Adobe Acrobat Pro X Workshop

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Making PDF Forms and Collecting Data

1. Using Word – use a simple form

- Save in Word – using tables and/or underlines are easy ways to make a quick form
- Close Word form
- Open Acrobat and select "Create PDF forms"
- Select "Use an existing file" and then browse to file. Acrobat will convert the Word document into a PDF form with fields.
- However, you may need to fine tune the form fields by going to Acrobat tools (right tools panel)
- Video http://youtu.be/S0KhjyS3u8I
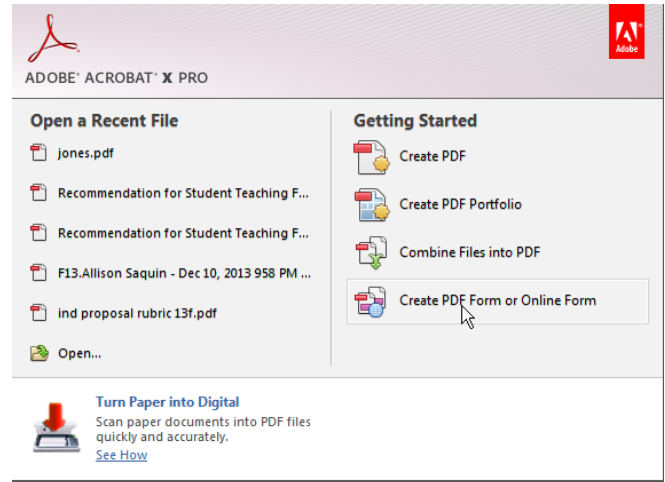
Check to make sure that all the needed fields are created. Depending on your form, you may need to resize and move some of the fields. In addition (in edit mode) you can edit each of the fields and add new fields.

You may want to enable the form so that it can be saved using Adobe reader. Save as → Reader Extended PDF → Enable Additional Features

http://help.adobe.com/en_US/acrobat/X/pro/using/WS58a04a822e3e50102bd615109794195ff-7e0d.w.html

Managing Form Data (via email attachments)

The PDF form will be distributed by email or web site download. Forms are filled out using free Adobe Reader and emailed back to sender. All forms are placed in a folder for data extraction. Video http://adobe.ly/zzlEdM

In Adobe Acrobat, the designer will open the original form and under tools → More Form Options → Manage Form Data → Merge Data Files into Spreadsheet.

Add files to the "Export Data from Multiple Forms" (Note: can add multiple files at one time) and select the Export button.

Open file in excel spread sheet.
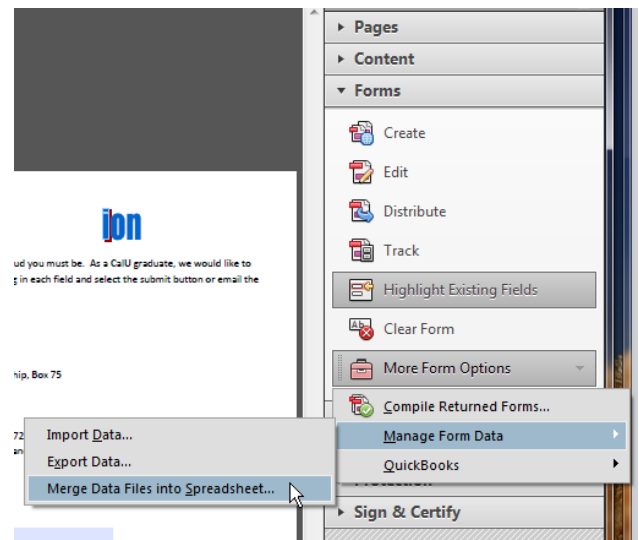
Distribution using Acrobat.com (free version). (No attachments – data extracted from web site)

You will need to create a free Adobe ID.   (Tip: Deselect the "stay informed via email box, if you do not wish to receive email advertisements, also the date of birth is only for recovery purposes, need not be accurate but you will need to remember it).   Link to free account: https://www.acrobat.com/files/en/home.html?trackingid=KFWEE

Note: There is a limit of 500 forms per distribution via acrobat.com.
http://www.adobe.com/products/eulas/pdfs/Reader_Extension_Policy_A10-5-31-2011.pdf

Acrobat.com Help / Help and tutorials http://helpx.adobe.com/acrobat-com/topics.html

How to Send a PDF Form with Acrobat.com

In Acrobat, go to Tools → Forms → Distribute.

