



# Acrobat X Action: Create Comment Summary®

Create a report of comments across multiple documents

Process multiple PDF documents and export a list of comments to a file which may be imported into a spreadsheet program.

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 Create Comment Summary Action processes multiple PDF documents and outputs:

- A Summary Document which reports on the files which were processed
- An attached Comma Separate Values (CSV) file listing all comments, by page, by document. This file may be opened in a spreadsheet program

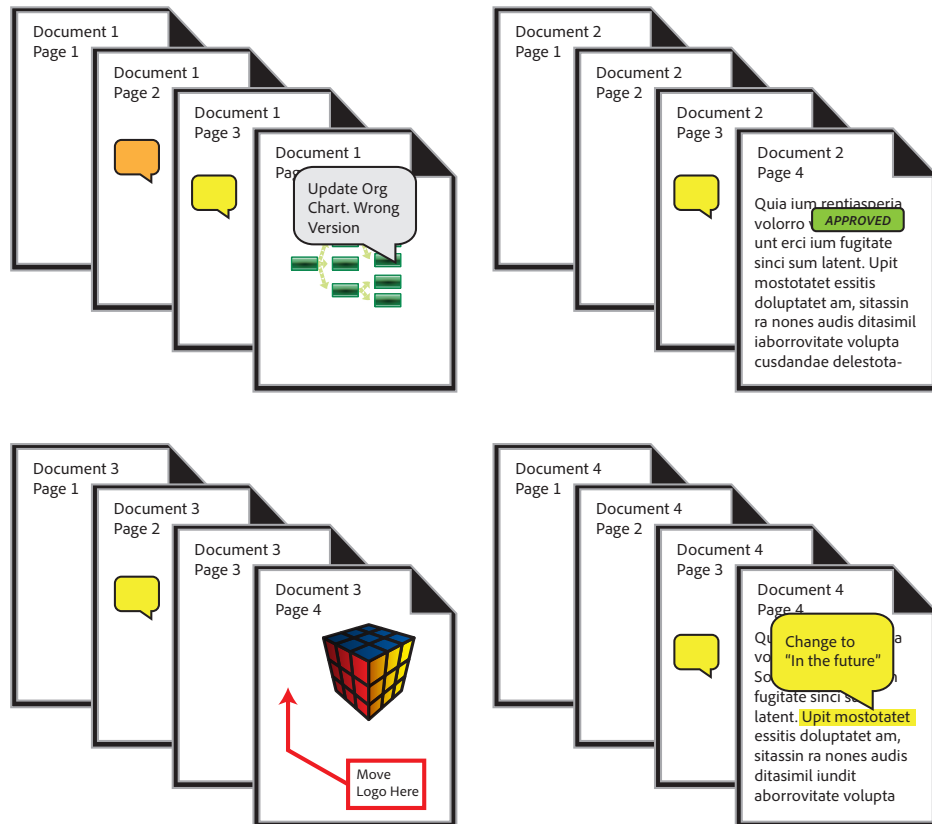


Visit the Adobe Acrobat User Community for more Acrobat Actions

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

Actions are compatible with:

- Adobe Acrobat X Pro
- Adobe Acrobat X Pro Suite



File Name	Name	Type	Page	Date	Comment
Document 1.pdf	Bill Smith	Note	2	9/10/2010	Check figures in chart
Document 1.pdf	Angela Poe	Note	3	9/11/2010	Good change.
Document 1.pdf	Bill Smith	Note	4	9/10/2010	Update Org Chart. Wrong Version
Document 2.pdf	Homer Dunn	Note	3	9/22/2010	Update Numbers from 2009
Document 2.pdf	Homer Dunn	Stamp	4	9/22/2010	Approved
Document 3.pdf	Angela Poe	Note	2	9/5/2010	Check this fact.
Document 3.pdf	Homer Dunn	Callout	4	9/8/2010	Move logo here
Document 4.pdf	Neil Davies	Note	3	10/13/2010	Update the image
Document 4.pdf	Bill Smith	Note	4	10/12/2010	Change to "in the future"

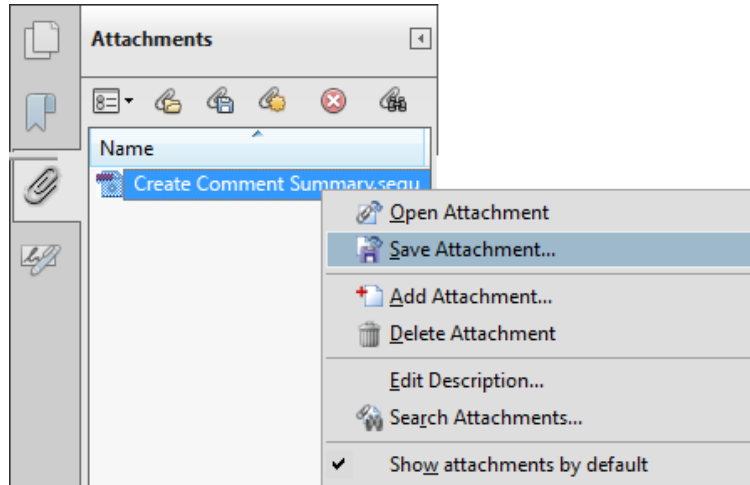
### Who benefits from creating comment summaries?

