Distribute PDF forms and analyze responses with Adobe® Acrobat® XI

Easily distribute PDF forms and use the Form Tracker to manage participants and monitor progress. Automatically compile returned PDF forms into a single document or table view for easy filtering and analysis.

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****.*

Distribute PDF forms

1. Open the PDF form to distribute for review.
2. At the top right in Acrobat, click the Tools pane. Open the Forms panel.
3. Click Distribute and then select one of the following methods for collecting responses.
   a. Adobe FormsCentral
      - To learn more about Adobe FormsCentral, see ***Distribute forms and analyze responses with the Adobe FormsCentral desktop app in Acrobat XI Pro***.

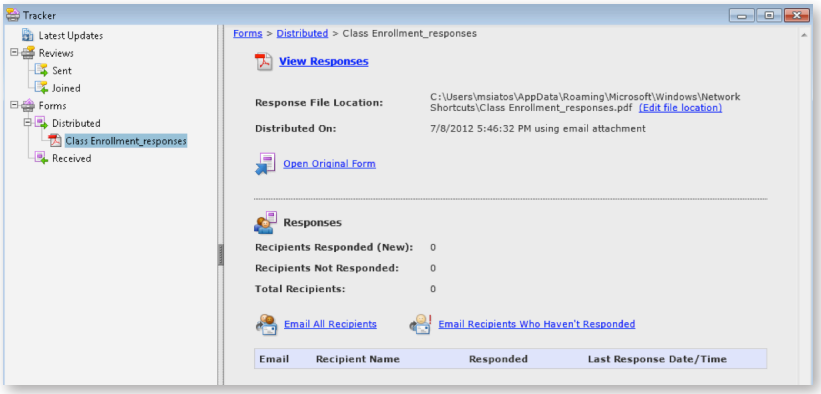
   b. Email
      - Select Email and click Continue. If prompted, enter your identifying information. Click next.
      - Either choose to send your form using Acrobat or save a local copy and manually send it later. Click Next.
      - If you chose to send your form using Acrobat, enter the email addresses of the reviewers. Type a summary message. Click send. Acrobat opens your default email application and sends the message with the attached form. You may also configure a web-based email account.
      - If you chose to save a local copy, specify the location and name for the form. Acrobat creates a new file in the same folder as the original form and adds, " _distributed" to the filename. Click Next and Finish. Email this file to recipients.

   c. Network folder or SharePoint (Windows only)
      - Select Internal Server, and click Continue. Provide the path to your network folder or the URL to your SharePoint workspace. Follow the onscreen instructions to post the form.
4. Acrobat opens Tracker to help you manage the form that you have distributed. See the next section to learn more.

Tip: To learn other distribution methods, see ***Distribute forms and analyze responses with the Adobe FormsCentral desktop app in Acrobat XI Pro****.*

Track and analyze PDF forms

1. At the top right in Acrobat, click the Tools pane. Open the Forms panel.
2. Click Track. In the Tracker, click the filename of the form to track. Click View Responses.

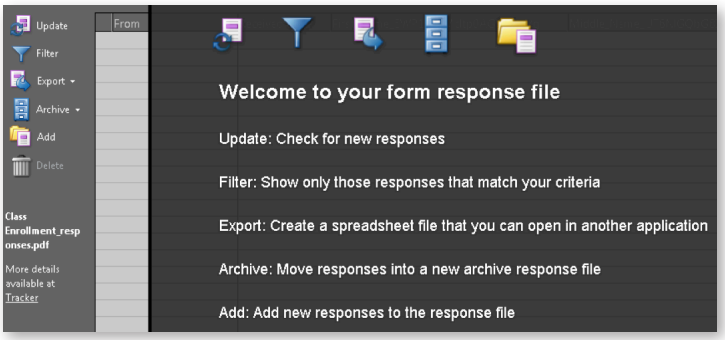


You can track who has responded, add more recipients, email recipients, and view form responses.

a. If you distributed the form by email

- Check your email for the subject line Submitting Completed Form.
- Double-click the attachment. Select Add To An Existing Responses File > Accept Default Filename > OK.

3. When you use Acrobat to distribute a form, a response file is automatically created to collect the data. The file is placed in the same folder as the original form and has " _responses" added to the filename. Acrobat uses the data in this file to create a table view summarizing the results.



4. Click Get Started at the bottom of the response file Welcome screen
5. Each response is listed as a separate line. You can view, filter, export, and archive form data.

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