Once you are in the distribute form, enter email(s) and modify the message. Select the access level (Open access) and then Send. Video http://adobe.ly/y46Sqr

To track the responses   (Note: the second half of the video shows how to view responses) Video http://adobe.ly/zcHFzl

Open form in Adobe Acrobat go to Tools → Forms → Track.
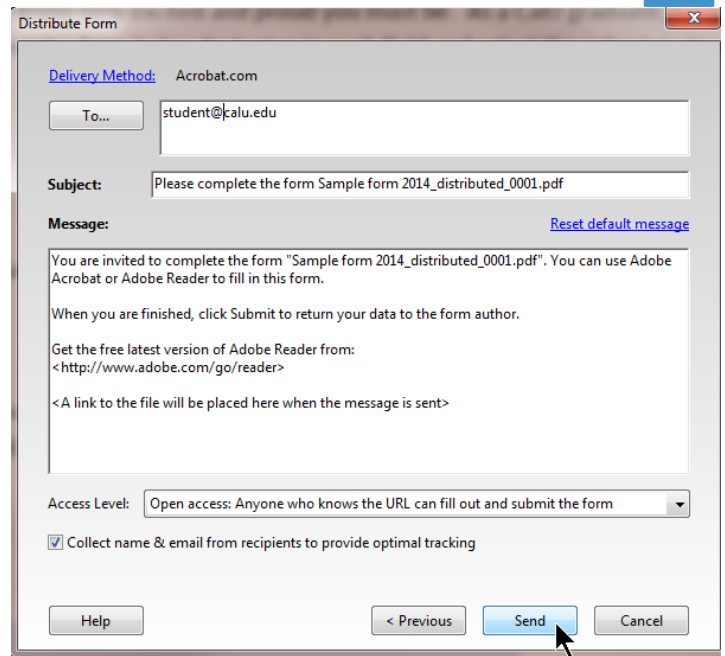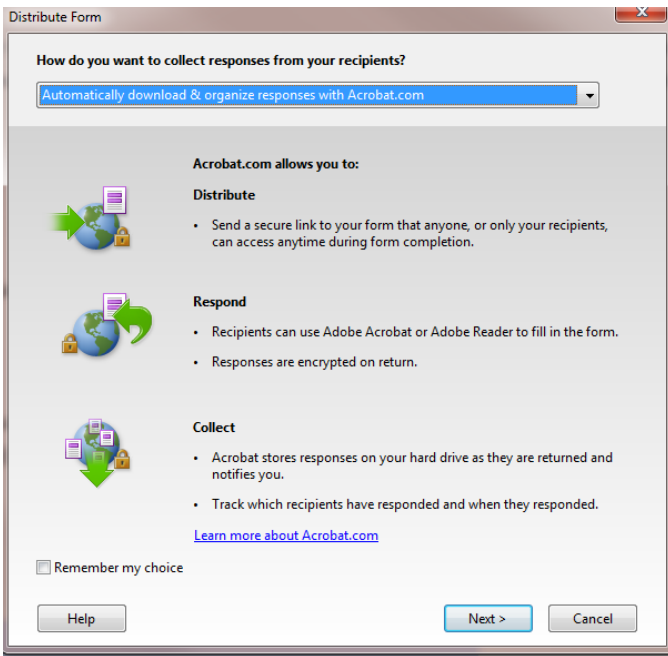
Once you are in Track, select View Responses.

You will see all the fields and the data that was entered. You also have the option to export all the data into a spreadsheet format.

Overview of what Adobe Acrobat can do.

http://tv.adobe.com/show/learn-acrobat-x/