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The AeB Advanced Metadata Batch Sequence

Populating Advanced Metadata for Acrobat 8 or later

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Table of Contents

1 Introduction	3
2 Installation	3
3 Verifying the installation	4
4 Describing the AeB Advanced Metadata dialog box	4
5 Running the AeB Advanced Metadata batch sequence	6
6 Verifying the run	6
7 Using the Add Document Description action with AeB Advanced Metadata	6

1. Introduction

The batch sequence `AeB Advanced Metadata.sequ` allows you to fill in three of the “Advanced Metadata” fields seen in Acrobat. These three fields are

- **Copyright Status:** Indicates that this is a rights-managed resource.
- **Copyright Notice:** Informal rights statement.
- **Copyright Info URL:** The location of a web page describing the owner and/or rights statement for this resource.

These three metadata fields may be found by while viewing a file in Acrobat (or Adobe Reader) by pressing `Ctrl+D` to get the Document Properties dialog box. Select the Description tab and click Additional Metadata.

Requirements: Acrobat 8 Professional or later.

2. Installation

The distribution comes with three files: `AeB Advanced Metadata (Ver 8 or 9).sequ`, `AeB Advanced Metadata.sequ` and `aebxmp.js`. The first two files are the batch sequences used for populating the copyright fields of the metadata (the first for version 8 or 9 of Acrobat, the second one for version 10 and later); the third file (`aebxmp.js`) is a JavaScript file that is used to create a dialog box to enter data used by the batch sequence itself.

The placement of these three files are described below.

- `aebxmp.js` : In the doc folder, you will find `install_jsfiles.pdf`. Read this file carefully to learn where to place `aebxmp.js`.
- `AeB Advanced Metadata.sequ` : Copy this file to the User's Sequences folder.¹ To find this folder, execute the script,

```
app.getPath("user", "sequences");
```

 (1)

Now, with the cursor on the line containing the script, press the `Ctrl+Enter` (for Windows OS) or `Cmd+Enter` (for Mac OS) key. This will execute the JavaScript, which returns the path to the User's sequences folder.

In recent version of Acrobat, the Action Wizard has an Import feature. You can simply place `AeB Advanced Metadata.sequ` on the desktop and import it from there.

After installing the two files, restart Acrobat.

¹If you are using Acrobat 7 or 9, copy `AeB Advanced Metadata (Ver 8 or 9).sequ`.

3. Verifying the installation

After placing the two files AeB Advanced Metadata.sequ and aebxmp.js in their respective folders and restarting Acrobat, verify the installation as follows:

- **Verify aebxmp.js:** Click the View menu (the Tools menu for Acrobat prior to version 10), and verify that the menu item Set Advanced Metadata is listed. If not listed, verify the correct placement of aebxmp.js. If the item is listed, select it and see the dialog box, as depicted in [Figure 1](#) below. Click Cancel to dismiss the dialog box.
- **Verify AeB Advanced Metadata.sequ**

For Acrobat Pro, version 9 or prior. Open the Batch Sequences dialog box by selecting Advanced > Document Processing > Batch Processing. The batch sequence AeB Advanced Metadata should be visible in the the list box. If not, check the placement of the batch sequence. (You did restart Acrobat, didn't you?)

For Acrobat Pro X, or later. Open Action Wizard of the Tools panel and look for AeB Advanced Metadata, if it is not listed in the menu check for the proper placement of the sequence file. Be sure to close then open Acrobat; the application only reads the sequence files once on start up. Now does AeB Advanced Metadata appear in the list of actions?

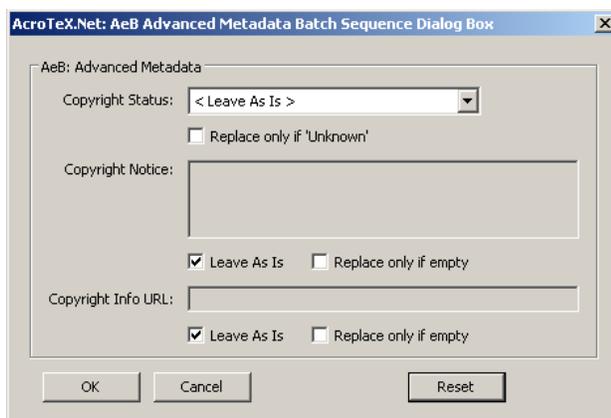


Figure 1: AeB Advanced Metadata dialog box

4. Describing the AeB Advanced Metadata dialog box

The description below refers to the AeB Advanced Metadata dialog box, as shown in [Figure 1](#) above.

