

# Using wild cards in file names

When you refer to file names in RBA parameters, you can use the basic wild card characters \* and ?.

You can use wild cards when specifying file names in actions that use files—for example, the **Copy or Move Files**, **Email**, and **Delete Files** actions.

- The asterisk (\*) substitutes for zero or more characters.
- The question mark (?) substitutes for any single character.

The syntax is the same as in Microsoft Windows.

Some examples of wild card characters in file names include the following:

- \*.txt applies the action to all files ending in .txt.
- file.p\* applies the action to all files starting with file.p.
- ??????.pdf applies the action to all PDF files with six characters in their names.