

# Create E-form – Adobe Acrobat DC

- File Lists
- Recent**
- Sent
- Adobe Scan
- Storage
- My Computer
- Document Cloud
- Add Account

Adobe Acrobat has a new look.

Check out four quick tips  
to help you get up and running.

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Search 03 Adobe

Name	Date modified	Type	Size
01 Types of interactive PDF Form Fields	15/2/2017 11:16 PM	Adobe Acrobat D...	703 KB
02 Survey Form (completed version for D)	4/5/2016 1:20 PM	Adobe Acrobat D...	84 KB
03 Word form convert to PDF	15/2/2017 11:32 PM	Microsoft Word D...	17 KB
reset button	4/5/2016 10:02 PM	JPG File	6 KB
reset button2	15/2/2017 11:18 PM	JPG File	8 KB
reset button3	15/2/2017 11:19 PM	JPG File	8 KB
z02 Word form convert to PDF-trainer use	4/5/2016 9:42 PM	Microsoft Word D...	23 KB
z03a Types of interactive PDF Form Fields	15/2/2017 11:15 PM	Microsoft Word D...	100 KB

File name: 03 Word form convert to PDF All Files (\*.\*)

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Starting the application which created the selected document. Please wait...



Save As PDF

This PC > Documents > 12 Nov Ex > 03 Adobe

Name	Date modified	Type	Size
01 Types of interactive PDF Form Fields	15/2/2017 11:16 PM	Adobe Acrobat D...	703 KB
02 Survey Form (completed version for D)	4/5/2016 1:20 PM	Adobe Acrobat D...	84 KB

File name: 03 Word form convert to PDF

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

Find your tools here

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track
- Compare Files
- More Tools

Male Female

### Best Pizza Toppings:

	Cheese	Beef	Mushrooms	Sausage	Chicken
Pizza 1					

Store and share files in the Document Cloud



Easily find the tools you need by typing keywords here.

# Form

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male Female

Phone no: \_\_\_\_\_ Location: \_\_\_\_\_

Favorite Primary Color: \_\_\_\_\_

### Best Pizza Toppings:

	Cheese	Beef	Mushrooms	Sausage	Chicken
Pizza 1					

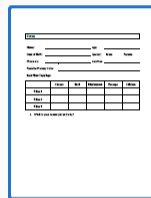
Find your tools here

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- Export PDF
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- Protect
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- Prepare Form**
- Send for Signature
- Send & Track
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[Learn More](#)



Select a file or scan a document to begin



03 Word form conve...

[Change File](#)

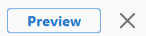


Scan a document

This document requires signatures

**Start**

Form field auto detection is ON. [Change](#)



# Form

Name:  Age:

Date of Birth:  Gender:  Male  Female

Phone no:  Location:

Favorite Primary Color:

## Best Pizza Toppings:

	Cheese	Beef	Mushrooms	Sausage	Chicken
Pizza 1	<input type="text" value="CheesePizza 1"/>	<input type="text" value="BeefPizza 1"/>	<input type="text" value="MushroomsPizza 1"/>	<input type="text" value="SausagePizza 1"/>	<input type="text" value="ChickenPizza 1"/>
Pizza 2	<input type="text" value="CheesePizza 2"/>	<input type="text" value="BeefPizza 2"/>	<input type="text" value="MushroomsPizza 2"/>	<input type="text" value="SausagePizza 2"/>	<input type="text" value="ChickenPizza 2"/>

**ALIGN**      **CENTER**

**MATCH SIZE**      **DISTRIBUTE**

More

**FIELDS**

- Page 1
  - Name
  - Age
  - Date of Birth
  - Phone no
  - Location
  - Favorite Primary Color
  - CheesePizza 1
  - BeefPizza 1
  - MushroomsPizza 1
  - SausagePizza 1
  - ChickenPizza 1
  - CheesePizza 2
  - BeefPizza 2
  - MushroomsPizza 2
  - SausagePizza 2

Distribute...

Track...

Edit



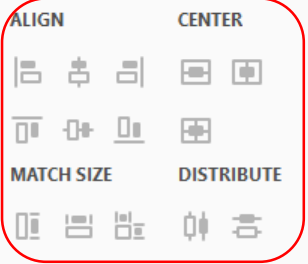
Preview



Form field  
Tools

---

Age: \_\_\_\_\_



More

FIELDS

Page 1

# Properties ....

Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name:

Tooltip:

