



Creating a hot folder

General steps for creating a hot folder

1. Select **Object > Hot Folder Setup**.
2. In the Hot Folder Setup dialog box, click .
3. Type a name for the hot folder in the **Hot Folder** list, and click **OK**.
4. In the **Input folder** box, click **Select**, locate and select the desired folder (if needed, click  to create a new folder), and click **Select**.
5. To define an output folder for the output PDF file, click **Select** in the Output folder box, select an output folder, and click **Select**.
6. To delete the input files after the output file is created, select the **Delete input files after output** check box. **Note:** If the option is not checked, a **Done** folder will be created inside the Input folder to store the files after they have been processed.

Setting up the Hot folder

1. In the Hot folder type list, select **Automatically** to output the layout automatically or **Manually** to allow the user to control when to output the layout.
2. Select the **Substrate**.
3. Set the Margins for the gap between the artwork, and to the top, bottom, left and right side of the substrate.
4. Set the hot folder options as needed.
5. Click **Save**.

Hot folder Arrangement parameters

Option	Settings	Notes
Output layout after time expires	User selection	<p>Select to activate the hot folder and output the layout when the specified timeout is reached.</p> <p>Note:</p> <ul style="list-style-type: none">• If the field is left blank, then the hot folder will output the layout immediately.• If you also select the Output layout after percentage full check box, the hot folder will output the layout when the first condition is reached (Output layout after time expires or Output layout after percentage full).

Output layout after percentage full	User selection	<p>The hot folder output the layout and CF2 when the specified media coverage is reach.</p> <p>Note:</p> <ul style="list-style-type: none"> If you also select the Output layout after time expires check box, the hot folder will output the layout when the first condition is reached (Output layout after time expires or Output layout after percentage full).
Create a CF2 on output	Check box	Select to create a CF2 on output.
Print a PDF on output	Check box	Select to create a PDF on output.
Fill Substrate with the same artwork	Check box	<p>There are two methods to fill the substrate:</p> <ol style="list-style-type: none"> 1. Fill the substrate with the same artwork as many times as it can. 2. Fill the substrate with the same or different artwork with a specific amount, you must create an Excel CSV file for the Hot Folder workflow. <p>Note</p> <ul style="list-style-type: none"> Only 1 Excel CSV file can be added to the hot folder for processing at a time. Input files will be deleted after it has been processed, make sure you copy the files when dropping it into the hot folder. The Excel CSV file will be deleted after it has been processed, make sure you copy the Excel CSV file when dropping it into the hot folder.