

# Acrobat X Action: Find & Highlight Words & Phrases

## Automate adding highlight annotations to documents

Highlight important words across multiple documents to quickly spot key information.

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 Find and Highlight Words and Phrases Action provides a process to help you add highlight annotations across multiple documents.

Before running the Action, you must supply a Word List which includes all of the words and phrases you wish to highlight across 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

### Search Words

certification

engineering

guidelines

indemnify

license

permission

protocols

regulations

#### 3. Covenants.

Consultant covenants that in performing its services hereunder it shall: (i) comply with all federal, state, and local statutes, codes, rules, **regulations** and guidelines including but not limited to those related to zoning, environment, fire, safety, and health matters, (ii) comply with all generally accepted **engineering** and scientific standards, **protocols** and **guidelines**, (iii) perform its services in a professional and good workmanlike manner, and (iv) perform all services generally performed by environmental consultants in conducting the type of services required by this Agreement. Consultant shall furnish all labor and testing equipment necessary to properly carry out the terms of this Agreement.

#### 4. Licenses.

Consultant represents that it and, where appropriate, each and every employee of Consultant, has the capability, experience, means and appropriate licenses and permits required to perform the services contemplated by this Agreement. Consultant represents that Consultant is aware of, and in full compliance with the laws of the state where the Property is located for the licensing and **certification** of environmental consultants. Consultant must provide evidence to Attorney to document that Consultant is licensed or certified as appropriate under applicable state law. This can be accomplished by noting the Consultant's **license** or **certification** number on the report or by providing a copy of the appropriate license or certification to Attorney.

#### 5. Skills; Employees.

Consultant shall at all times utilize appropriately qualified and skilled personnel to perform the services required by this Agreement. Consultant's services hereunder shall be rendered by its own employees unless Consultant receives express written permission from Attorney to retain non-employees to perform specified services. Consultant shall take all appropriate steps to ensure that all work by its employees under this Agreement is undertaken in a professional and good workmanlike manner and in accordance with established procedures. Consultant shall be responsible for the acts and omissions of its employees and others engaged by Consultant who perform work in connection with this Agreement. Notwithstanding the above, Consultant may retain non-employee secretarial or clerical personnel, without obtaining **permission** from Attorney.

#### 6. Liens.

Consultant shall be responsible for the satisfaction or payment of any claims or liens by any provider of work, labor, material or services engaged by Consultant, and Consultant shall hold harmless and **indemnify** Attorney, its partners, directors, officers, employees, agents and representatives, and Client, its officers, directors, employees, agents and representatives, against any such claim whatsoever, including all costs, expenses and attorneys' fees, whether suit be brought or not. Such liens shall be discharged by Consultant within 30 days after notice of filing thereof, by bonding, payment or otherwise upon request, and, as a condition to Attorney's obligation to make any payments to Consultant, shall submit such lien waivers, affidavits and proofs of payment as Attorney shall require.

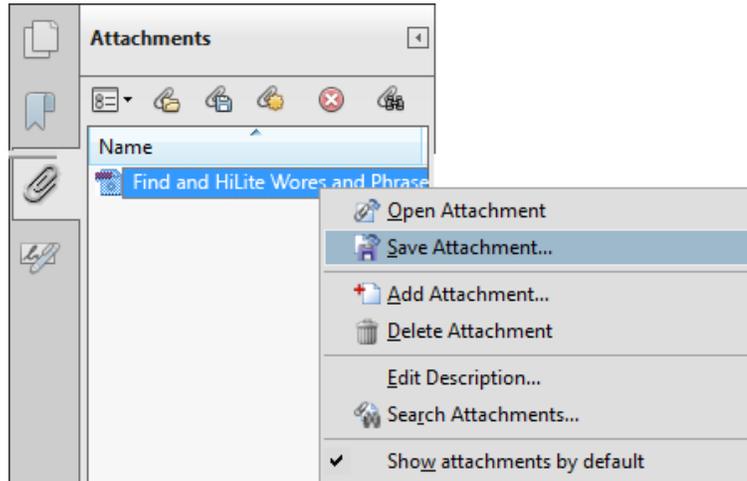
Who benefits from quickly sorting documents into "keep" and "discard" folders?

