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Queue Setup	Manage Substitution Files				7 ,	🕵 PDF version
Manage Data Folders Manage Substitution Files Manage Split Rule 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). 					
	Open					? 🗙
	Look jn:	🗀 My Formtrap	Doad Files	v 0	🍠 📂 🛄 •	
	My Recent Documents Desktop My Documents My Computer	substitution	file_A.txt			
		File <u>n</u> ame:			V	<u>Open</u>
	My Network	Files of type:	Substitution files (*.txt *.dat)			Cancel
	 Select the Note: Text files the drop down list Delete a Substit To delete a subst Select the Click the E The dialog 	substitution file s must be stored ution File from itution file from substitution file Delete button. box pops up t	e(s) to be added and click d in Unicode, in Notepad se n the Data Folder the data folder: e(s) to delete. o confirm the deletion prod	Open to f lect Save a	inish the process Is, Encoding and Yes to finish.	UTF-8 from Top



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