



Acrobat X Action: Extract Commented Pages

Extract commented pages from multiple files



Extract pages containing comments from multiple files as part of commenting workflow or to automate document production.

Acrobat X Pro introduced Actions, a powerful way to standardize processes by automating routine, multistep tasks. Since Actions may be extended via JavaScript, there are any number of additional operations which can benefit from automation.

The Acrobat X Extract Commented Pages Action processes multiple PDF files and extracts pages in two ways— to a subset of files from the original document and to a summary document containing all pages extracted from source documents.

Visit the Adobe Acrobat User Community for more Acrobat Actions

<http://acrobatusers.com/actions-exchange>

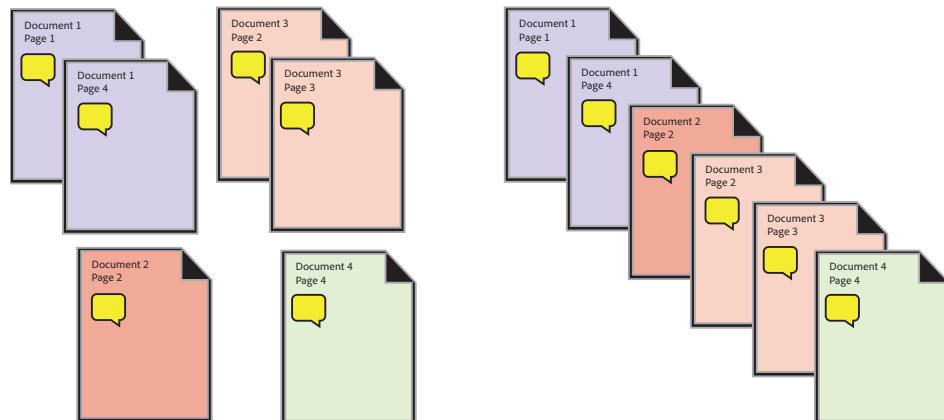
Actions are compatible with:

- Adobe Acrobat X Pro
- Adobe Acrobat X Pro Suite



Above: Source files are multiple PDF documents with annotations present on any page.

Below: Output process creates documents containing pages with comments or a compiled document of all commented pages from all files in the batch.



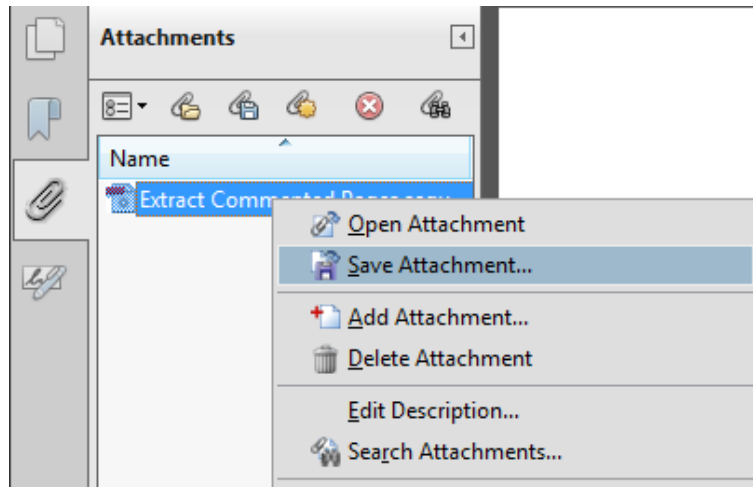
Who benefits from extracting commented pages?

- Lawyers who need to indicate privileged and non-privileged pages from documents
- Regulatory personnel who need to report on safety issues
- Anyone who regularly analyzes multiple documents and needs to compile results

Extracting the Extract Commented Pages Action

Before installing the Action, you will need to extract it from this document.

