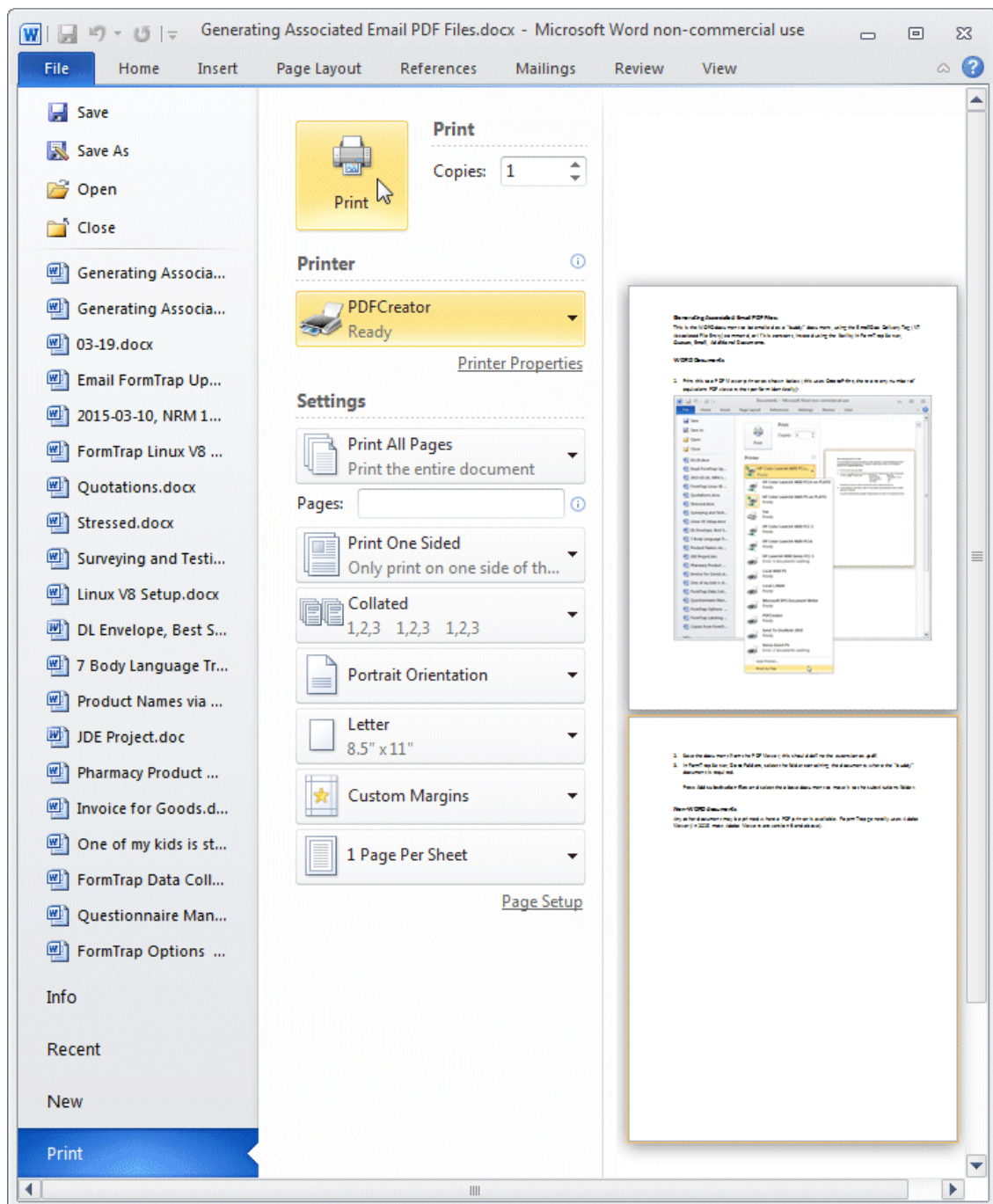**Generating Associated Email PDF Files:**

This is the WORD document to be emailed as a "buddy" document, using the **EmailDoc** Delivery Tag (V7 Associated File Entry) command, or if it is constant, instead using the facility in FormTrap Server, **Queues**, **Email**, **Additional Documents**.

WORD Documents

1. Print this to a PDF Viewer printer as shown below (this uses **PDFCreator**, however there are any number of equivalent PDF viewers that perform identically):

2. Save the document from the PDF Viewer, with default extension **.pdf**.

3. In FormTrap Server, **Data Folders**, press **Add substitution files** and select the above document(s) to move tem to the substitutions.

Non-WORD documents

Any other document may be printed where a PDF printer is available.