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Enterprise Manual V7.5

Data Folders

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Manage Subtitution Files

FTSpooler allows public and private substitution files to be applied to data folders. A data folder may use either its own private substitution folder or a single public substitution folder.

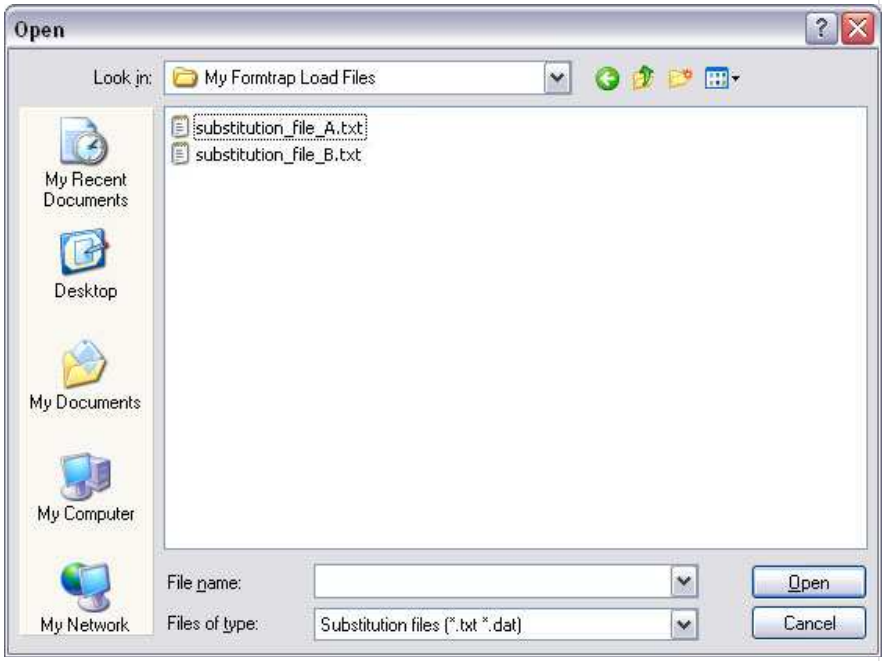
Add a Substitution File to the Data Folder

To add a substitution file to the data folder:

- Select **Substitutions** in the tree structure, either at root level (public) or within a specific data folder (private). To see a private substitutions folder, the option **Use private substitution files for this data folder** must be checked in **Data folder** properties.

  More information on Update the Properties of a Data Folder

- Click the **Add Substitution Files** button.
- The dialog box pops up to allow you to add the substitution file(s).



- Select the substitution file(s) to be added and click **Open** to finish the process.

Note: Text files must be stored in Unicode, in Notepad select **Save as**, **Encoding** and **UTF-8** from the drop down list.

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Delete a Substitution File from the Data Folder

To delete a substitution file from the data folder:

- Select the substitution file(s) to delete.
- Click the **Delete** button.
- The dialog box pops up to confirm the deletion process. Click **Yes** to finish.

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