

Hot folders

A hot folder is a job-specific folder that automatically performs a process when you drop a source file in it.

Note: This topic is about job hot folders. If you want to work with smart hot folders, see [Smart hot folders](#).

You can create hot folders to automate the process of:

- Adding input files to a job
- Refining input files while adding them
- Importing imposition plans

You must use Workshop to create a hot folder for a job. You cannot create a hot folder in a file browser. After you create a hot folder, you cannot change its name or location.

You can create a hot folder in a location that is outside of the job folder but within the confines of the network. This is called a custom location. Even though the hot folder is outside of the job folder, it is still associated with the job. When you add files to a hot folder in a custom location, the files are moved to the job folder and placed in the <Job>\HotFolders\Processed folder. If you archive the job, any files in the Processed folder are archived with the job.

After creating a hot folder, you can add files to it in either of these ways:

- Using a file browser to browse to it and drop files into the hot folder
- Printing files directly from other software (for example, InDesign for input files or Preps for imposition plans) to the hot folder

Hot folders are specific to each job or pre-job. You can reuse hot folders by creating a template job as the basis for new jobs.

Some hot folder parameters can be configured using Prinergy Administrator. For example, you can set the number of files that will be processed together when files are dropped into a hot folder. For information about configuring hot folders, see the *Prinergy System Administration Guide*.

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