



## Associated Files

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## Using Associated Files 3 Steps



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To make the effective use of the Associated File facility, these steps are required in the development process:

- **Step 1** - Create new text objects in FTDesign to carry the Associated File fields
- **Step 2 (optional)** – Define appropriate identification and split rules in FTSplitDef
- **Step 3 (optional)** – Configure your FTSpooler queues with the correct Associated File handing options

Special Associated File names defined on forms are available to deliver documents by Email, Fax and to File.

[More information on Associated File Reserved Names](#)

Other Associated File entries may be used by your own procedures or simply to locate documents from the FTSpooler Archive view.