Acrobat X Action: Sort Commented Files

Easily find out which documents contain comments

Process multiple PDF documents and sort them into two folders— one for documents containing comments and one for documents without comments

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 Sort Commented Files Action processes multiple files and detects whether documents have comments or not. Document with comments are copied to a folder of your choosing. Optionally, you may copy documents without comments to a different folder.

The Action also creates a Summary Report which lists the processed files.
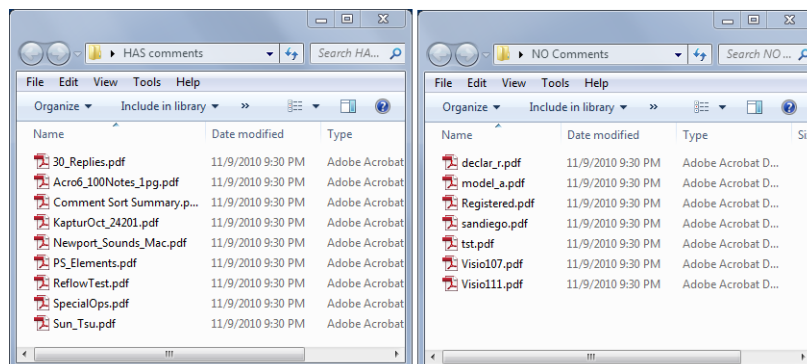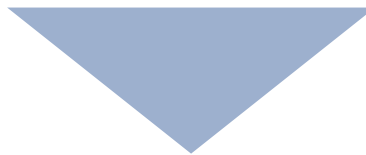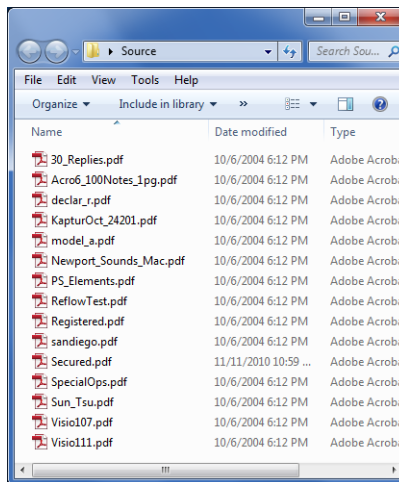
Visit the Adobe Acrobat User Community for more Acrobat Actions

http://acrobatusers.com/actions-exchange

Actions are compatible with:
- Adobe Acrobat X Pro
- Adobe Acrobat X Pro Suite

Extracting the Sort Commented Files Action

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

1. In the Attachments Panel at left, select **Sort Commented Files.sequ**

2. Right-click and choose *Save Attachment* to your desktop or other convenient location
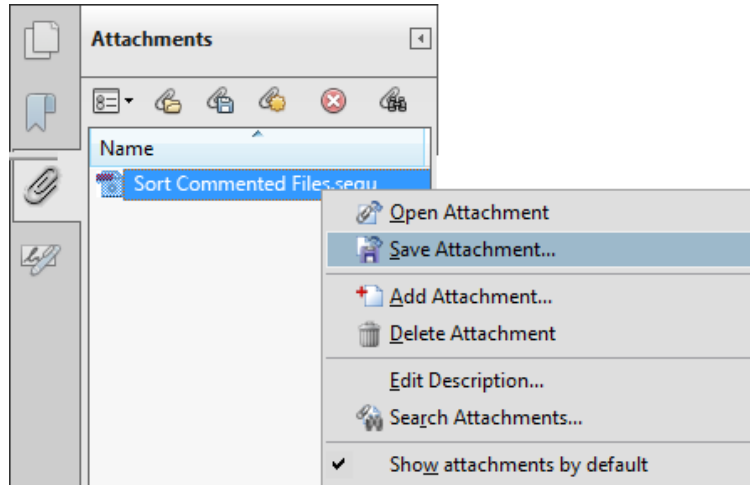
Installing the Sort Commented Files Action

To install the Sort Commented Files Action

1. Locate the **Sort Commented Files.sequ** file on your desktop (or other location)

2. Double-click the file and click the Import button.
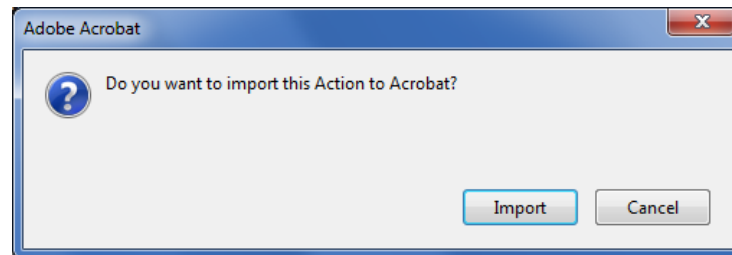
The *Edit Actions* window will open and display the newly imported Action:

