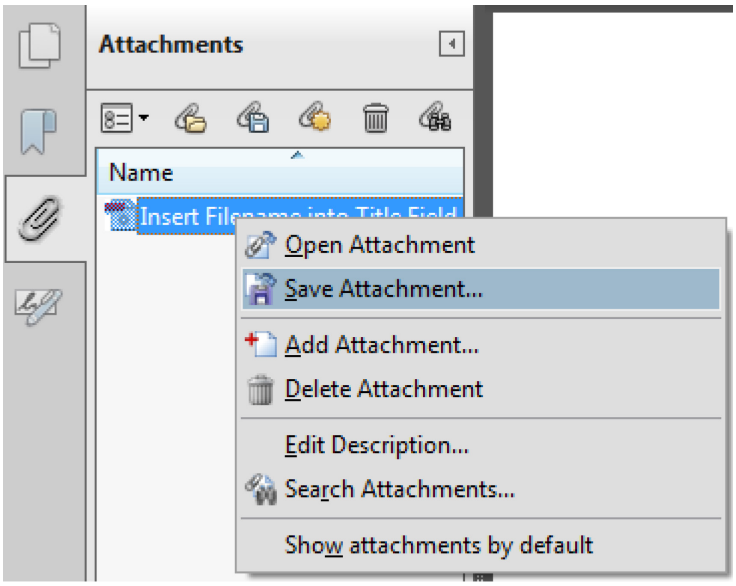
INSERT FILENAME INTO TITLE FIELD

This Action will insert the filename into the title field of the document properties. It will then Set Open Options to display the Document Title rather than the PDF file name so one can change the filename, but the original filename will still be available.

Before installing this action, you will need to extract it from this PDF.

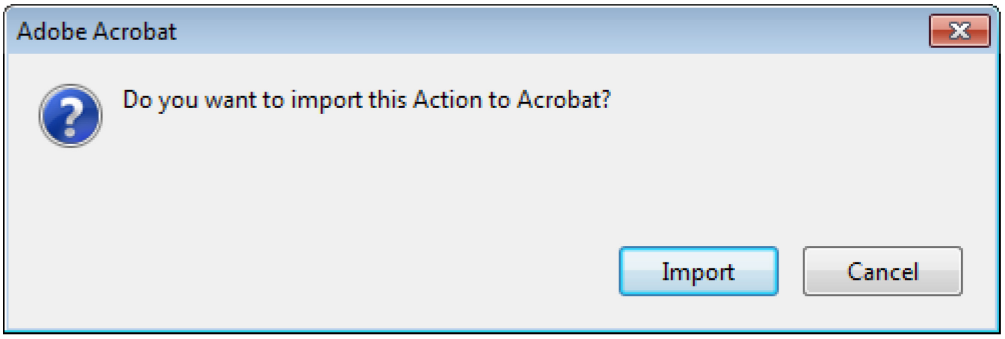
1.) In the Attachments Panel at left select Insert Filename into Title Field.sequ

2.) Right-click and choose Save Attachment to your desktop or other convenient location

