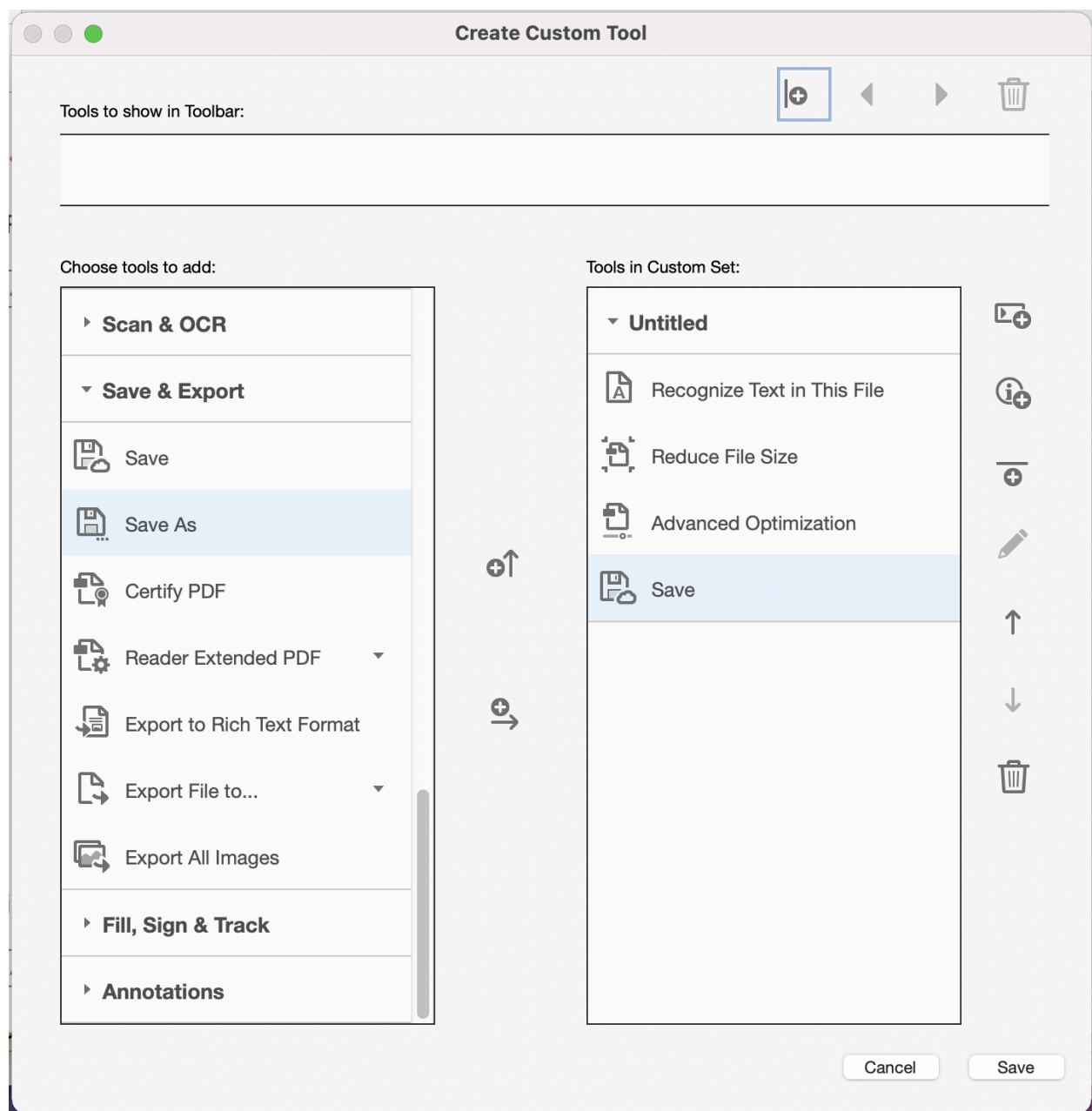


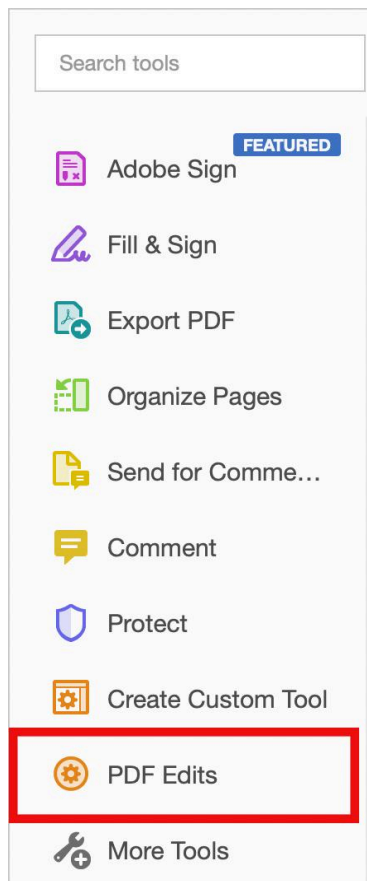
If there are multiple edits you would like to apply to multiple documents (such as OCRing and Reducing File Size), creating a custom tool in Acrobat can combine these processes into one. Creating an Action will run the tool on one or multiple files.

