Configuring

Creating definitions for known white space

You can create a definition for white space that you know exists on the same page in all page groups.

Areas with overlays, page segments, barcodes, and images are considered available white space and you can create a white space definition over them. However, this is not recommended unless you want the content to merge with the existing content.

The white space area is only defined on the current page of the page group.

> ⬇ Note:
> - In RICOH Visual Workbench you can display measurement units in inches or millimeters. To change the measurement unit, click **View ⇒ Units**.

To create a known white space definition:

1. In RICOH Visual Workbench, open a sample AFP file.

2. If the file does not contain page groups, use AFP Indexer to create page groups.

3. Click **Mode ⇒ Whitespace Manager**.

4. Select the page in the page group where you want to define white space.

5. Position your cursor at a corner of the area where you want to define white space. While pressing the left mouse button, draw a box the approximate size of the white space area. You can draw a horizontal, vertical, or square box.
   In a later step, you can specify the exact position and size of the white space area.

6. Right-click anywhere on the page and click **Using known white space**.
   If a white space area is already defined on the page, you see an error message. Otherwise, you see the **White space** tab in the Using known white space window with the page you selected displayed in the **Current Page** field.

7. Type a name for the white space definition.
   Give the definition a descriptive name to distinguish it from other definitions.

8. From the drop-down list, select which page you want the white space area added to:

   This page
   Adds the white space area to the current page.

   Last page
   Adds the white space area to the last page. You can only select this option if the current page is the last page in the page group. You might want to create a **Last page** definition instead of **This page** when the page groups contain a variable number of pages and you want the white space to always be on the last page.

   If a selection is grayed-out, it is the only one available.

9. **Optional:** On the **Position** tab, change the origin (top-left corner) and size (width and height) of the white space area in inches or millimeters. Decimal values (such as 2.5) are allowed.
   [Fields on the Position tab](#) shows the fields on the **Position** tab.
   Fields on the **Position** tab

Field	Value	Description
Origin of area: X position	Any decimal value, such as 2.5. The X position cannot be greater than the width of the page.	The horizontal distance (in inches or millimeters) of the left side of the white space area measured from the left side of the logical page (not the physical sheet of paper). ⬇ Note: If you rotated the AFP file using the **Rotate by 90⁰** option on the **View** menu, specify the X position from the top-left corner of the logical page in the unrotated view.

Field	Value	Description
Origin of area: Y position	Any decimal value, such as 2.5. The Y position cannot be greater than the height of the page.	The vertical distance (in inches or millimeters) of the top of the white space area measured from the top of the logical page (not the physical sheet of paper). ⊕ **Note:** If you rotated the AFP file using the **Rotate by 90°** option on the **View** menu, specify the Y position from the top-left corner of the logical page in the unrotated view.
Size of area: Width	Any decimal value, such as 2.5. The width of the area cannot be greater than the width of the page.	The horizontal width (in inches or millimeters) of the white space area measured in the unrotated view.
Size of area: Height	Any decimal value, such as 2.5. The height of the area cannot be greater than the height of the page.	The vertical height (in inches or millimeters) of the white space area measured in the unrotated view.

10. Click **OK**.
    You see the defined white space area displayed as a colored box.

11. Verify that the correct white space area has been defined:

    1. In the bottom pane, click the **White spaces** tab.

    2. Expand a page group and double-click the white space definition.
       You see a rectangle box highlighting the white space area on the page you selected.

    3. If the white space area is incorrect, modify or delete it (**Tools ⇒ Modify Definitions**).

12. **Optional:** To create another white space definition, go to step [4](#) and repeat the steps.

Parent topic: [Adding content to white space in AFP files](#)