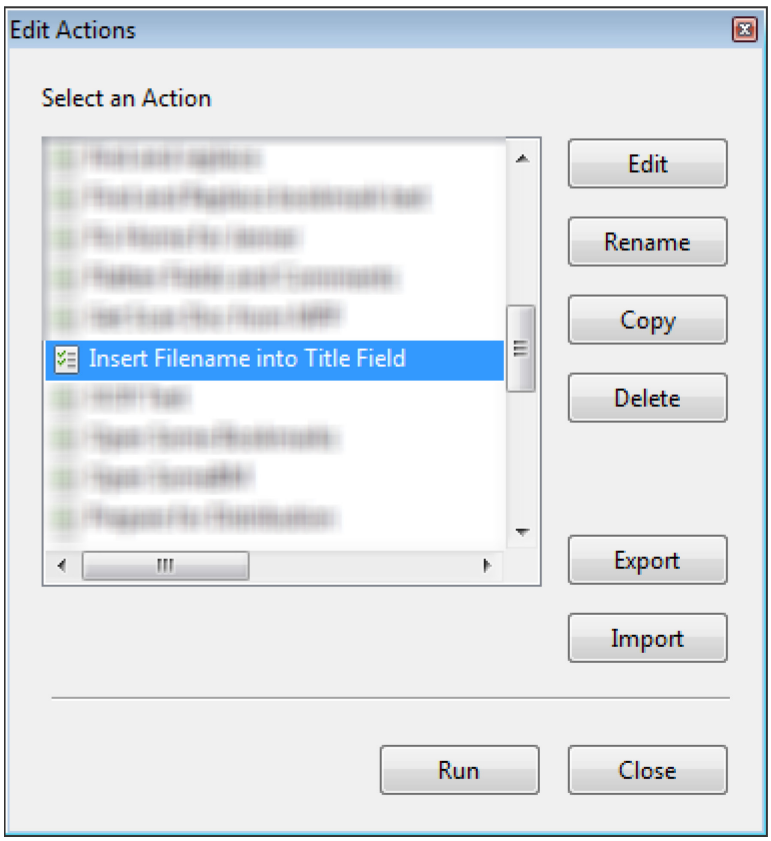


3.) Locate the Insert Filename into Title Field.sequ from the saved location.

4.) Double-click the file and click the import button.

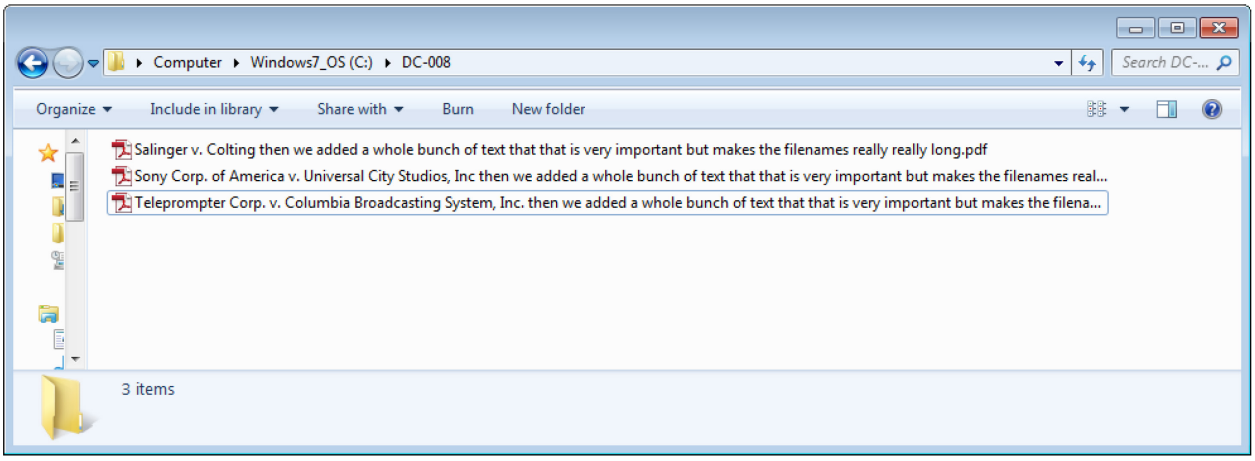


5.) The Edit Actions window will open and display the newly imported Action.

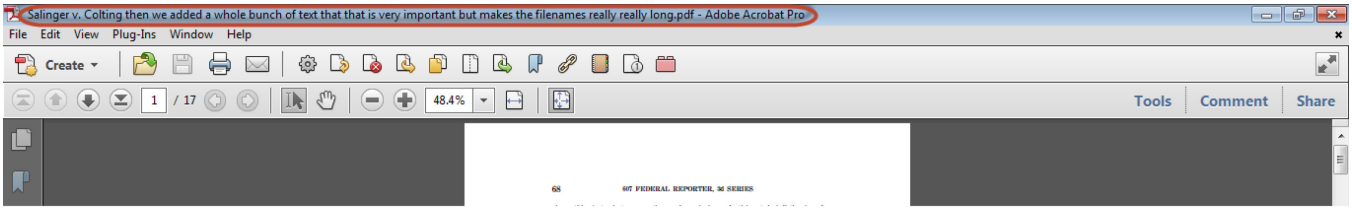


USING THIS ACTION

Sometimes filenames get extremely long. The information is important, but could lead to problems with certain tasks like burning the files to a disc.

