

# Acrobat X Action: Create Bookmark Report

## Create a report of document bookmarks

Process multiple PDF documents and export bookmark reports to PDF reports or reports that may be opened in 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 Bookmark Report Action processes multiple PDF documents and outputs a Summary Document containing:

- A unified report, by document, listing bookmarks in a hierarchical fashion
- A Comma Separate Values (CSV) file which 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

### Bookmark Summary for: Acrobat Javascript SDK Reference.pdf

Location: /C:/Users/username/Documents/PDFs/Acrobat 9/technical/A81\_javascript SDK reference.pdf  
Processed: Thu Nov 4, 2010 - 8:42 pm

```

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      callout
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      dash
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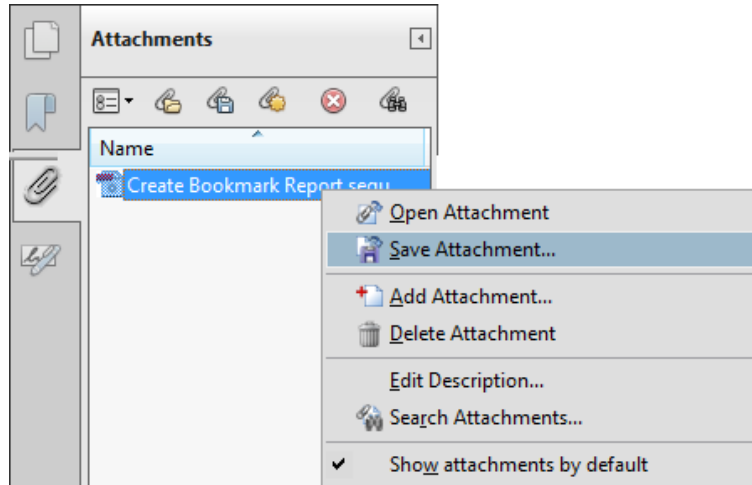
### Who benefits from creating bookmark reports?

- Lawyers who use bookmarks to mark important passages in many documents
- Regulatory personnel who need to ensure that bookmarks use compliant wording
- Anyone who uses bookmarks to create an outline of a document which needs to be presented separately

## Extracting the Create Bookmark Report Action

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

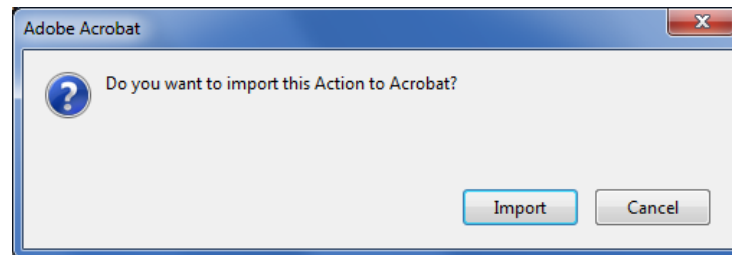
1. In the Attachments Panel at left, select **Create Bookmark Report.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



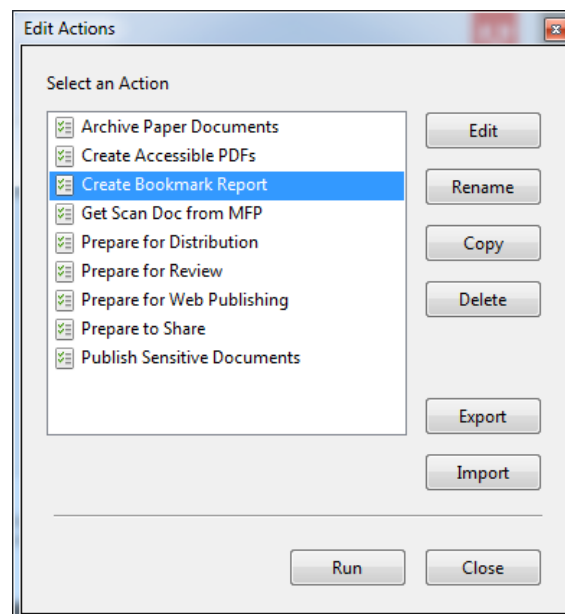
## Installing the Create Bookmark Report Action

To install the Create Bookmark Report Action

1. Locate the **Create Bookmark Report.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:



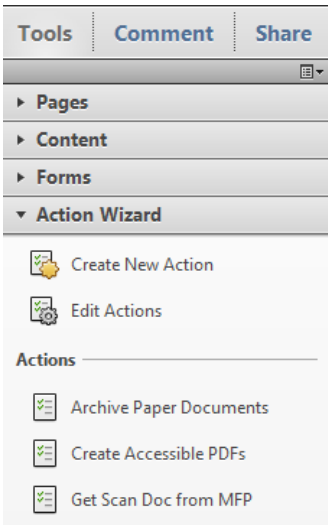
## Using the Create Bookmark Report Action

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

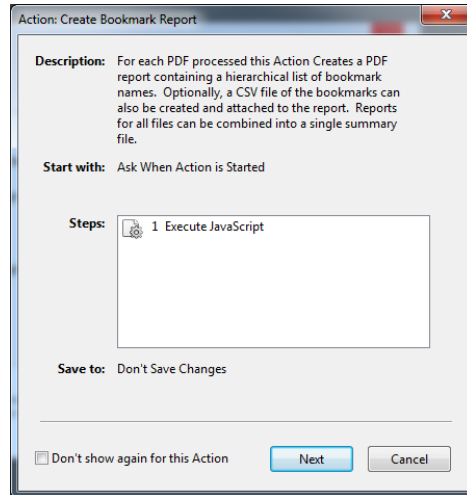
### Run the Create Bookmark Report Action

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

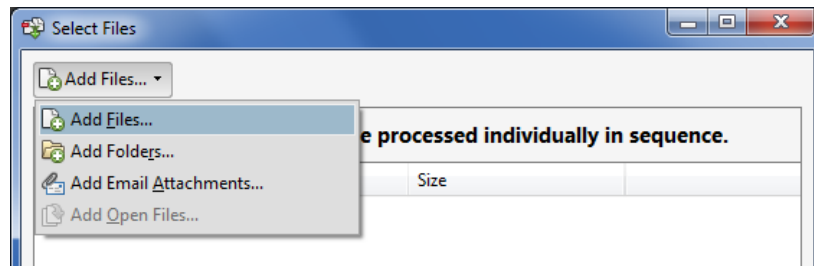
Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.



