

## Configuring

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### Using existing page groups and index tags

If page groups and index tags are defined in the AFP file instead of a Visual Workbench control file, you can choose whether to use the existing page groups in the AFP file and, if the page groups are nested, which level of page groups to use.

You can also choose whether to use the existing index tags. If you do not tell AFP Indexer whether to use existing page groups and index tags, all existing page groups and index tags are used unless you create new page groups.

In most cases, if an AFP file contains page groups, you should use them. If you use the existing page groups, you cannot change the page group boundaries. However, you can create additional index tags and modify existing tag values.

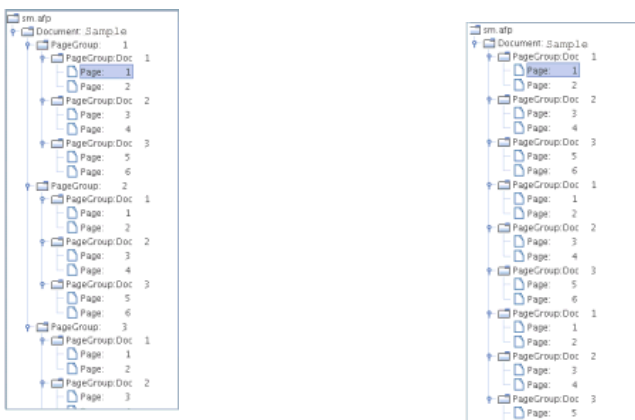
⚠ **Note:** Be cautious about changing which level of existing page groups to use if you have made enhancements to the sample AFP file. For example, if you have created page groups or index tags, the page groups might change or the index tags might be invalid. In addition, other types of definitions in the control file (for example, barcodes created with AFP Editor) might not work properly if they are based on the page groups or index tags created with AFP Indexer.

To use existing page groups and index tags:

1. In RICOH Visual Workbench, open a sample AFP file. Then click **Mode ⇒ AFP Indexer**.
2. Click **Tools ⇒ Other Page Groups ⇒ Use Existing Page Groups**.  
You might see a message that says the page groups and indexes might change or be invalid and asks if you want to continue. Click **Yes**.  
You see the Use Existing Page Groups window.
3. In the **Use page group level** field, select a number, 0 to 20, for the levels in the page group structure that you want to keep.

⚠ **Note:** To keep all page groups, select **0**. Select a number greater than 0 only if you have nested page groups.

For example, the first figure shows a page group structure with two levels. To keep the page groups in all of the levels, select **0**. However, to keep only the page groups in the second level (and any levels below it), select **1**. The second figure shows the new page structure after you select **1**.



4. To remove the index tags that are defined in the AFP file, clear the **Use index tags** box.
5. Click **OK**.  
You see the page groups and index tags that you chose to use in the AFP file.

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