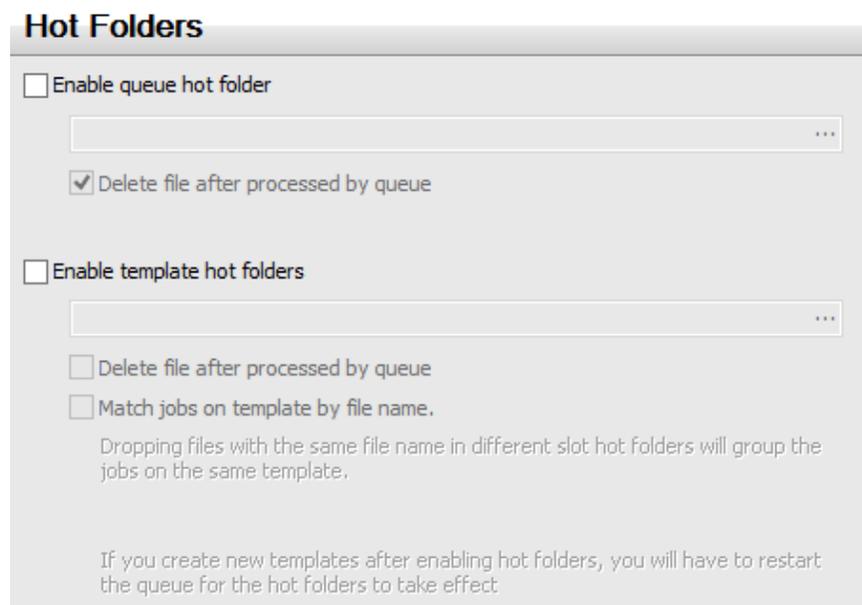# Direct Color Systems®

Tech Tip: Using Hot Folders

A hot folder is a specific directory that the queue will monitor for new design files. When a design file is placed in the hot folder, it will be automatically detected and added to the queue as a print job.

Typically, a hot folder is used by other graphic designers on your computer network. They will copy their jobs into the hot folder, and your workstation queue will then be able to process those jobs. However, please note that other graphic designers will need the proper file access permission (as granted by your network administrator) to copy files into the hot folder.

Create a hot folder as follows:
1. Open the Queue Properties for a specific Queue by double-clicking the Queue Tab

2. Click the checkbox for the type of hot folder.

Hot Folders

☐ Enable queue hot folder

          [...]

    ☑ Delete file after processed by queue

☐ Enable template hot folders

          [...]

    ☐ Delete file after processed by queue
    ☐ Match jobs on template by file name.

        Dropping files with the same file name in different slot hot folders will group the jobs on the same template.

        If you create new templates after enabling hot folders, you will have to restart the queue for the hot folders to take effect

- **Enable queue hot folder** - Create a standard hot folder that will add new print jobs according to the queue properties.
- **Enable template hot folder** - Create a template hot folder, where the layout of print jobs will be assigned according to a template that you have configured.
2. A 'browse' dialog box will open.
3. Choose a directory and click **OK**.

The directory must be initially empty, or it cannot be selected as a hot folder.

In the case of a Template hot folder, a [template name] directory will be added to the queue directory. Likewise, sub-directories of '1', '2', '3', and so on will be added, such that copying a design file into the given sub-directory will place the job in that slot location.

Use hot folders as follows:

Hot folders are great for many different work environments. As stated previously, they are typically used for one department i.e. graphics department to setup files and save them to a folder that imports the file directly into the RIP where the operator can then make any further edits or print the job.

Along with setting up hot folders, using the Layer Profiles, and more specifically the Bitmap Processing Options within the queue, files do not only import directly into the RIP but the RIP can interpret the file and apply the desired underbase and/or finish coat automatically. *Please r*efer to the **Tech Tip: Adjusting Layer Profiles** *to learn about Layer Profiles*.

Queues that will require layers (Inline Queues) will have a layer already setup with the default print mode for that Queue. Queues that will require layers (Inline Queues) will have the recommended bitmap processing options already setup. *Note: Bitmap Processing Options will not be used if Layers are not enabled.*

Once the layer profiles are setup, files can be saved or copied to the hot folder and will underbase automatically (if needed) when imported into the queue. While many different file types can be imported directly into the RIP, only certain files are compatible with the bitmap processing options.

File types that can be imported directly to the RIP include (*.bmp, *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.psd, *.ps, *.tmp, *.eps, *.ai, *.pdf)

File types that can be imported and automatically underbased include (*.bmp, *.jpg, *.jpeg, *.png, *.tif, *.tiff, *.psd) *Note: only .png, .tif, .tiff and .psd files support transparencies.*