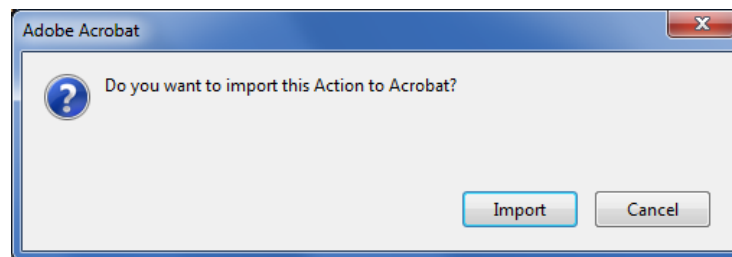
1. In the Attachments Panel at left, select **Extract Commented Pages.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



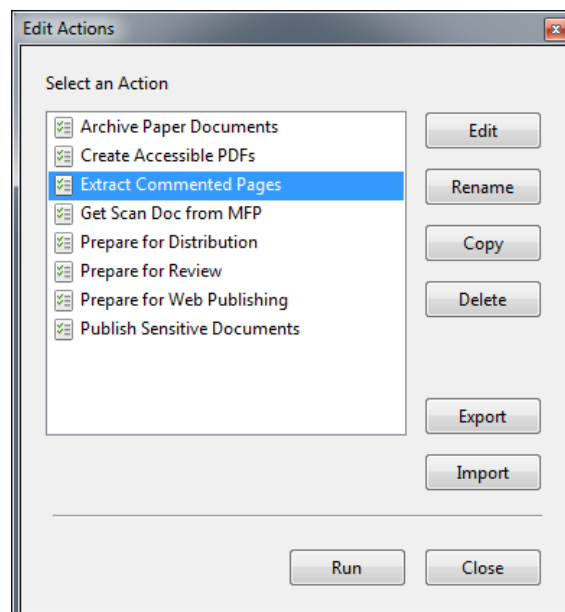
Installing the Extract Commented Pages Action

To install the Extract Commented Pages Action

1. Locate the **Extract Commented Pages.sequ** file on your desktop (or other location)
2. Double-click the file and click the Import button.

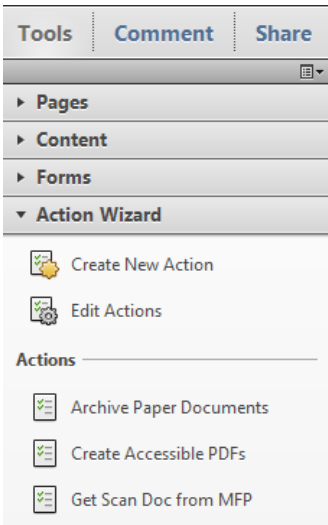


The *Edit Actions* window will open and display the newly imported Action:



Using the Extract Commented Pages Action

Before using the Extract Commented Pages Action, locate the files you wish to process. It's easiest if all of the files are in the same folder.

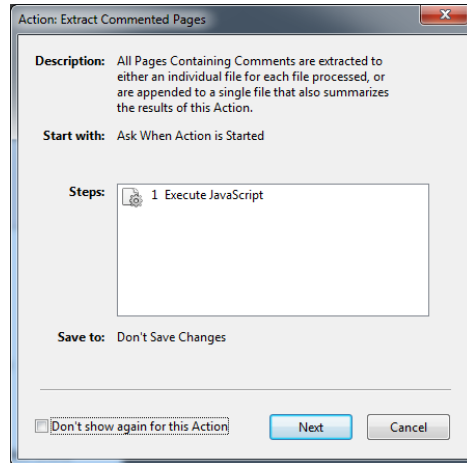


An easy way to access Actions is through the Action Wizard Tool Panel

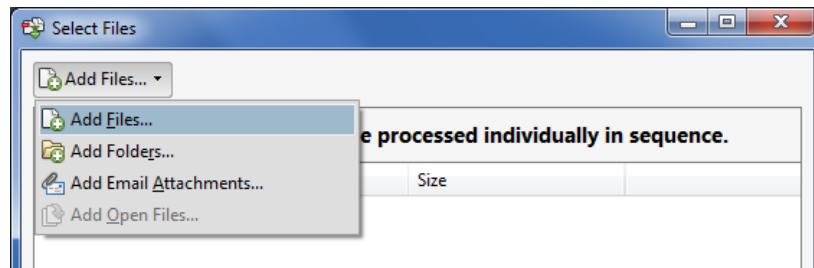
Run the Extract Commented Pages Action

To run the Extract Commented Pages Action, choose File> Action Wizard> Extract Commented Pages or open the Tools Pane and choose the Action Wizard to locate the Extract Commented Pages Action.

