

Field	Action
Edit by stripping characters	Type one character or a blank character (use the space bar to type a blank character) that you want to remove from the value. The character is case-sensitive. Then, select one of these buttons: *Strip leading characters* The specified character is removed from the beginning of the value. For example, if you type a blank character, all blanks are removed from the beginning of the value. *Strip trailing characters* The specified character is removed from the end of the value. For example, if you type a blank character, all blanks are removed from the end of the value. *Strip leading and trailing characters* The specified character is removed from the beginning and end of the value. For example, if you type a blank character, all blanks are removed from the beginning and end of the value. *Strip all characters* The specified character is removed from all positions in the value. For example, an account number is: 324-1443255-11. You can type a - to strip all - characters from the value, producing 324144325511.
Edit on delimiter	Type a text string of one or more characters or blanks in the **Specify delimiter string** field to indicate where the text value is split into separate strings. The text is case-sensitive. Then select numbers for **Select first string** and **Select number of strings** to mark the beginning and end of the edited text. For example, an account number is: 324-1443255-11. You can use - as the delimiter to split the value into these three strings: 324, 1443255, and 11. To select the second and third strings, 1443255-11, select **2** for both **Select first string** and **Select number of strings**.
Edit on character	Select numbers for **Select first character position** and **Select number of characters** to indicate the first character in the text value and how many characters are included.

When you select the options in the window, the index tag value in the **Original text** field is edited based on your selections and the new value is displayed in the **Edited text** field. The index tag value that is displayed is the value of the first index tag in the first document in the file.

Optionally, you can select more than one index tag to edit; the rules that you define apply to all of the selected index tags. When you edit more than one index tag at a time, the sample value fields at the bottom of the window do not display an example of the changed property.

2. Click **OK**.

Parent topic: Customizing properties for AFP files