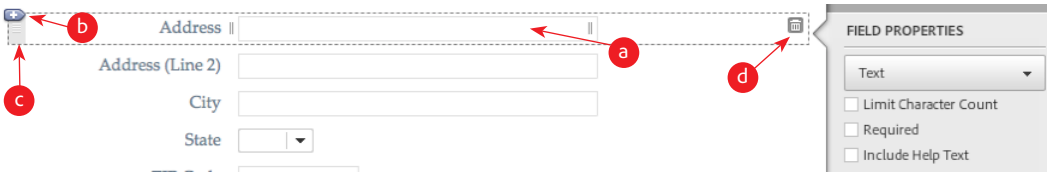
Create a form from scratch or a template in Adobe® Acrobat® XI Pro

Choose from a wide range of predesigned form templates to create fillable PDF forms with the included Adobe FormsCentral desktop app.

1. At the top right in Acrobat, click the Tools pane. Open the Forms panel, and click Create. Select From Scratch or Template. Click Launch. Or launch the "Adobe FormsCentral" desktop app installed with Acrobat XI Pro.
2. In the FormsCentral desktop app, click the Templates tab to use a form template as a starting point.
3. Select a template from the list and click New Form. Customize the form using the tools.
   a. To edit a field name or field properties, click the field.
   b. To insert a new field, select an existing field and click the plus sign in the top left of the field. The new field is inserted above the selected field. The options for the new field type appear.
   c. To move fields, grab the gray bar to the left of the field and drag and drop it to the desired location.
   d. To delete a field, click the trash can icon in the top right of the field.
   e. To copy and paste a field, right-click and select copy.



4. Your form is automatically saved to the My Forms tab. To return to the My Forms tab, click the FormsCentral link in the top left. To return to editing, double-click the name of the form.
5. Choose how to distribute your form.
   a. To save it as a PDF form to distribute through Acrobat, click File and choose Save as PDF Form to save the form on your hard disk. To distribute the form and analyze responses with Acrobat XI, see ***Distribute PDF forms and analyze responses with Acrobat XI Pro***.
   b. To distribute it as either a PDF form or a web form through the Adobe FormsCentral online service, see ***Distribute forms and analyze responses with the Adobe FormsCentral desktop app in Acrobat XI Pro***.

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

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Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

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