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

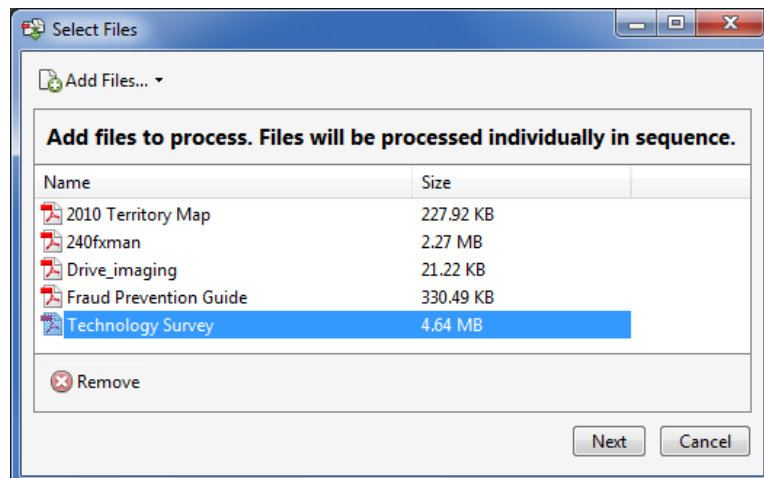


The *Select Files* Window will open:



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

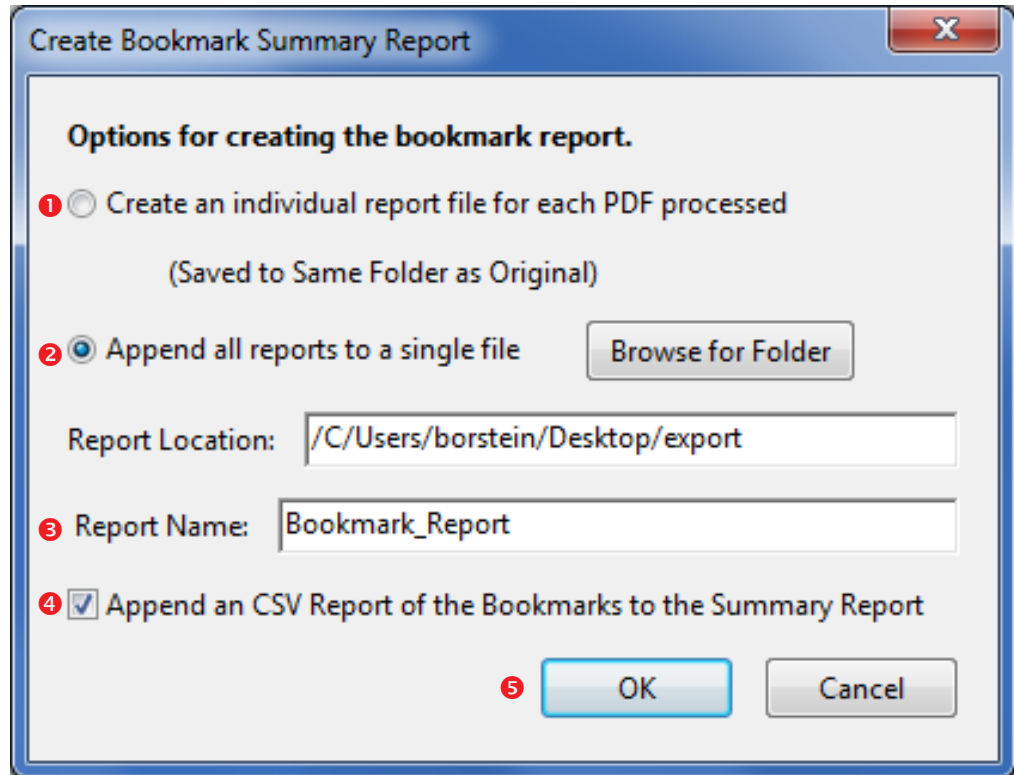
The Select Files window does not allow you to reorder documents. If the order of processing is important to you, you can select and add one document at a time.



## Create Bookmark Report Action Options

Select the options for processing the files you wish to stamp:

The settings for the Create Bookmark Report are "sticky" during the same Acrobat session. If you quit Acrobat, the settings will be cleared.



1. Choose if you wish to create an individual report for each PDF processed. The report will be saved in the same location as your original, bookmarked file
2. Select this option to include all of the reports in a single file. This will produce a PDF with many pages.
3. Set name of the Bookmark Report
4. Choose this option to append a CSV report for each PDF processed in the Attachments panel of the Summary Document.
5. Set the text color for the stamp. Enter a six-digit hexadecimal color  
See "Appendix 1: Hexidecimal Color Chart" on page 4 for sample colors
6. Click the **OK** button to process documents.

## Working with the Summary Document

The Summary Document offers a report of the bookmark processing completed by the Action. The first page of a sample report is shown below. Scroll through the rest of the document to view each report page.

### Errors when Running Script

The Summary Report will list any errors encountered during processing.

- Error Embedded Files. Skipped  
The Action cannot process certain types of PDF Portfolios and PDF Packages
- XFA Form - Skipped  
The Action cannot process XML forms created with Adobe LiveCycle Designer

### 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.

### Files Processed for Bookmark Analysis

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

(Bookmark Summaries have been appended to the file, listed in bookmarks)

(CSV files of bookmarks have been attached to this file)

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Name: Bookmark Report  