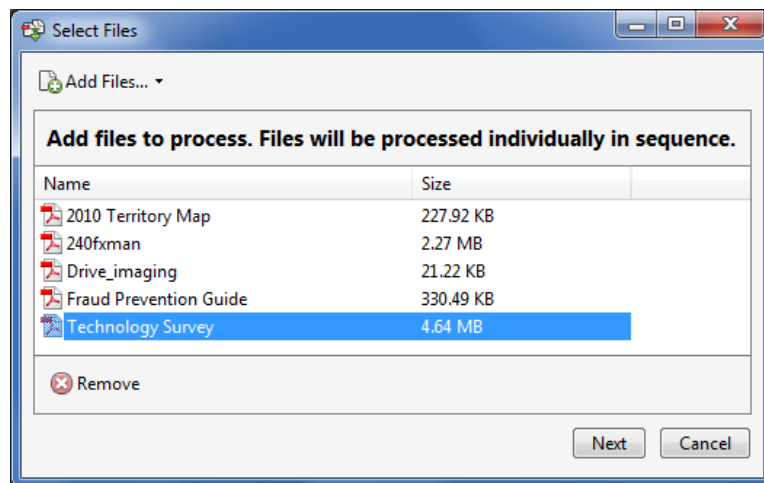
Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.



The *Select Files* Window will open:



Click the **Add Files** or **Add Folders** button and locate the files you wish to process. When finished, click the **Next** button.

