Distribute forms and analyze responses with the Adobe® FormsCentral desktop app in Adobe® Acrobat® XI Pro

Use the Adobe FormsCentral desktop app with your FormsCentral online account*† to distribute forms and collect responses.

*Tip: To learn how to create a form from scratch or a template, see **Create a form from scratch or template in Acrobat XI Pro**.*

*Tip: To learn how to create a form from an existing document, see **Convert an existing form into a fillable PDF form with Acrobat XI**.*

1. In the FormsCentral desktop app, click the My Forms tab.
2. Double-click the form you want to distribute. The form opens in the Design tab.
3. Click the Collect Responses Online tab. You now have the option to move the form online. You need a FormsCentral account.
4. Click the Get Started Now button to either log in with your existing Adobe ID or create a free FormsCentral account.
5. Your form moves to the FormsCentral online service. You can now distribute your form as a web or PDF form for others to complete. Click on the Distribute tab.
6. Click Open to give people access to the form.
   a. To distribute it as a PDF form, click Save Submission-enabled PDF. Name your file and save it to your hard disk. You can now send the PDF form to others or post it on your website.
   b. To distribute it as a web form, email, copy, or tweet the URL to share it with others, or click Embed to get HTML code that you can paste into your web page.
7. To view responses that you receive, open the View Responses tab. The response data is presented as spreadsheet. You can analyze, sort, and filter the responses.
8. To save the data as a spreadsheet, text, or PDF file, go to the File menu on the upper right and select Export Responses.
9. To generate a summary report of the responses, click the Summary Report tab from the Adobe FormsCentral desktop app. You can also format charts. To set properties for each chart, move your mouse over the chart and click the Customize Chart button. You can export the summary report as images or a PDF file.

*Tip: To learn more about Adobe FormsCentral, watch the videos presented onscreen or visit **FormsCentral Support**.*

*Tip: Adobe FormsCentral offers both free and paid subscriptions. To compare, visit **FormsCentral Pricing**.*

*Tip: To learn about other distribution methods, see **Distribute PDF forms and analyze responses with Acrobat XI Pro**.*

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† Requires an active account with the Adobe FormsCentral online service. Free and paid subscriptions are available.

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