Date: Thu Nov 04, 2010  
Time: 8:42 am

**Files Processed: 15**

vistaprint\_card.pdf - 6 Bookmarks  
vmware 6 manual.pdf - 624 Bookmarks  
WageWorks.pdf - 1 Bookmarks  
welcome.pdf - 0 Bookmarks  
What's New in Acrobat7.pdf - 0 Bookmarks  
Why Not Buy a PDF Clone.pdf - 0 Bookmarks  
WiFi\_hi.pdf - 14 Bookmarks  
window quote.pdf - 6 Bookmarks  
Windows Program Comments.pdf - 15 Bookmarks  
Email Usage Form.pdf - XFA Form, Skipped  
X3 Portfolio - Skipped - Cannot Process, Embedded Files, Skipped  
Quick\_Start\_Guide.pdf - 0 Bookmarks  
XMP Briefing 0109.pdf - 0 Bookmarks  
xmp\_whitepaper.pdf - 16 Bookmarks  
Success Story.pdf - 16 Bookmarks

1. Click the **Show CSV Attachments** button to view the individual comma separated value (text) created from document bookmarks
2. Click the **Show Bookmark Summaries** button to open the Bookmarks panel. Use the bookmarks to navigate to specific reports.
3. Files Processed  
This area is a scrolling text field. Scroll the field to discover which files were processed, how many bookmarks were processed per file, and which files were skipped.

## Questions and Answers

### Can I edit the Create Bookmark Report Action?

Since the Create Bookmark Report Action writes to specific files and folders, you cannot add operations after the report is run. You can edit the source of the files. For example, you could run the Action on a specific of files or combine several files together as a source.

### What's the best way to reformat the reports? Can I use Word?

You can export the PDF Summary report to Word. Choose File>Save As> Microsoft Word. Acrobat reliably converts the Summary report.

You can open the CSV files in Word and convert them to a table, but you will need to spend some time formatting the information.

### Exporting from PDF to Word Tip

The Create Bookmark Report Action creates an individual report per source document. You can export the entire Summary Document to Word. You can use Search and Replace in Word to remove page breaks if you would like a continuous report.



### 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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