Use the Action Wizard in Adobe® Acrobat® XI Pro

Standardize routine, multistep tasks as automated or guided actions with the Action Wizard. Create, manage, execute, and share a sequence of frequently used steps that can apply to a single PDF file or batches of files.

Use Acrobat predefined actions

1. At the top right in Acrobat, click the Tools pane. Open the Action Wizard panel.
2. Click one of the listed actions. The steps are displayed in the right pane under the Start button.
3. Click Start to begin the action. The activities associated with the first step of the action appear.
4. Follow the steps presented by the Action Wizard. As you progress, a green check appears next to each completed step.
5. To pause an action, click the Cancel button in the step. Click the Resume (Start) button to continue.

Create a custom action

1. At the top right in Acrobat, click the Tools pane. Open the Action Wizard panel.
2. Click Create New Action.
3. Add the steps to the action by selecting a tool on the left and clicking the plus sign to move it into place on the right.
4. Use the icons on the right to organize your action. Change the order of steps, add a visual divider between steps, or add a panel with your own name to divide the steps.
5. Click Save. Type a name and description for your action. Click Save. The action appears in the list of actions.

Export an action to share with others

1. At the top right in Acrobat, click the Tools pane. Open the Action Wizard panel.
2. Click Manage Actions. Select an Action, and click Export.
3. Type a name for your file, and click Save. The action file is saved with a SEQU extension. You can copy the file or email it to other users.

Import an action

Double-click the SEQU file, and click Import. To locate the SEQU file, select File > Action Wizard > Edit Actions. Click Import and browse to the file.

Tip: Consider having the action end with a selection from the "Save & Export" tools.

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www.adobe.com/products/acrobat

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