

Editing hot folders

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

1. Open the job or pre-job.
2. From the **Job** menu, select **Manage Hot Folders**.
3. In the Manage Hot Folders for Job dialog box, select the hot folder that you want to edit and click **Edit**.
4. In the Edit Hot Folder for Job dialog box, edit the options as desired.
Note: You cannot change the name or location of a hot folder once it has been created.
5. Click **OK**, and then click **Close**.