

Configuring

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Setting up to use documents in AFP jobs

To use documents in AFP jobs, you define how to identify the documents, map data in the documents to RICOH ProcessDirector document properties, and add markup to the documents. Finally, you save the setup information in Enhance AFP and RICOH Visual Workbench control files.

You map data in the documents to document properties supplied with RICOH ProcessDirector or to custom document properties that you define. Define the custom document properties before you use the Document Property Designer mode of RICOH Visual Workbench.

⬇ **Note:** This procedure gives general setup instructions. For detailed instructions, see the related topics.

To set up to use documents in AFP jobs:

1. Open an AFP file in RICOH Visual Workbench.
2. Use the AFP Indexer mode of RICOH Visual Workbench to create page groups, which identify the start of each document in a job. You define triggers that specify document boundaries, or you create fixed-length page groups.
3. Use the AFP Indexer mode to create index tags for the data that you map to document properties.
4. Use the Document Property Designer (DPD) mode to link each document property to indexed data in the documents:
 1. Double-click the document property name at the bottom of the window.
 2. Supply the requested information in the **Define Link Options** dialog. When a document property is linked to an index tag, the value of the document property is the same as the value of the indexed data.
5. Add markup:
 1. Create an Enhance AFP control file to define where to place AFP data on a page. Use the AFP Enhancer mode to create barcodes, add text, and mask text or graphics by creating hidden areas (cover blocks).

⬇ **Note:** The AFP Editor feature also lets you create barcodes, add text, and mask text or graphics by creating hidden areas. AFP Editor is not supplied with RICOH ProcessDirector. You must purchase the feature.

2. Use the Whitespace Manager feature to define available areas of white space in AFP files and then fill the white space with content, such as images and text. You base the content on rules that you define. Whitespace Manager is not supplied with RICOH ProcessDirector. You must purchase the feature.
6. If you created an Enhance AFP control file:
 1. Click **Tools ⇒ Export EnhanceAFP Control File**.
 2. Send or copy the file to a directory on the primary computer that the RICOH ProcessDirector system user has access to.
7. Click **File ⇒ Save Control File** to save the RICOH Visual Workbench control file. The RICOH Visual Workbench control file contains AFP Indexer and Document Property Designer definitions. If you have AFP Editor or Whitespace Manager, the control file also contains those definitions.
8. Send or copy the RICOH Visual Workbench control file to a directory on the primary computer that the RICOH ProcessDirector system user has access to.

When you create workflows that process AFP jobs containing documents:

- Specify the name of the Enhance AFP control file in each step based on the **BuildAFPFromDocuments** step template.
- Specify the name of the Visual Workbench control file in each step based on the **IdentifyDocuments** or **IndexAFP** step template.
- If you have AFP Editor, specify the name of the Visual Workbench control file in each step based on the **EditAFP** step template.
- If you have Whitespace Manager, specify the name of the Visual Workbench control file in each step based on the **FillWhiteSpace** step template.

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