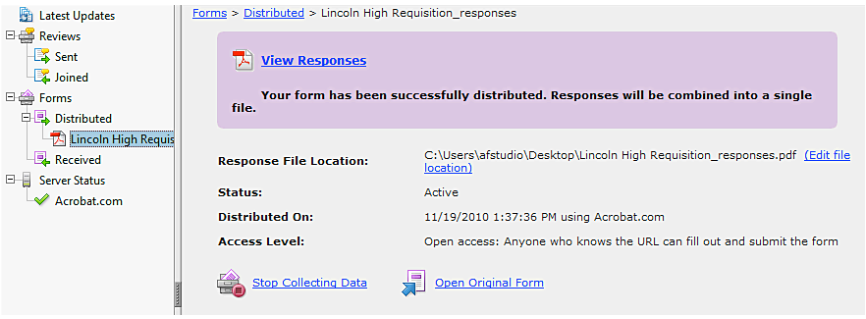
Tracking Forms

Cut down on the hassle of collecting feedback. If you sent forms to recipients using the Distribute Form wizard in Acrobat, you can track who's responded, add more recipients, email recipients, and view the form responses in Tracker.

1. Open Tracker.

In Adobe® Acrobat®, choose Forms > Track. Tracker opens, displaying options for tracking forms or reviews. Select the form you want to track from the folder tree on the left.



Tracker lists form respondents.

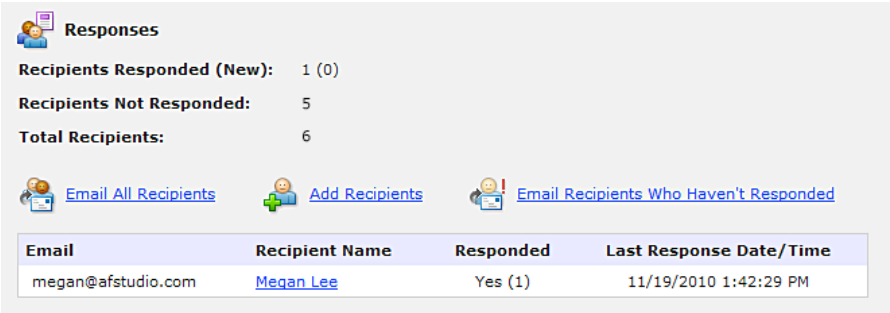
2. Add responses to the response file, if necessary.

Tracker displays any responses it's recorded. If you are collecting responses by email, double-click the attachment in each email and add it to the response file when prompted. If you distributed the form using Acrobat.com or an internal server, Acrobat automatically collects the responses for you.

3. View respondents.

If you have at least one response, Tracker lists individual form recipients and whether they've responded or not. It also shows you when they submitted the form.

Click the appropriate link to email all recipients, add recipients, or email only those recipients who haven't yet responded.



You can email one or more recipients to remind them to complete the form.

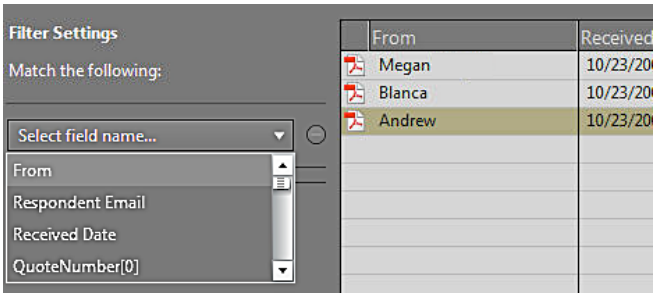
4. View responses.

Click View Responses to open the Responses file, if it isn't open already. The Responses PDF file lists each recipient's answer to each form field, so you can quickly see all the responses.

From	Received Date	Color	Place	Animal	Band	Vacation	TV
Megan	10/23/2010 10:17:00 AM	purple	home	cat	the beatles	seattle	dancing v
Blanca	10/23/2010 10:56:45 AM	Green	Golden Gate Park	sea gull	Back Street B	Hawaii	Jerry Sprir
Andrew	10/23/2010 11:03:11 AM	Blue	Rome, Italy	Cat	The Kooks	Paris	Friends

The Responses file includes all the responses from the forms you've received.

If you want to see only the information for people who answered a specific field a particular way, click Filter on the left, and then enter the criteria for the form field and its contents.



Filter the responses to see a subset of the data.

You can also export the data to a spreadsheet or database application. Click Export on the left and choose to export all the data or just the data you've selected.

Next Steps:

- Export form data.
- Archive form data.

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