


**Queue Setup**

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**Queue Properties**

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Select the queue to change by highlighting it. Update the queue settings in the Properties Bar on the right side of the FTSpooler Window.

**File**

This option delivers FormTrap standard output files to a specified directory, as well as the opportunity to run processes over the FormTrap output.

To set the properties of output to file:

- Enter the full **Destination folder** path of where to save the file to. Environment variables are accepted. See notes following the image below if you are attempting to write to a network drive.
- Enter the **File title**. Use an associated file variable by quoting the associated file name in square brackets "[" and "]". For example quoting **[PO Num]** would deliver "**PO22344**" from the associated file line **PO Num=PO22344**. Make sure that your data fields do NOT contain characters that are illegal for Windows file names, (\*. and so on). These may cause the file save to abort, with an error message.

**Note:** See details in the Knowledge Base for a filter that is available (at a charge) that removes illegal characters in potential folder and file names.

[More information on Using Associated Files in FTSpooler Queues Properties](#)

- Select any standard files you wish to add to output. There are three types of standard files: **Output file** (PostScript (.ps) or PCLXL (PCL6) or PCL5 (.pcl)), **Associated file** (.af) and **Input file** (.txt).
- Click **Add/Remove** to edit which (if any) output conversion filters should be used to add additional files (commonly .pdf files).

[More information on Define Output Filters](#)

- Click the **Apply** button to save the changes.

General	Processing	Filters	Print	Email	Fax	File	Applications
<p>Destination folder: F:\TCG\</p> <p>You can use environment variables in the path, examples: %fthome%\output files c:\formtrap\output files</p> <p>File title (optional, defaults to identifier): [department][customer-name]-[customer-id]\[invoice-id]</p> <p>You can use associated file variables in the title, as well as defining directory structure, examples: [department]\[customer-name]-[customer-id]\[invoice-id]\[invoice]</p> <p>Standard files:</p> <p><input type="checkbox"/> Output file</p> <p><input type="checkbox"/> Associated file (af)</p> <p><input type="checkbox"/> Input file (txt)</p> <p><b>Output filters (additional files)</b></p> <p>Currently defined:</p> <p>PS2PDF</p> <p><a href="#">Add / Remove...</a></p>							
<p><a href="#">Apply</a> <a href="#">Restore</a> <a href="#">Help</a></p>							
<p><b>Notes on writing to network drives:</b></p> <p>When the output folder is located on a network, both a UNC path (\server\folder) or a mapped drive (Z:\Folder) may be used.</p> <p>Mapped drive(s) must exist for the user account that runs the FormTrap service (drive mappings are maintained per user account). Please check by interactively logging in as the user that runs the FormTrap service. The drive(s) should be mapped permanently. If you are running the FormTrap service using a LocalSystem account you will not be able to log in as the user account running the FormTrap service and <b>will not</b> be able to output to the mapped drive.</p> <p>In both cases you need to ensure the user account that runs the Formtrap service has sufficient privileges to read and write to the required folder.</p> <p>Drive errors as above show up in the Archive, Errors list as (for example) "<b>Z:\Folder is not a directory.</b>" when that folder exists.</p>							
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