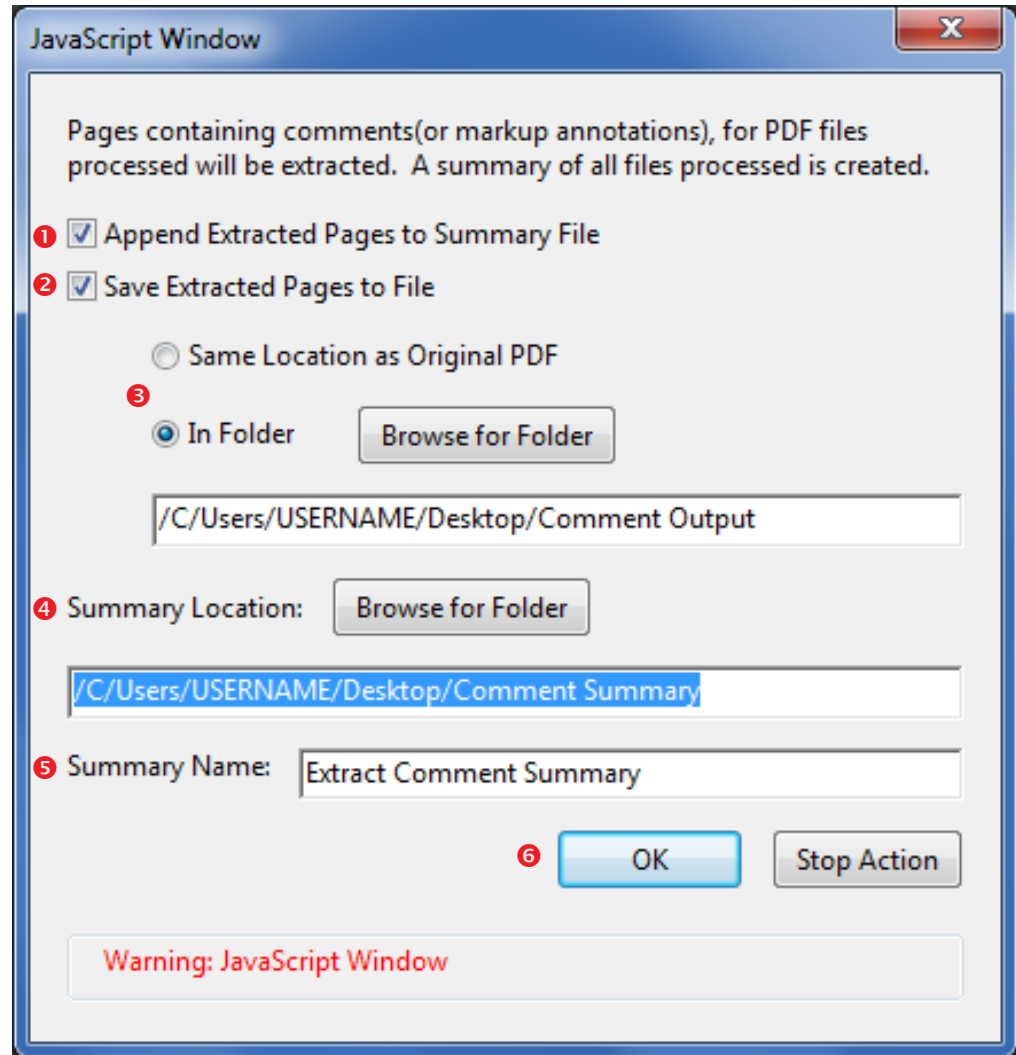


The Select Files window does not allow you to reorder documents. If the order of processing is important to you, you can select and add one document at a time.

The Extract Commented Pages Action optionally outputs documents to individual files. You can use File> Create PDF> Combine files to a single PDF after running the Action. This method allows you to put the extracted files in any order needed.

Extract Commented Pages Action Options

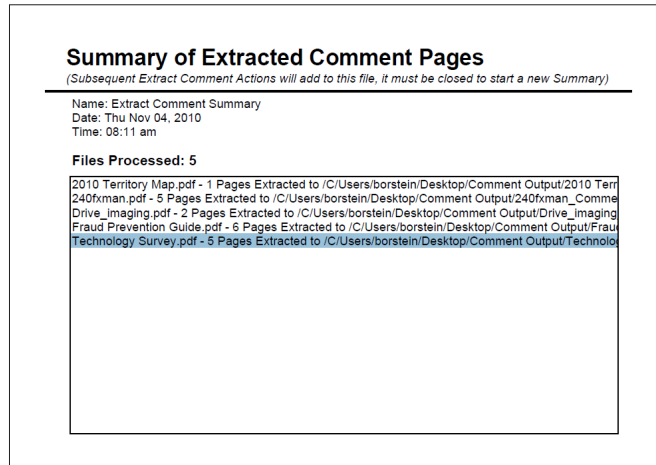
Select the options for processing your commented files.



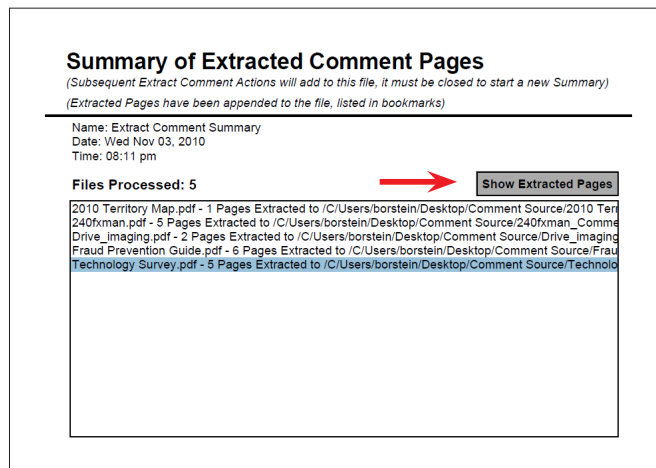
1. Choose whether to add all extracted pages to the Summary File. A report document is produced which contains each commented page from your source files.
2. Choose if you wish to create a new set of documents which contain only commented pages
3. Choose the file location for the documents containing only extracted pages
4. Choose the file location for the Summary Document
5. Set the name for Summary Document .
6. Click the **OK** button to process documents.