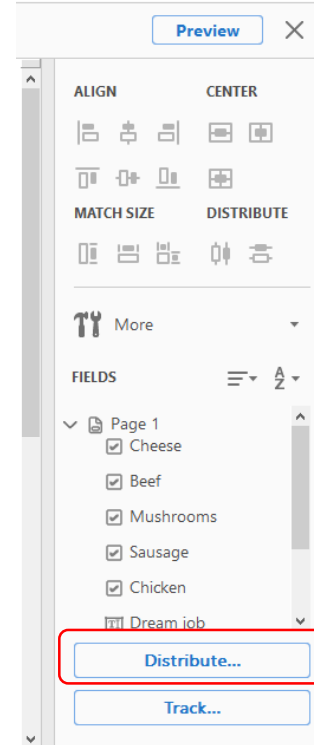
Common Properties

Form Field:   Read Only

Orientation:  degrees  Required

Locked

# Distribute Eform





Reset

# Form

Name:					
Date of Birth:					
Phone no:					
Location:	NI				
Favorite Primary Color:					
<b>Best Pizza Toppings:</b>					
Pepperoni	Cheese	Beef	Mushrooms	Sausage	Chicken
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distribute Form

How would you like to distribute the form?

- Email**  
Distribute, collect data using Email and Adobe Acrobat
- Internal Server**  
Distribute, collect data using SharePoint or Network Folder

Continue Cancel

Find your tools here

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track
- Compare Files
- More Tools

Store and share files in the Document Cloud  
[Learn More](#)



# Form

Name:	<input type="text"/>				
Date of Birth:	<input type="text"/>				
Phone no:	<input type="text"/>				
Favorite Primary Color:	<input type="text"/>				
<b>Best Pizza Toppings:</b>					
Pepperoni	Cheese	Beef	Mushrooms	Sausage	Chicken
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Reset**

**Distribute Form**

This information identifies you to all reviewers:

Email Address (required field):

Name (required field):

Title:

Supervisor:

Organization Name:

The above information is stored in Adobe Acrobat Identity Preferences.

< Previous **Next >** Cancel

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# Form

Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Phone no:	<input type="text"/>
Favorite Primary Color:	<input type="text"/>
Best Pizza Toppings:	
Pepperoni	Cheese
<input type="checkbox"/>	<input type="checkbox"/>

**Reset**

Distribute Form

How do you want to distribute your form?

Send using Adobe Acrobat

Save a local copy and manually send it later

Specify where to save the file

C:\Users\User\Documents\12 Nov Ex\03 Adobe\02 Survey Form (completec

Browse...

Save As

This PC > Documents > 12 Nov Ex > Project A

File name: 02 Survey Form (completed version for D)\_distributed

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

Find your tools here

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# Form

Name:	<input type="text"/>				
Date of Birth:	<input type="text"/>				
Phone no:	<input type="text"/>				
Favorite Primary Color:	<input type="text"/>				
<b>Best Pizza Toppings:</b>					
Pepperoni	Cheese	Beef	Mushrooms	Sausage	Chicken
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Distribute Form**

Delivery Method: Manually collect responses in my email inbox (manually send)

Collect name & email from recipients to provide optimal tracking

Help < Previous **Finish** Cancel

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Learn More

Tracker

Forms > Distributed > 02 Survey Form (completed version for D)\_responses

[View Responses](#)

Your form has been successfully distributed. Responses will be combined into a single file.

**Response File Location:** C:\Users\User\Documents\12 Nov Ex\Project A\02 Survey Form (completed version for D)\_responses.pdf [\(Edit file location\)](#)

**Distributed On:** 12/11/2018 1:15:45 PM using email attachment

[Open Original Form](#)

---

**Responses**

Recipients Responded (New): 0

Recipients Not Responded: 0

Total Recipients: 0

[Email All Recipients](#) [Email Recipients Who Haven't Responded](#)

Email	Recipient Name	Responded	Last Response Date/Time
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Expand All Collapse All

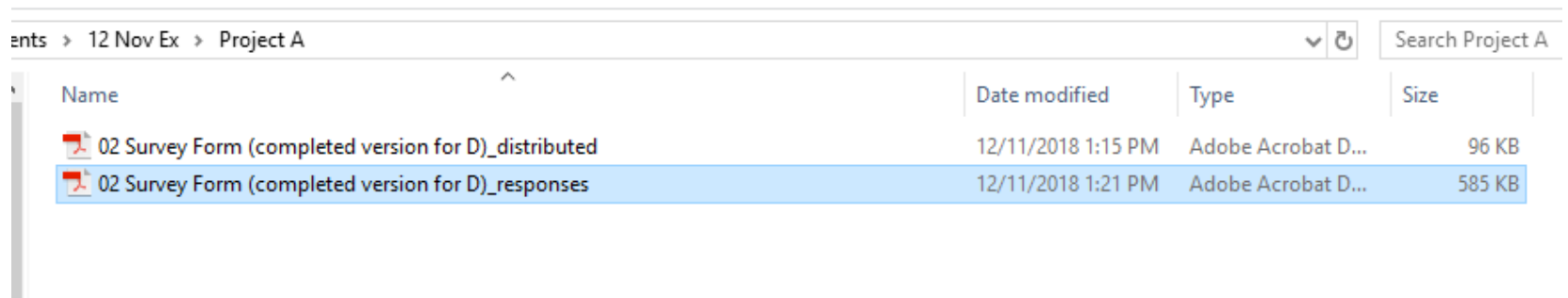
Name	Size	Date Viewed
	84 KB	1:10 PM
	75 KB	1:04 PM

