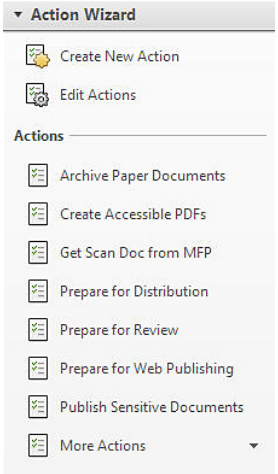
Use Actions

In Adobe Acrobat X Pro, you can use Actions to automate multistep tasks and share processes with others. An Action is a collection of steps: some that Acrobat performs automatically and others that it prompts you to complete.

1. Select the Action you want to use.

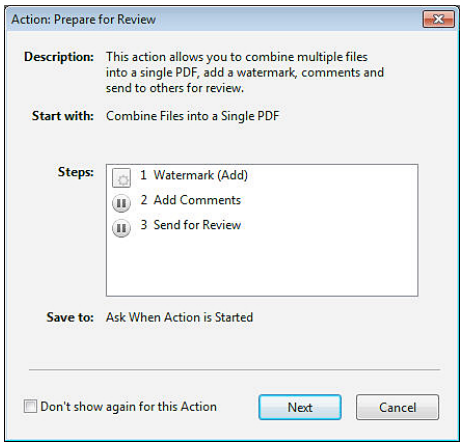
In Acrobat Pro, open the Action Wizard panel in the Tools pane, and then select an Action. Or, choose File > Action Wizard > [Action name].



Acrobat Pro includes several Actions that help you perform common tasks, such as preparing documents for distribution or creating accessible PDF files.

2. Review the action summary.

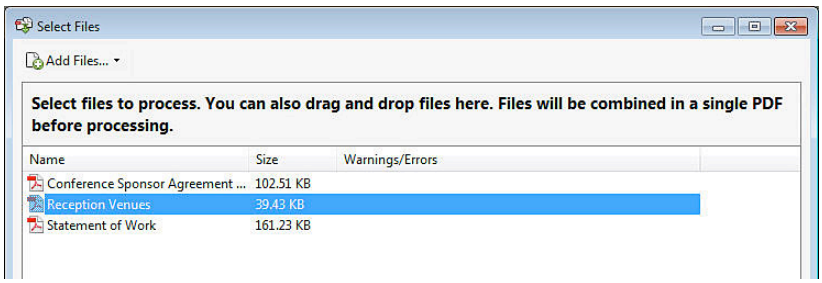
When you select an Action, Acrobat displays a description of the Action and a summary of its settings and steps. Review the Action to determine whether it's appropriate for your goal.



Tip: You can create your own Actions, assembling steps in the order that works for your process. To create an Action, select Create New Action in the Action Wizard panel. To edit an existing Action, select Edit Actions in the Action Wizard panel.

3. Select files if prompted.

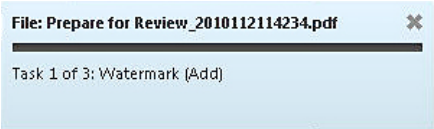
Click Next in the Action summary dialog box to proceed with the Action. Depending on the settings in the Action, you may need to select the file or files to include before the Action is run. For example, in the Prepare For Review action, Acrobat displays the Select Files dialog box for you to use to select the files you want to combine for review. All the steps in the Action apply to that combined file. Click Next when you're ready to move to the first step.



4. Proceed through the steps.

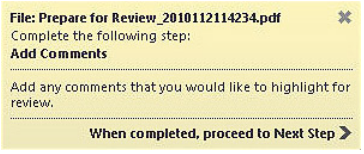
Acrobat performs some steps automatically. For other steps, it prompts you to make selections or choose settings. When you've made the necessary changes, click Next to continue.

Acrobat reports progress as it runs the Action. The current step is displayed at the bottom of the application window.



5. Follow instruction steps as prompted.

Steps that can't be automated, such as adding bookmarks or comments, are included as instruction steps. When an instruction step appears, follow its instructions, then click Next Step.



Tip: If you create your own Actions, consider your audience when you write instruction steps. Provide enough information for users to be able to complete the step, but not so much that they are overwhelmed.

6. Complete the Action.

When the all the steps have been finished, Acrobat reports that the Action was completed. Click Close to close the dialog box.

Next Steps:

- Add comments to a PDF document
- Comparing PDF documents
- Creating a PDF portfolio

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