- Life Science professionals who need to create reports for a safety review
- Attorneys who need to create a privilege log from redaction marks
- Accountants who need to report on all of the files they have audited
- Anyone who works with a large number of commented files and would like to create a consolidated report

## Extracting the Create Comment Summary Action

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

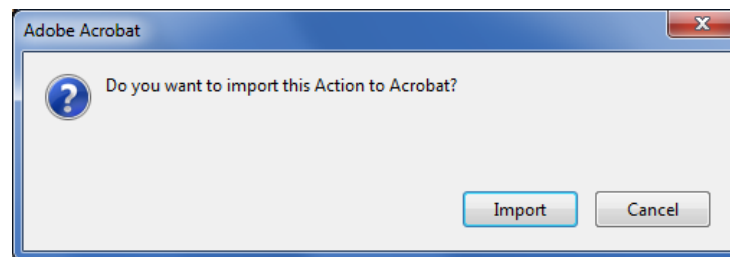
1. In the Attachments Panel at left, select **Create Comment Summary.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



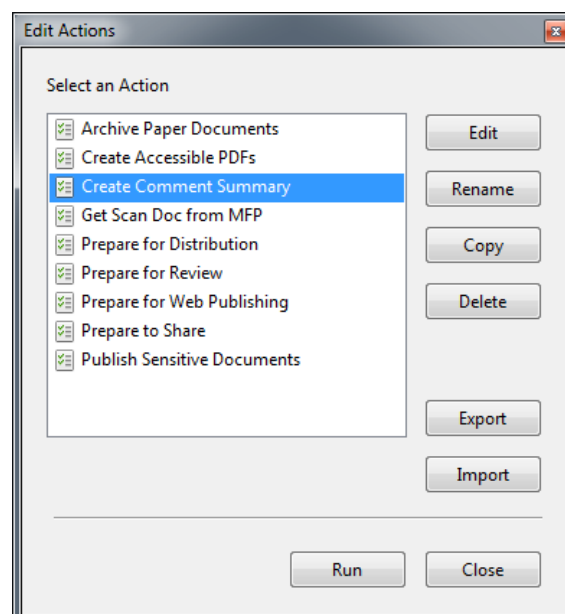
## Installing the Create Comment Summary Action

To install the Create Comment Summary Action

1. Locate the **Create Comment Summary.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:



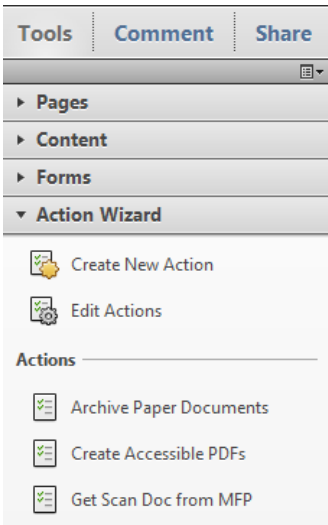
## Using the Create Comment Summary Action

Before using the Create Comment Summary Action, locate the files you wish to process. It's easiest if all of the files are in the same folder.

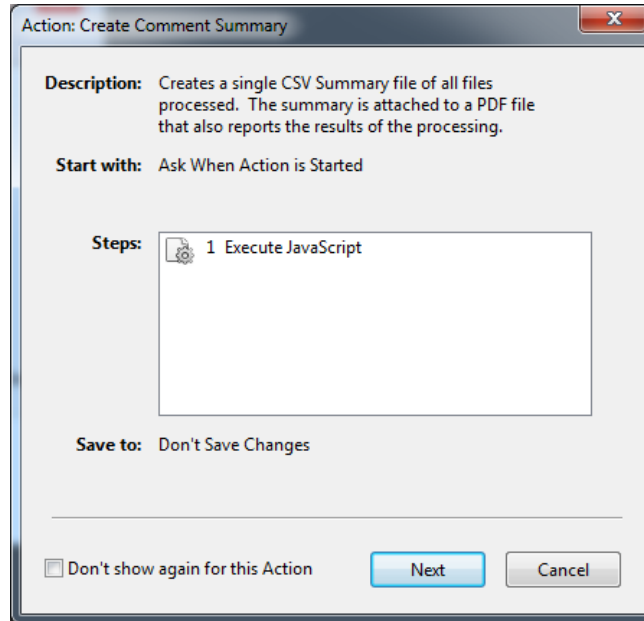
### Run the Create Comment Summary Action

To run the Create Comment Summary Action, choose File> Action Wizard> Create Comment Summary or open the Tools Pane and choose the Action Wizard to locate the Create Comment Summary Action.