- **Copyright Status:** Select one of the following choices:

<Leave As Is>
Copyrighted
Public Domain
Unknown.

The first one signals to the batch sequence not to change this field; the others are self-explanatory.

Under the Copyright Status is a checkbox labeled `Replace only if 'Unknown'`. If this option is taken, the selection made in the list box is used for the Copyright Status field only if the field is already set to 'Unknown', which is usually the default setting, for a newly created PDF file.

- **Copyright Notice:** Enter an informal description of rights statement, such a description might be `Copyright (C) 2006 D. P. Story`, for example.

Under this field are two checkboxes. If `Leave As Is` is checked, the default, the batch does not change this metadata. If `Replace only if empty` is checked, the text in the Copyright Notice is used only if the corresponding field in the metadata is empty.

Clearing both checkboxes will cause the batch sequence to use the replacement text for each of the selected files.

- **Copyright Info URL:** Enter the location of a web page describing the owner and/or rights statement for this resource.

Under this field are two checkboxes. If `Leave As Is` is checked, the default, the batch does not change this metadata. If `Replace only if empty` is checked, the text in the Copyright Info URL is used only if the corresponding field in the metadata is empty.

Clearing both checkboxes will cause the batch sequence to use the replacement text for each of the selected files.

- **OK button:** Once you have populated the text fields and selected your checkboxes, click the OK button. This commits the data, and creates a JavaScript object containing the data that the batch sequence reads.

After clicking OK, the console window opens with a message saying you can now run the AeB Advanced Metadata batch sequence. If you return to the dialog box, dialog box is pre-populated by the earlier data you entered, so you can modify them if needed.

- **Cancel button:** Dismisses the dialog box, throwing away all data entered.
- **Reset button:** Clears all fields and checkboxes, but does not dismiss the dialog box.

5. Running the AeB Advanced Metadata batch sequence

After having verified the installation, you are now ready to run the batch.

Procedure: The procedure depends on what version of Acrobat you are using.

For **Acrobat 9** or prior.

1. Set the replacement text, and any options, for the copyright metadata by selecting **Tools > Set Advanced Metadata**. Click the OK button when finished.
2. Select **Advanced > Document Processing > Batch Processing**. From the Batch Sequences dialog box, select the AeB Advanced Metadata batch sequence, then click **Edit Sequence**. In the Edit Batch Sequence dialog box, use the drop-down menu **Run commands on** to select the files to be processed by this batch sequence. Click OK when finished.
3. Back in the Batch Sequences dialog box, you can now click **Run Sequence**.

For **Acrobat Pro X** or later.

1. Set the replacement text, and any options, for the copyright metadata by selecting **View > Set Advanced Metadata**. Click the OK button when finished.
2. Select **Action Wizard** from the Tools panel, AeB Advanced Metadata should be listed; select this Action. In the Select Files dialog box, use the **Add Files...** button in the upper left-hand corner to select the files to be modified in batch; files may be in different folders. When you have added in all your files, press the **Next** button.²
3. The Action Wizard is very fast, as compared to versions 9 or prior. You should get a message “Action Completed,” in the form of an alert box appearing.

6. Verifying the run

Verify that the copyright metadata has been changed by opening one of the selected files. Press **Ctrl+D** to open the Document Properties dialog box, and select the **Description** tab. Click **Additional Metadata** to reveal the advanced metadata fields. Verify that the **Copyright Status**, **Copyright Notice** and **Copyright Info URL** have the correct values.

7. Using the Add Document Description action with AeB Advanced Metadata

The action (or batch) sequence AeB Advanced Metadata can be used in combination with the Add Document Description action (or perhaps simply Description in earlier versions of Acrobat). Using the Add Document Description action you can also populate the Title, Subject, Author and Keywords fields along with the copyright fields. We leave this as an exercise for you to combine the actions of these two.

Now, I simple must get back to my retirement. ~~DS~~

²The Acrobat user-interface changes quote often, so you have to wing it if the directions do not match your version of Acrobat.