### To manually apply a group of processes to a PDF:

1. Under the Tools menu, select “Create Custom Tool” and add the tools you would like applied to your PDF to the custom set.



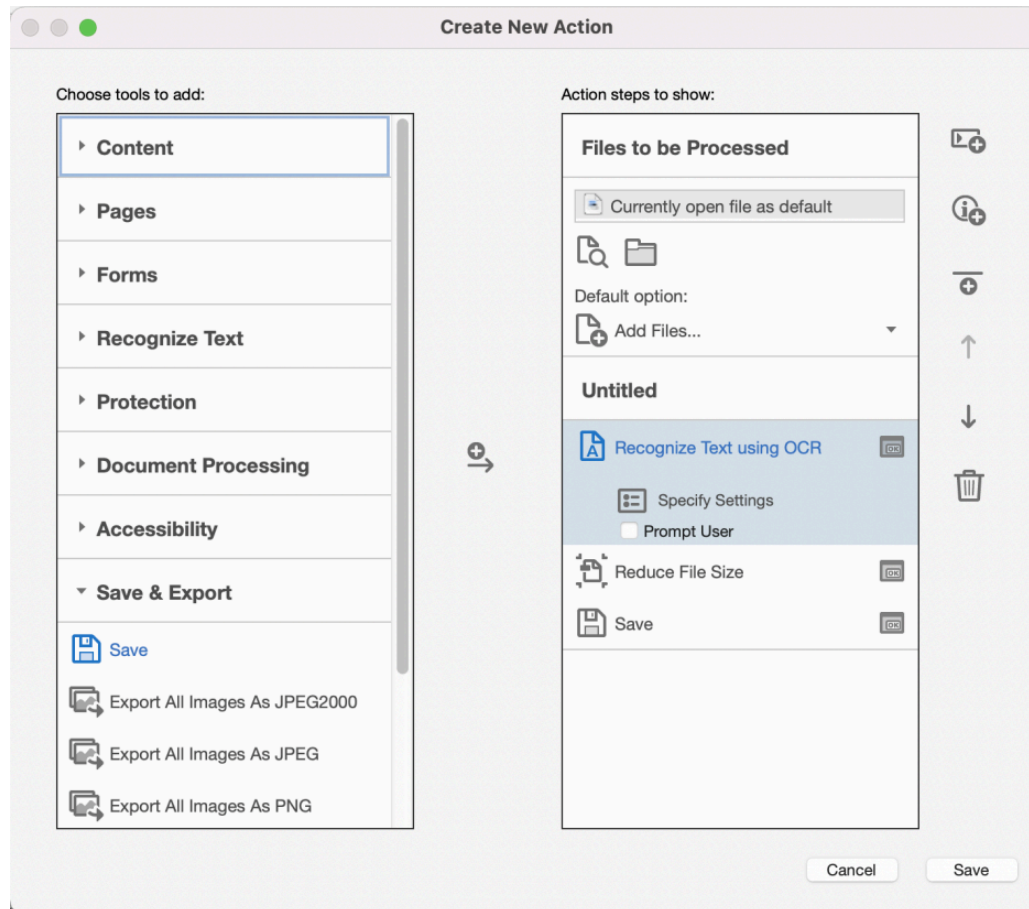
2. Save and Name your Custom Tool. It will appear in the list of tools on the right column.



The tools are now grouped together, open your custom tool and click each step to apply to the PDF.

### **To automatically apply a group of processes to a PDF:**

1. Under the Tools tab, select Action Wizard and click New Action. Under the Go To drop-down menu, add the processes you would like applied to the action steps. You can specify settings (such as required dpi) here, uncheck “prompt user” if you would like these processes to run automatically without pop-up prompts at each step. Save and Name the Action.



4. The Custom Action will now appear in the Actions list on the right under Action Wizard. Click your custom action and add any files to be processed, then click Start. Actions will begin running and a Process Report will be available when complete.