

# Setting the root hot folder

After you specify a root hot folder location locally or on a server, Preps software watches the hot folders for input files, generates layouts based on a hot folder's associated AutoGang presets, and places the output files in the specified folder locations. All AutoGang hot folders must reside within the same root folder location, which is used by all profiles.

1. On the **AutoGang** tab in the Preferences dialog box, click **Select**, and locate the root hot folder that will contain all the individual hot folders that you create on your computer or a server on your network. Click **New Folder**, as needed, if the folder does not exist.

**Tip:** For network locations, use the SMB protocol to connect to the server.