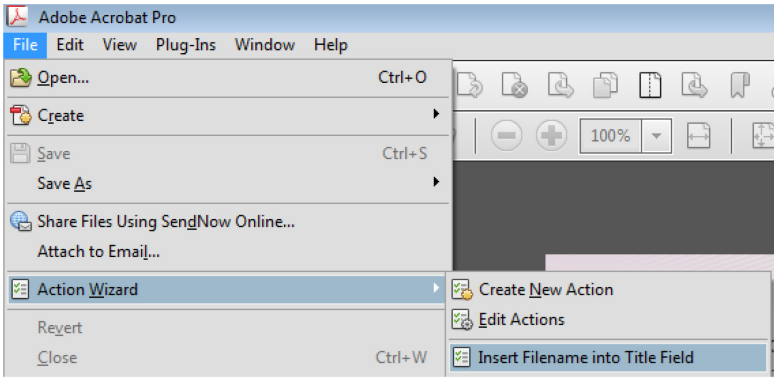


Most PDFs are defaulted to open with the filename visible in the title bar.

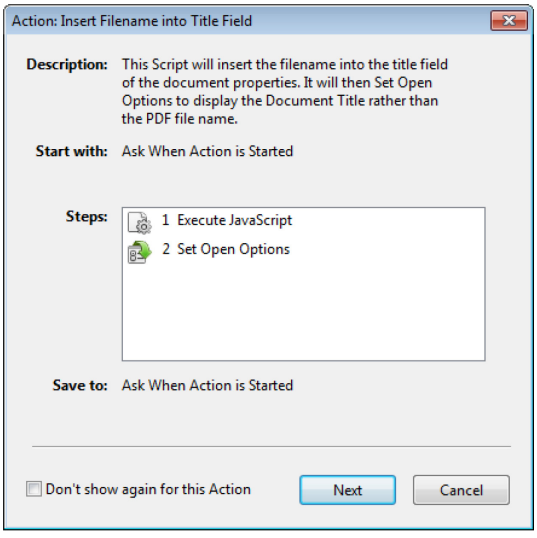


This process will take the information from the filename and insert it into the title field of the document properties. Then the filename can be shortened, but the information from the original filename will still be available. The Action will also change the default view of the PDF to display the document title rather than the filename.

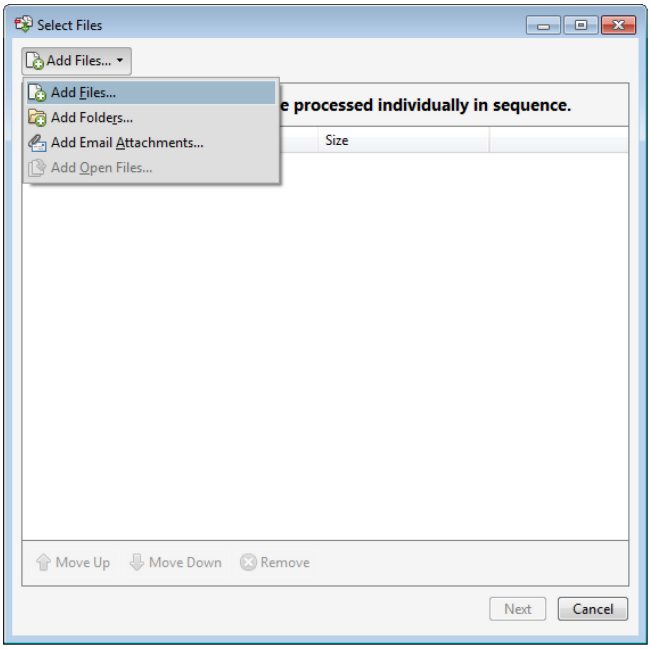
First, select File->Action Wizard->Insert Filename into Title Field.