- Professors who are evaluating many PDFs as part of a research project
- Regulatory professionals who need to quickly evaluate safety reports
- Attorneys and paralegals reviewing case data
- Life Science professionals reviewing lab instrument data to report anomalies
- Anyone who needs to analyze a large number of documents and select the most important documents

## Extracting the Create Find and Highlight Words and Phrases Action

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

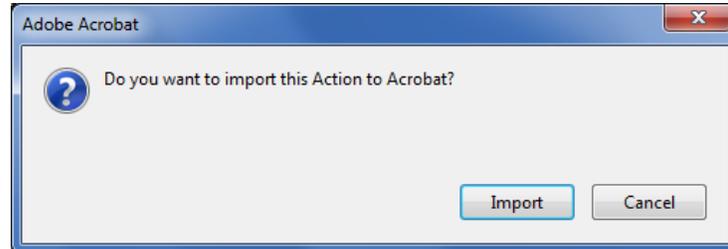
1. In the Attachments Panel at left, select **Create Bookmark Report.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



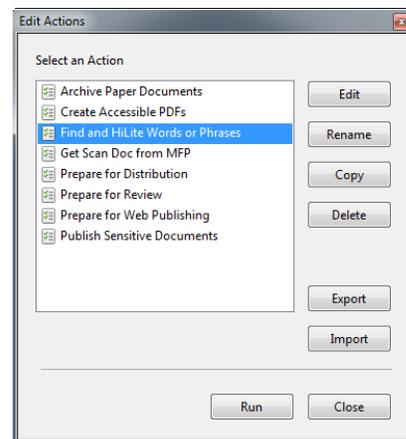
## Installing the Create Find and Highlight Words and Phrases Action

To install the Create Find and Highlight Words and Phrases Action

1. Locate the **Find and Highlight Words and Phrases.sequ** file on your desktop (or other location)
2. Double-click the file and click the Import button.



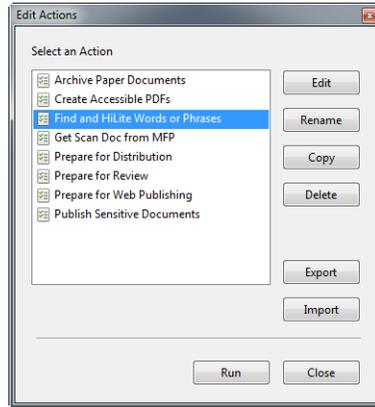
The *Edit Actions* window will open and display the newly imported Action:



## Configure the Search Terms

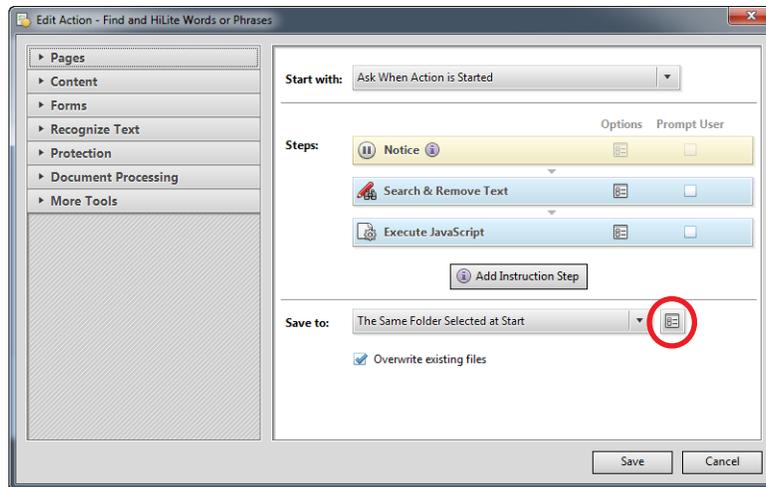
Before using the Find and Highlight Words and Phrases Action, you will need to enter the words and phrases you wish to highlight.

1. Open the Tools Pane
2. Click the Action Wizard section
3. Click the Edit Actions
4. Select *Find and Highlight Words and Phrases* and click the **Edit** button.

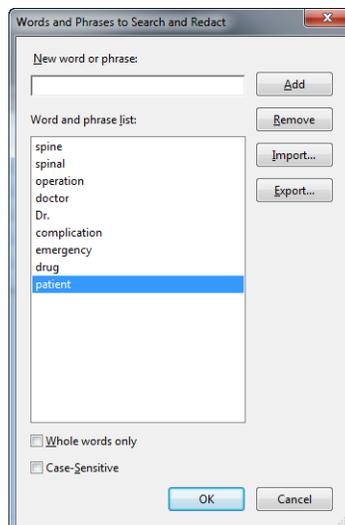


**Search and Remove? I'm worried...**  
Don't worry! This Action takes advantage of the Search and Redact functionality of Acrobat and only temporarily marks text. The Action immediately converts the Redaction marks to ordinary text highlights.

5. The Edit Actions window opens. Click the Options button next to *Search and Remove Text*



6. The Find and Highlight Phrases to Redact Window opens. Enter the words or phrases you wish to mark. You may also import a text file containing search terms.



Click the **OK** button when complete, then click the **Close** button to close the Action Options window.