Working with the Summary Document

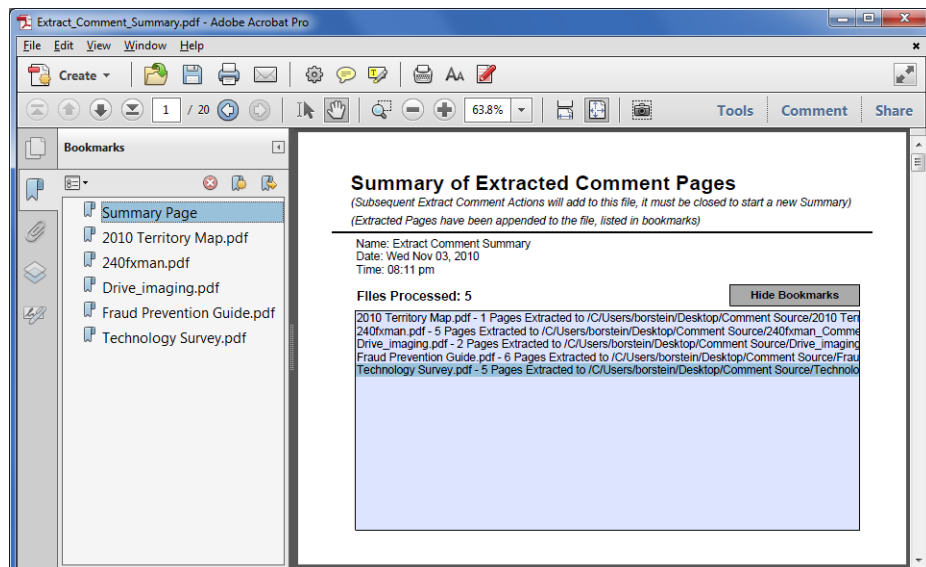
During processing, the Extract Commented Pages Action creates a Summary Document which includes information about the files that were processed.



If you enabled "Append Extracted Pages to Summary Document" when the Action is run, each commented page from your source file set will be added to the Summary Document resulting a new, compiled set of all commented pages.



If you click the Show Extracted Pages button in the document, the Bookmark Panel will open displaying links to extracted pages from each of your source documents:



Questions and Answers

Can I edit the Action?

Because the Extract Commented Pages Action sets file destinations, you cannot edit or add steps to the Action.

I want to use the Extract Commented Pages Action to mark pages for extraction. What's the fastest way to mark the pages?

Try this workflow:

1. Fit the page to the window CTRL-0 (Windows) and CMD-0 (Mac)
2. Hit Page Down key to go to the next page.
3. Hit CTRL-6 (Windows) or CMD-6 (Mac) to add a sticky note to the page.

I added comments only to indicate the pages I wanted to extract. How do I delete the Comments?

Open the Tools Pane and choose Protection. Select Remove Hidden Information. In the Remove Hidden information panel, deselect all options except for Comments. Click **Remove**.

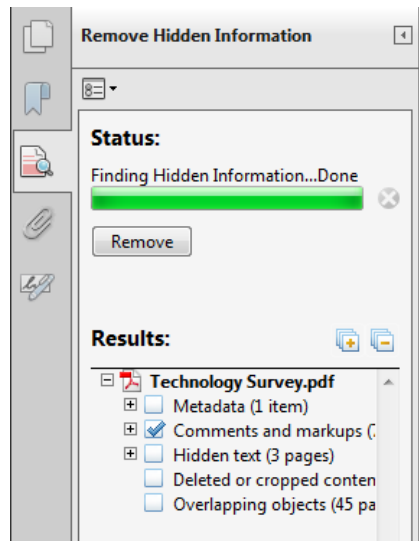
Tip: Make it an Action!

You can easily create an Action to remove Comments. In the Edit Actions window, open the Protection pane and select Remove Hidden Information.



The Extract Commented Pages Action created by WindJack Solutions, Inc.

Our mission is to make Acrobat and PDF easier to use and more accessible for everyone. We specialize in all the programming activities surrounding Acrobat and PDF, including plug-ins, JavaScript automation, form scripting, and server scripting. We have been at it since 1997 and we accomplish our mission by mentoring, writing articles, teaching classes, creating educational materials, lecturing at conferences and of course by creating our line of software products and services for assisting document designers and developers to get the most out of PDF. We are currently delivering our accumulated knowledge of PDF and Acrobat development to users through our membership website at <http://www.pdfscripting.com>



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