

# Setting up an AutoGang hot folder

You can set up as many AutoGang hot folders as needed for your operations, with one or more quantity-based folders per hot folder.

Adding PDF input files to a quantity-based folder automatically sets the number of copies to be printed. Each hot folder scans and prints the contents of its quantity folders according to the schedule that you set up. You also specify the AutoGang preset to be used by each hot folder, as well as the output file type and the folders where the job, product, and output files are automatically placed when the job is finished.

New hot folders that you set up following this procedure are automatically created inside the [Root Hot Folder path](#) that you define in the Preferences dialog box.

1. From within Prinergy Workshop software, open Preps software.
2. Expand the **AutoGang** resource pane to display the categorized hot folders that are currently defined in the **AutoGang** resource list. This list initially contains no hot folders. As you configure and add hot folders to the **AutoGang** resource list, they are automatically listed under the **Manual print** or **Automatic print** category, depending on your hot folder settings.
3. To create and configure a new hot folder, click **[+]**.
4. At the top of the settings dialog box that appears, give your new hot folder a descriptive name.  
**Tip:** Keep in mind that Mac OS file names are limited to a total of 32 characters. The date and time of printing are automatically added to AutoGang output file names, which leaves only up to 13 characters for the hot folder name portion, depending on the file name extension.
5. Choose the **AutoGang Preset** that this hot folder uses.
6. In the **Scan every** box, specify how frequently (number of minutes) the software should scan the hot folder for new files.
7. In the **Quantity Folders** area, type a value for each quantity-based subfolder that this hot folder requires.  
 Click **[+]** to add more quantity folders, as needed.
8. In the **Print Options** area, select the **Output Type** that this hot folder generates: **JDF**, **PJTF**, or **PDF**.
9. Specify where this hot folder places each type of generated file when it completes a job.

This folder location:	Collects these files types:
<b>Output ganged layout to</b>	The generated JDF, PJTF, or PDF output files
<b>Move product files to</b>	The PDF input files that have been ganged
<b>Output Preps .job files to</b>	The automatically saved Preps job files
<b>Output PPF to check box</b>	Select this check box if Print Production Format (PPF) output files will also be generated.  You can then locate the folder where PPF files are to be placed.

You can add new folders to collect these files in any accessible location or various locations in the network. Give the folders names that are meaningful for your purposes.

10. Choose a print option, depending on whether you want to preview the layouts.

Choose this option:	To do this:

<b>Manual Print</b>	Preview each generated layout, and make any adjustments needed. When you are satisfied with the layouts, manually print the output. For manual printing, there are no further settings to specify.
<b>Automatic Print</b>	Save the job and generate the autoganged layouts automatically, with no manual intervention. Selecting this option activates additional options.

Your choice determines the category under which this hot folder appears in the **AutoGang** resource list.

**Note:** Jobs created via hot folder cannot be manually saved, to be consistent with the automated hot-folder file management.

11. For automatic printing only, set the schedule for automatically generating the output when sheet utilization is above the minimum percentage that you specify.  
You can choose to print the output immediately, every specified number of hours, at a specific time each weekday (Monday to Friday), or at a specific time every day (Monday to Sunday). Printing takes place when your specified sheet utilization percentage is reached. The files are then placed in the folders that you defined.
12. Click **OK**, and verify that the new hot folder appears in the **AutoGang** resource list.
13. To refresh the hot folder **AutoGang** list, click **Rescan**.  
**Tip:** Double-clicking a hot folder in the **AutoGang** list pauses the hot folder and changes the appearance of the icon. Double-clicking it again reactivates it.