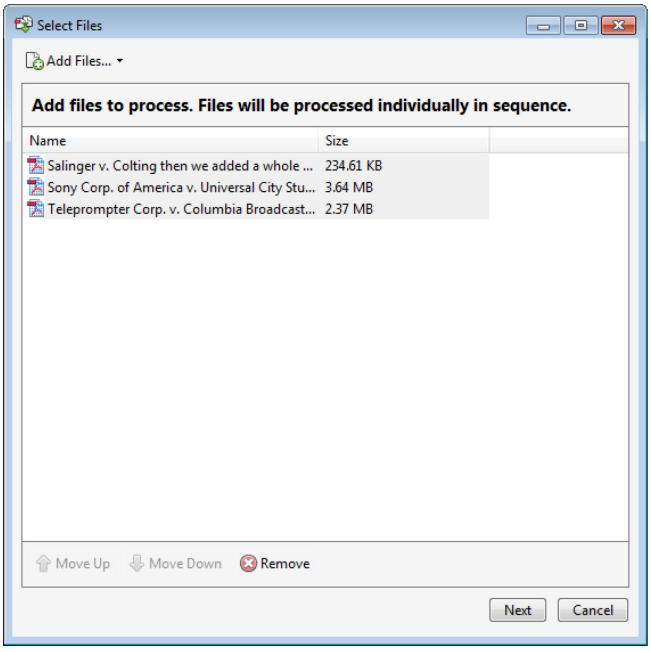
A window describing the Action will appear. Click Next.



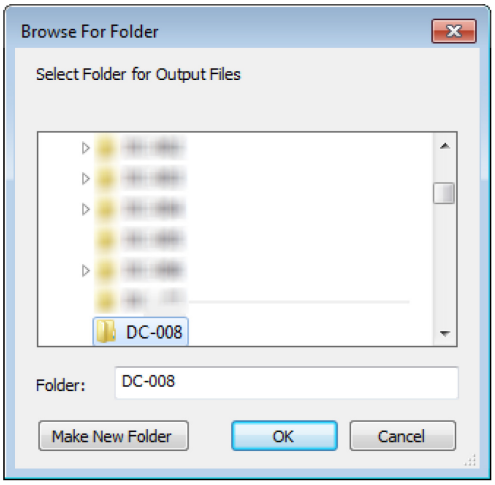
Here, select the documents the Action will be run on by selecting the Add Files button.



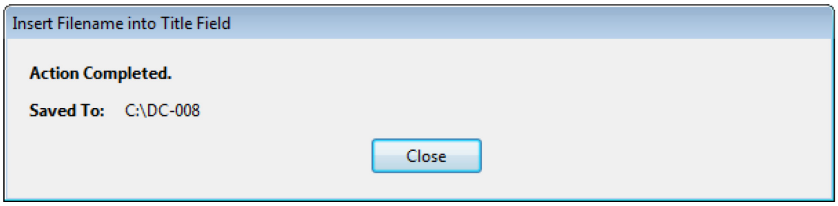
Once the files are added, click Next.



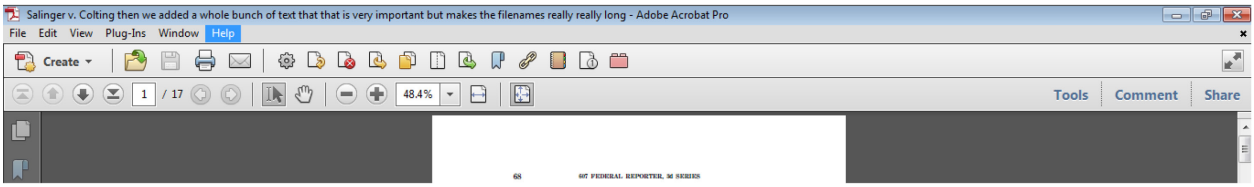
Then select where the documents should be saved.



