Distributing a Form

After you have created your form, you want to collect the data quickly and easily. Adobe® Acrobat® helps you distribute your form.

Using the Distribute Form wizard, you can:

- Host your form on Acrobat.com, a free web-based service, and use Acrobat.com to collect form data.
- Send the form as an email attachment and collect responses in your email inbox.
- Post the form to a network folder or a Windows server running Microsoft SharePoint services, and then automatically collect the responses on the internal server.

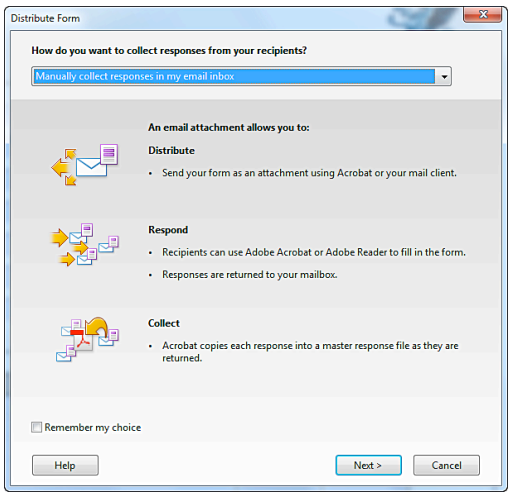
Save the file when prompted; rename it if you want to be able to edit the original later.

1. Start the wizard.

Open the form you want to distribute, and then choose Forms > Distribute. Click Save if you are prompted to save the form before distributing it.

2. Select a distribution option.

Choose the option that meets your security needs and is accessible to your recipients. Then, click Next to continue with the wizard.



Select a distribution option.

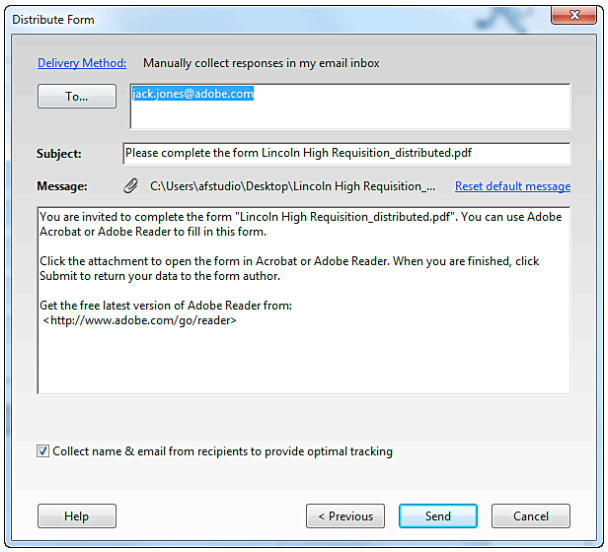
- Select **Automatically Download & Organize Responses With Acrobat.com** to use Acrobat.com, a free, secure web service that works with Acrobat. Participants download the file from Acrobat.com and complete the form using Acrobat. They then publish the form response and submit it to Acrobat.com. Responses are encrypted and stored on your hard drive as they are returned.
- Select **Manually Collect Responses In My Email Box** to distribute the form as an email attachment. You can send the form using your own email client, or use the wizard to create an email message to accompany the attached form file. Responses are returned to your mailbox and copied to a master response file.

- Select **Automatically Collect Responses On My Own Internal Server** if your recipients work behind a firewall and all have access to a common server, such as a network folder or a Microsoft SharePoint workspace (Windows only). You can include a link to the PDF form or send it as an attachment through email. Responses are stored on your hard drive as they are returned.

3. Complete the wizard.

Enter the information the wizard requests:

- If you chose to use Acrobat.com, use your Adobe ID to log in to Acrobat.com, or create an Adobe ID if you don't have one. Then follow the instructions to post the form.
- If you chose to send the form through email, specify whether you want to send the file now or later. Follow the on-screen instructions to customize a message and send the form.
- If you chose to post the form to an internal server, enter the server information, and then follow the on-screen instructions to post the form.



Continue through the wizard, entering information as necessary.

4. Collect the form data.

Acrobat creates a PDF Portfolio for collecting the form data. By default, this file is saved in the same folder as the original folder and has the same name, with "_responses" appended to it. If you are using Acrobat.com or an internal server to collect data, responses are automatically added to the response file. If you distributed the form as an email attachment, you can manually add responses to the file.

Next Steps:

- Track form responses.
- Export form data to Microsoft Excel for analysis.

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