

Reusing hot folders with a template job

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

If you expect to create the same hot folders for several jobs, you can reuse the same hot folders by creating them in a template job on which you base new jobs.

1. Create a job with the hot folders that you expect to reuse in other jobs.
Consider this job your template job.
2. When you create a new job, click ▸ beside **Options**, and select **Template Job**.
3. In the Select Template Job dialog box, select your template job.
4. Under **Copy From Selected Job**, select **Hot Folders**.
5. Click **OK**, and click **Create**.