

## Configuring

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# Customizing properties for AFP files

You can use Document Property Designer to customize document and job properties for AFP files by linking the properties to index tags. Index tags are also called Tagged Logical Elements (TLEs). In addition, you can define link options for the properties and edit the index tag values.

If you want to manipulate documents or jobs using only the standard properties provided in all document processing features- for example, if you want to split a job based on the number of sheets in each document–you do not need to link custom document properties to index tags. However, in most cases you will have custom document or job properties that you want to use. For example, if you have a custom document property representing a postal code and you link it to its corresponding index tag, then you can sort, split, or group documents by their postal code.

## In this section:

### [Linking custom properties to index tags](#)

You can use RICOH Visual Workbench to link document or job properties to index tags in a sample AFP file.

### [Defining link options for properties](#)

When you link document or job properties to index tags, you can define options for each property. These options apply to the property only when it is linked to the index tag.

### [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.

### [Configuring steps to identify documents in AFP files](#)

After you have linked document or job properties to index tags in a sample AFP file, you must configure the step that determines values for document or job properties in production AFP files. The step names the Visual Workbench control file that contains information about how properties are linked to index tags.

Parent topic: [Working with sample AFP files](#)