How to install Action sequences in Acrobat

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How to install action sequences

Acrobat XI or later is required. Open Acrobat and select Tools > Action Wizard. Now select Manage Actions to view the Manage Actions dialog box, refer to Figure 1 below.

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Figure 1: Manage Actions dialog box

To import an Action sequence, press the Import control and browse for the action sequence to be imported. Once you've located the targeted action sequence, press the Open control. This imports the targeted sequence into the list the action sequences back in the Manage Actions dialog box. Press Close to close this dialog box. Before closing the Manage Actions dialog box, you can, of course, import additional action sequences.