

## Configuring

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## Modifying barcodes

You can modify the barcodes that were created with AFP Editor. You cannot modify barcodes that are defined in the AFP file itself.

**Note:** In RICOH Visual Workbench you can display measurement units in inches or millimeters. To change the measurement unit, click **View**  $\Rightarrow$  **Units**.

To modify a barcode:

1. In RICOH Visual Workbench, open a sample AFP file and the control file that contains the definitions for the barcodes. Then click **Mode**  $\Rightarrow$  **AFP Editor**.
2. Click **Tools**  $\Rightarrow$  **Modify Definitions**.
3. Do one of these:
  - o Select the barcode that you want to modify and then click **Modify**.
  - o Double-click the barcode that you want to modify.You see the Modify Barcode window.

**Note:**  identifies barcodes that were not created because of an error. To see the error message, click **Modify** and then click **OK** on the Modify Barcode window.

4. Optional: On the **Type** tab, type a new name or change the type of barcode.  
See [Type tab](#) for a description of the fields.
5. Optional: On the **Data** tab, change the data to be encoded in the barcode symbol.  
See [Data tab for Code 39, Data Matrix, Interleaved 2-of-5, PDF417, POSTNET, and QR Code barcodes](#) or [Data tab for IMBs](#) for a description of the fields.
6. Optional: On the **Position** tab, change the exact origin and size of the barcode area, the orientation of the barcode symbol within the area, and on which pages to place the barcode in each page group.  
See [Position tab](#) for a description of the fields.
7. Click **OK**.  
If the barcode is an IMB, POSTNET, or QR Code barcode, you see the barcode symbol in the AFP file. If the barcode is a Code 39, Data Matrix, Interleaved 2-of-5, or PDF417 barcode, you see a box surrounding the barcode area with the title of the barcode area in the orientation that you selected for the barcode symbol.

**Note:** If the IMB is a text IMB and you do not see the barcode symbol, identify the resource directory that contains the AFP IMB font to RICOH Visual Workbench (**Resources**  $\Rightarrow$  **Specify Resource Directories**).

- o The AFP IMB font is installed in the `aiw/aiw1/plugins/EditAFP` directory.

8. To close the Modify and Delete Definitions window, click **X** in the upper right corner.

Parent topic: [Modifying or deleting AFP Editor definitions](#)