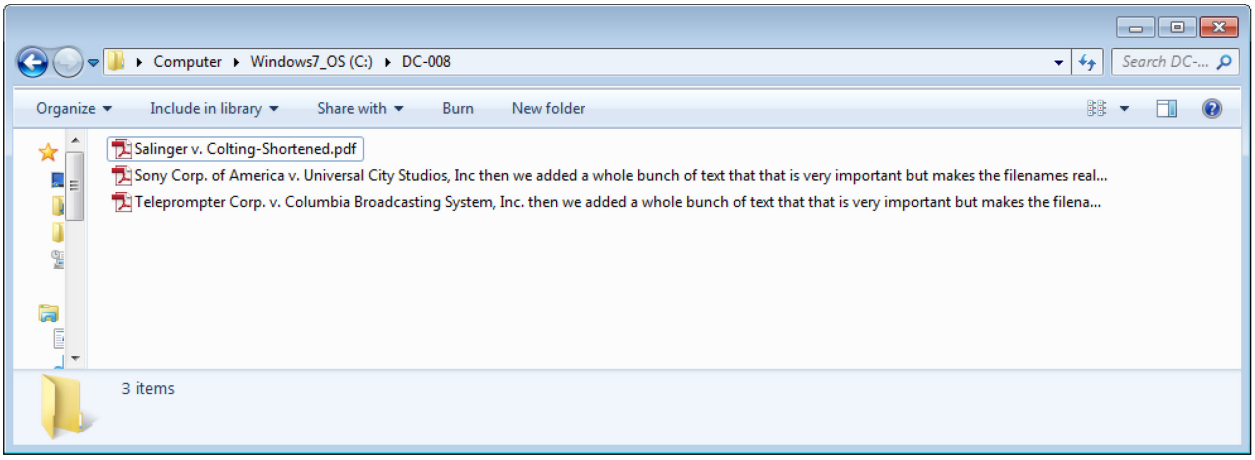
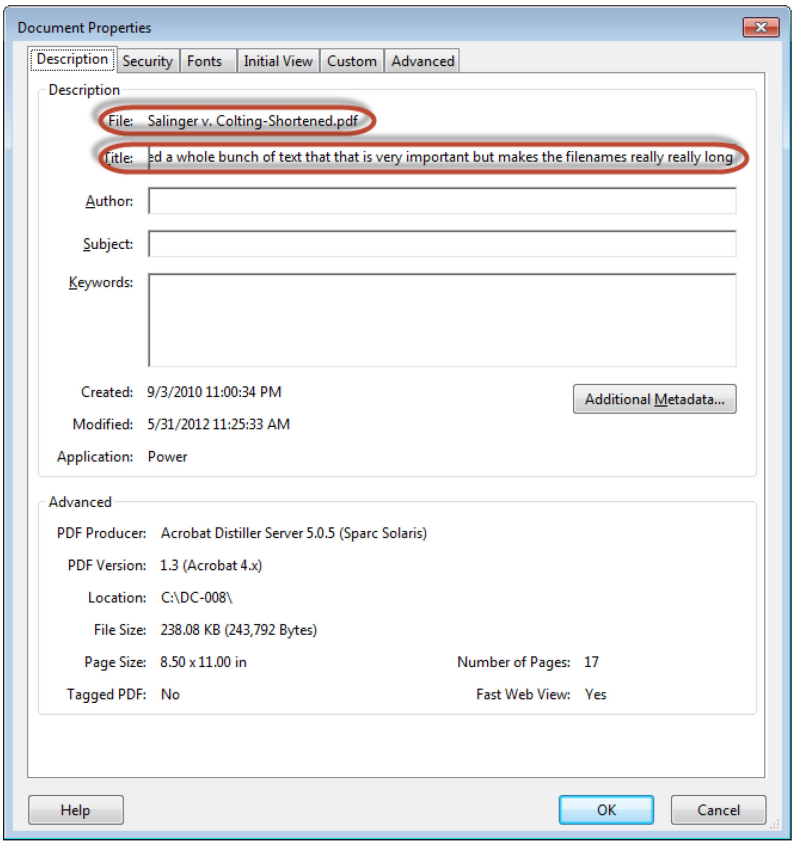
Click OK and the process will run. Once it completes, this box will appear.



Now when a document is opened the long document name will still be visible, but minus the ".pdf"



Now shortening the filename will have no effect on the title of the document.



To check, open the file and do a Ctrl+D, then select the Description tab. Notice the new shortened filename and the original long file name are both available.