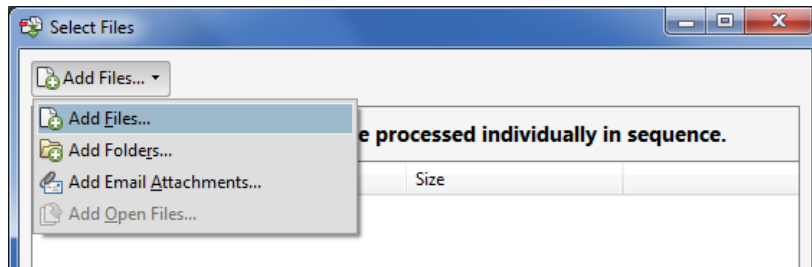
1. Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.



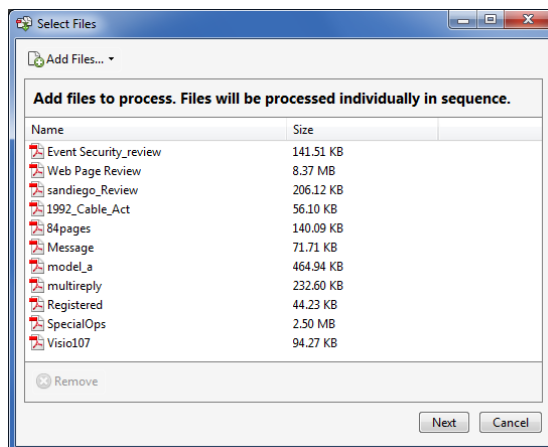
An easy way to access Actions is through the Action Wizard Tool Panel



2. 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.

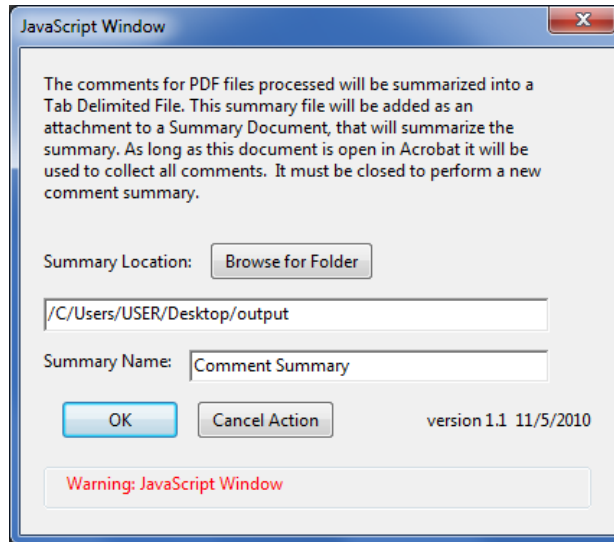


The Select Files window does not allow you to reorder documents. Processing order should not matter, however, since you can always sort the consolidated report in your spreadsheet program.



- The JavaScript Window for the Action opens. Click the **Browse for Folder** button to select the location for the Comment Summary document which the Action will create. Click **OK**.

The file location defaults to the location of the last selected file or folder.



## Working with the Summary Document

The Create Comment Summary Action creates a Summary Document offers a report of the comment processing completed by the Action.

### Comment Summary

*(Subsequent Summary Actions will add to this file, it must be closed to start a new Summary)*

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Name: Comment Summary  
Date: Tue Nov 09, 2010  
Time: 06:11 pm

**Files Processed: 11**

1  
Open Summary
2  
Show Summary File

#1: Event Security\_review.pdf - No Annots  
 #2: Web Page Review.pdf - 39 Annots Found  
 #3: sandiego\_Review.pdf - 4 Annots Found  
 #4: 1992\_Cable\_Act.pdf - 10 Annots Found  
 #5: 84pages.pdf - No Annots  
 #6: Message.pdf - No Annots  
 #7: model\_a.pdf - No Annots  
 #8: multireply.pdf - 23 Annots Found 3  
 #9: Registered.pdf - No Annots  
 #10: SpecialOps.pdf - 185 Annots Found  
 #11: Visio107.pdf - No Annots

### Security Warnings

You may receive a security warning when you open the report from Acrobat. You may also receive a secondary warning about the file type. Click OK for both messages.

- Click the **Open Summary** button to launch the comma separated value (CSV) file generated by the Action.
- Click the **Open Summary** button to view the Attachments Panel. You can export the CSV file from the Attachments Panel if desired.
- Files Processed**  
This area is a scrolling text field. Scroll the field to discover which files were processed and how many comments were found.

## Questions and Answers

### Can I edit the Create Comment Summary Action?

Since the Create Comment Summary Action writes to specific files and folders, you cannot add operations after the report is run.

### What's the best way to view the CSV Report?

A spreadsheet program, such as Microsoft Excel, is the best way to view the exported report.

### Can I open the report in Word?

Yes. You can open the CSV file in Word and convert it to a table, but you will need to spend some time formatting the information. Choose File>Open in Word. Make sure the Open window is set to All Files. Choose landscape orientation and set tabs for each column.

#### Excel Tip

Select all the cells, then double-click on the area between Column A and B to resize the columns to the cell contents.



#### 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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