Using the Sort Commented Files Action

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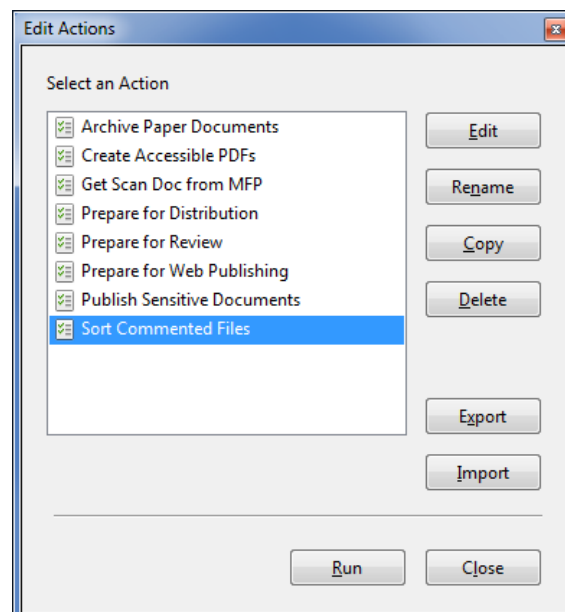
Run the Sort Commented Files Action

1. In the Action Wizard pane, choose Edit Action
   —or—
   Choose File> Action Wizard> Edit Actions

Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.
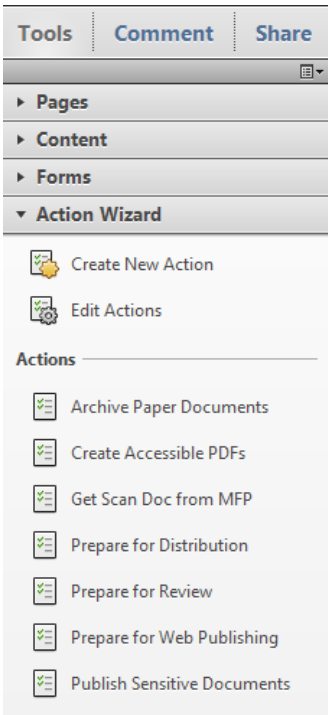
An easy way to access Actions is through the Action Wizard Tool pane
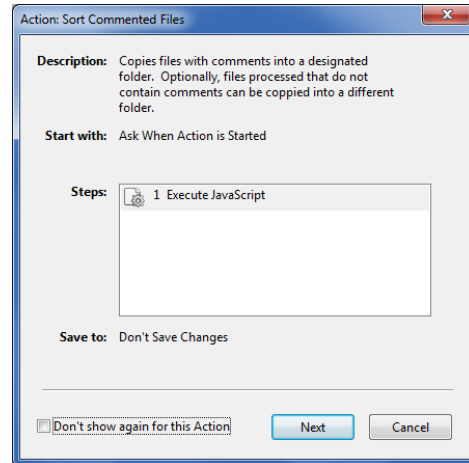
2. The *Select Files* Window will open:
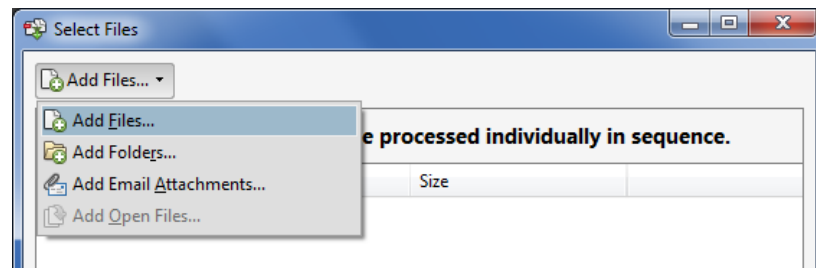
Click the **Add Files** or **Add Folders** button and locate the files you wish to process. When finished, click the **Next** button.
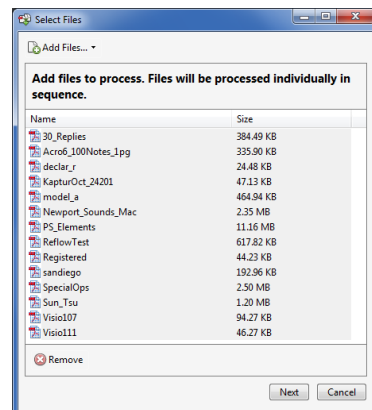
Sort Commented Files Action Options

Select the options for processing the files you wish to sort.

The settings for the Sort Commented Files are "sticky" during the same Acrobat session. If you quit Acrobat, the settings will be cleared.