You'll be asked to confirm the Action name and description. Click **OK**.

## Run the Find and Highlight Words and Phrases Action

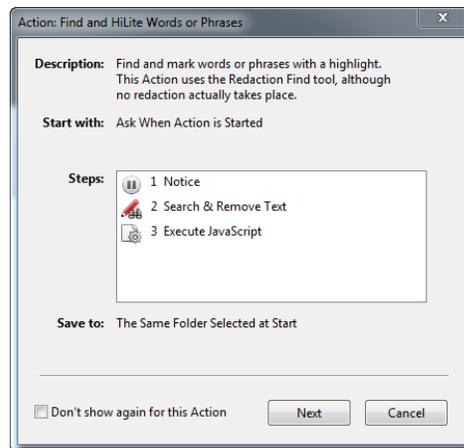
Before using the Find and Highlight Words and Phrases Action, locate the files you wish to process. It's easiest if all of the files are in the same folder.

## Run the Create Find and Highlight Words and Phrases Action

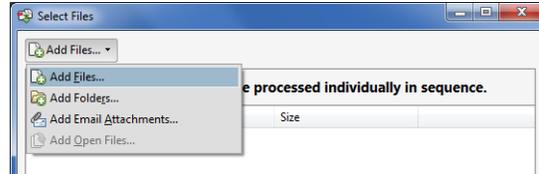
1. Open the Tools Pane
2. Click the Action Wizard section
3. Click *Find and Highlight Words and Phrases* and click the **Edit** button.
4. Acrobat will ask you to confirm that you wish to run the Action.  
Click the **Next** button.

### Password Protected Files

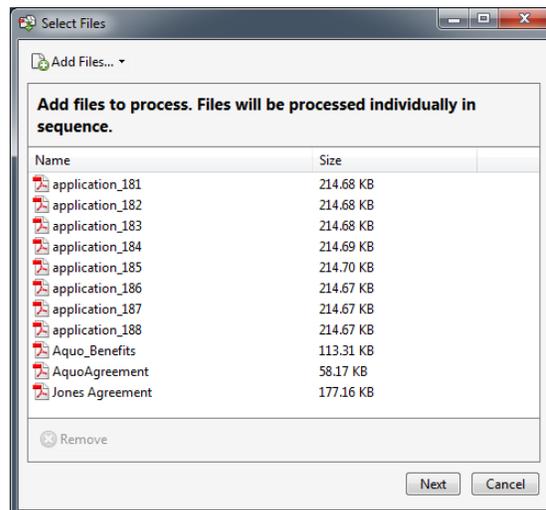
Encrypted documents which require a password to open them will be rejected by Acrobat. If you know the password to your documents, you can change a preference to allow access to Actions. Choose Edit>Preferences and choose the Actions category. Change the Security Method to *Password*. Acrobat will ask you for the Open password each time you run an Action.



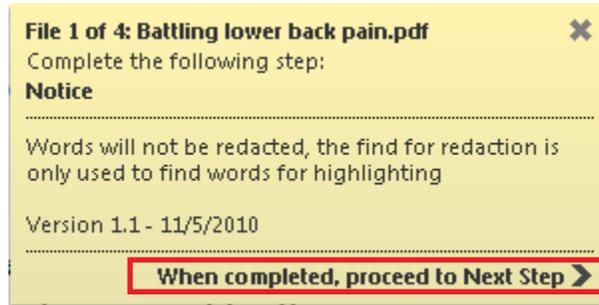
5. The *Select Files* Window will open:



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



- The Action will open each document in turn and display a Notice message. Click the *Next Step* text to process each document.



- After all documents have been processed, the Action will display a list of any documents which did not contain any of your search terms.

## Questions and Answers

### I can see words in my documents, but the Action did not highlight any words. Why?

If your source documents were from a scanner, you will need to OCR them first.

*Hint:* Edit the Action to add OCR as the second step.

### What happens if I have already highlighted some words?

The Action will create an additional highlight on the word or phrase. Visually, there is no difference but there will be two comments in the same place.

### Can I change the color of the highlight? I'd like to create a separate Action that highlights in a different color.

Yes. Here's how:

- Click *Edit Actions* in the Actions Wizard Pane
- Select the *HiLite Words and Phrases Action* and click the **Copy** button.
- Click the  button for the Execute JavaScript step
- Scroll down through the Action code until you find the word "yellow". Replace this with one of the following color choices:
  - green
  - blue
  - cyan
  - magenta
  - yellow
  - dkGray
  - gray
  - ltGray
- Click the **Save** button.
- Give the Action and new name and description, and click **Save**.

### Can the Action run without user interaction?

Yes, just edit the Action and delete the first step (Notice).



#### The Find and Highlight Words and Phrases Action was 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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