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Using "Action Wizard" with "Deleting Page Ranges" command The Adobe Acrobat® Professional offers a powerful way for automating repetitive tasks on the number of documents at once. This functionality is called "Action Wizard" . It is also known as "Batch Processing" in previous versions of Adobe Acrobat (prior to version X). The following tutorial shows how to use "Delete Page Ranges" command to process multiple files at once. Step 1 - Start Action Wizard Select "Tools" panel located on the main Acrobat toolbar. Double-click on the "Action Wizard" tool icon to open tool controls. Step 2 - Create New "Action" Click on the "New Action" icon on the "Action Wizard" toolbar to create a new batch processing "action". Step 3 - Expand "More Tools" Click on "More Tools" group to see a list of available commands. Step 4 - Add "Delete Page Ranges" Command Select "Delete Page Ranges" batch command and press "+" ->" button to add it to the list of action steps. Step 5 - Open "Delete Pages" Dialog Press "Specify Settings" button to open "Delete Pages" dialog. Step 6 - Specify Pages to Delete Enter page numbers or keywords for indirect page deleting. For example, enter "b:John Doe" keyword to delete a page pointed by John Doe bookmark. Step 7 - Uncheck the "Prompt User" Box Uncheck the "Prompt User" option, otherwise the command would always display a settings dialog when executed. Step 8 - Expand "Save & Export" Command Group Click on "Save & Export" command group to see a list of available commands. Step 9 - Add "Save" Command Now add "Save" command to save processed file(s). Select "Save" batch command and press "+" ->" button to add it to the list of action steps. This step is necessary to save changes in the PDF documents back to files. Step 10 - Specify Where To Save Changes Click on the Save menu and select the way you want to save files ("Save", "Save As", "Save To Local Folder"). Press "Specify Settings" button to enter options. Specify filenames options. Press "OK" button once done. Step 11 - Save "Action" Now we have completed configuring the command. Press "Save" button to save these settings as a named "action". Step 12 - Add "Action" Name and Description Type desired "Action" name and description into "Save Action" dialog. Press "Save" button to save the action. Step 13 - Select "Action" For Execution Now you should see this new "action" added to the "Actions List". Click on the "action" in the "Actions List" to execute it. Step 14 - Select Files to Be Processed Click "Add Files" and select file(s) to be processed. Step 15 - Starting the Action Press "Start" button to execute the "action" and delete pages in the selected files according to specified settings. how to delete pages in acrobat pro dc. how to delete pages in adobe acrobat pro dc

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