Sort Files With Comments

This Action examines each document and the saves the file to one of two folders. If the PDF contains a Comment, or Markup Annotation, then it is saved to one folder. If it does not contain any comments then it is saved to another folder.
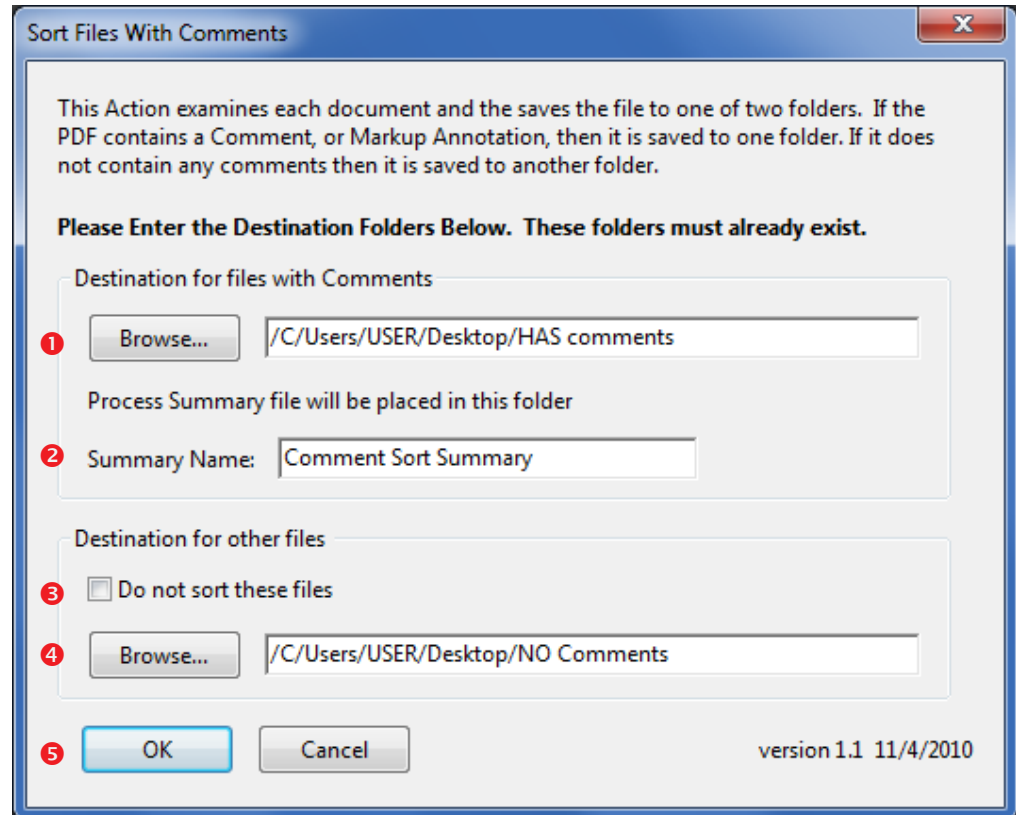
Please Enter the Destination Folders Below. These folders must already exist.

Destination for files with Comments

❶ Browse...   /C/Users/USER/Desktop/HAS comments

Process Summary file will be placed in this folder

❷ Summary Name: Comment Sort Summary

Destination for other files

❸ ☐ Do not sort these files

❹ Browse...   /C/Users/USER/Desktop/NO Comments

❺ OK   Cancel   version 1.1 11/4/2010

1. Click the Browse button and select a destination in which to place a copy of files which contain comments

2. Change the name of the Summary Document (if desired)

3. Enable this option if you do not wish to copy documents without comments to a new location.

4. Click the Browse button to select a destination in which to place documents which do not contain comments. This option will not be avaiable if you enable "Do no sort these files".

5. Click the **OK** button to process documents.

Working with the Summary Document

The Summary Document offers a report of the document sorting completed by the Action. Scroll through the field to view the sorting results for each document.

Files Processed for Comment Sort

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

Name: Comment Sort Summary
Date: Tue Nov 09, 2010
Time: 08:11 pm

Files Processed: 14

#1: 30_Replies.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#2: Acro6_100Notes_1pg.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#3: declar_r.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/
#4: KapturOct_24201.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#5: model_a.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/
#6: Newport_Sounds_Mac.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#7: PS_Elements.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#8: ReflowTest.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#9: Registered.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/
#10: sandiego.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/
#11: SpecialOps.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#12: Sun_Tsu.pdf - Has Comment, Saved to: /C/Users/borstein/Desktop/HAS comments/
#13: Visio107.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/
#14: Visio111.pdf - No Comment, Saved to: /C/Users/borstein/Desktop/NO Comments/

Questions and Answers

Can I edit the Sort Commented Files Action?

Since the Sort Commented Files Action writes to specific files and folders, you cannot add operations after the report is run.

Can I export the Summary Document to get a list of the files which were processed?

No. The Summary Document is built with form elements and the data cannot be exported.

The Extract Commented Pages 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