Clear Recent Files

# Distribute will create 2 files

1 is Distributed pdf file for sending

1 is Responses pdf file for tracking




The screenshot shows a file explorer window with the following details:

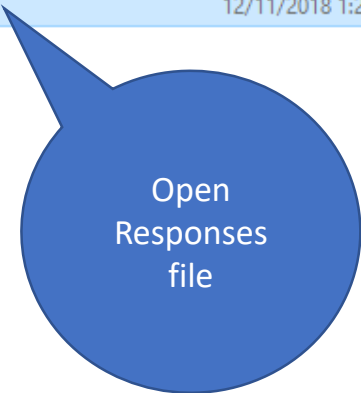
- Path: ents > 12 Nov Ex > Project A
- Search: Search Project A
- Columns: Name, Date modified, Type, Size
- Files:
  - 02 Survey Form (completed version for D)\_distributed (96 KB, modified 12/11/2018 1:15 PM)
  - 02 Survey Form (completed version for D)\_responses (585 KB, modified 12/11/2018 1:21 PM)

# How?

- Tracking ....

ents > 12 Nov Ex > Project A

Name	Date modified	Type	Size
 02 Survey Form (completed version for D)_distributed	12/11/2018 1:15 PM	Adobe Acrobat D...	96 KB
 02 Survey Form (completed version for D)_responses	12/11/2018 1:21 PM	Adobe Acrobat D...	585 KB



Reminder : if the start screen not appear, you have to install the Flash Player

From	Received Date	Name	Age	DOB	Gender	Phone number	Location	Color	Pepperoni.0	Cheese	Beef	Mushrooms	Sausage	Chicken	Dream job	Vehicle
------	---------------	------	-----	-----	--------	--------------	----------	-------	-------------	--------	------	-----------	---------	---------	-----------	---------

- Update
- Filter
- Export
- Archive
- Add
- Delete

02 Survey Form (completed version for D)\_responses.pdf  
More details available at Tracker

Add Returned Forms

Please select the returned forms to include in the response file:

Form File
-----------

**Add File...** Remove

OK Cancel

Add Returned Forms

This PC > Documents > 12 Nov Ex > 03 Adobe - Data

Search 03 Adobe - Data

Name	Date modified	Type	Size
<b>Data1-AT</b>	4/5/2016 1:22 PM	Adobe Acrobat D...	82 KB
Data2-BC	4/5/2016 1:23 PM	Adobe Acrobat D...	76 KB
Data3-JY	4/5/2016 1:24 PM	Adobe Acrobat D...	75 KB

File name: PDF Files (\*.pdf)

**Open** Cancel



3 responses

- Update
- Filter
- Export
- Archive
- Add
- Delete

From	Received Date	Name	Age	DOB	Gender	Phone number	Location	Color	Pepperoni.0	Cheese	Beef	Mushrooms	Sausage	Chicken	Dream job	Vehicle
anonymous user	12/11/2018 1:29:32 PM	Alice Tang		11/11/2011 12:00:00 AM	Female	12345700	HK	Green, Red and blue	Off	Yes	Off	Off	Off	Yes	My dream job is xxxxxx xxxxx xxxxx...	No.
anonymous user	12/11/2018 1:29:32 PM	Bobby Chan	38		Male		HK	Black	Yes	Yes	Yes	Yes	Yes	Yes	Teacher .....	Bicycle
anonymous user	12/11/2018 1:29:32 PM	Joe Yeung			Male	87654300	HK	Purple	Off	Off	Yes	Off	Off	Off	None	Bus

02 Survey Form  
(completed  
version for  
D)\_responses.pdf

More details  
available at  
[Tracker](#)

# Export to Excel

The image shows a data table with columns: From, Received Date, Name, Age, DOB, Gender, and Phone. The 'Export' menu is open, showing options: 'Export all...', 'Export selected...', and 'Add'. A 'Select Folder To Save File' dialog box is overlaid on the table. The dialog shows the current path as 'This PC > Documents > 12 Nov Ex > 03 Adobe - Data'. The file name is 'Survey form data' and the save type is 'CSV (Comma delimited) (\*.csv)'. The dialog also shows a list of folders on the left and a search bar at the top right.

From	Received Date	Name	Age	DOB	Gender	Phone
anonymous user	12/11/2018 1:29:32 PM	Alice Tang		11/11/2011 12:00:00 AM	Female	1234570
anonymous user	12/11/2018 1:29:32 PM	Robbyn Chan	38		Male	
anonymous user	12/11/2018 1:29:32 PM					

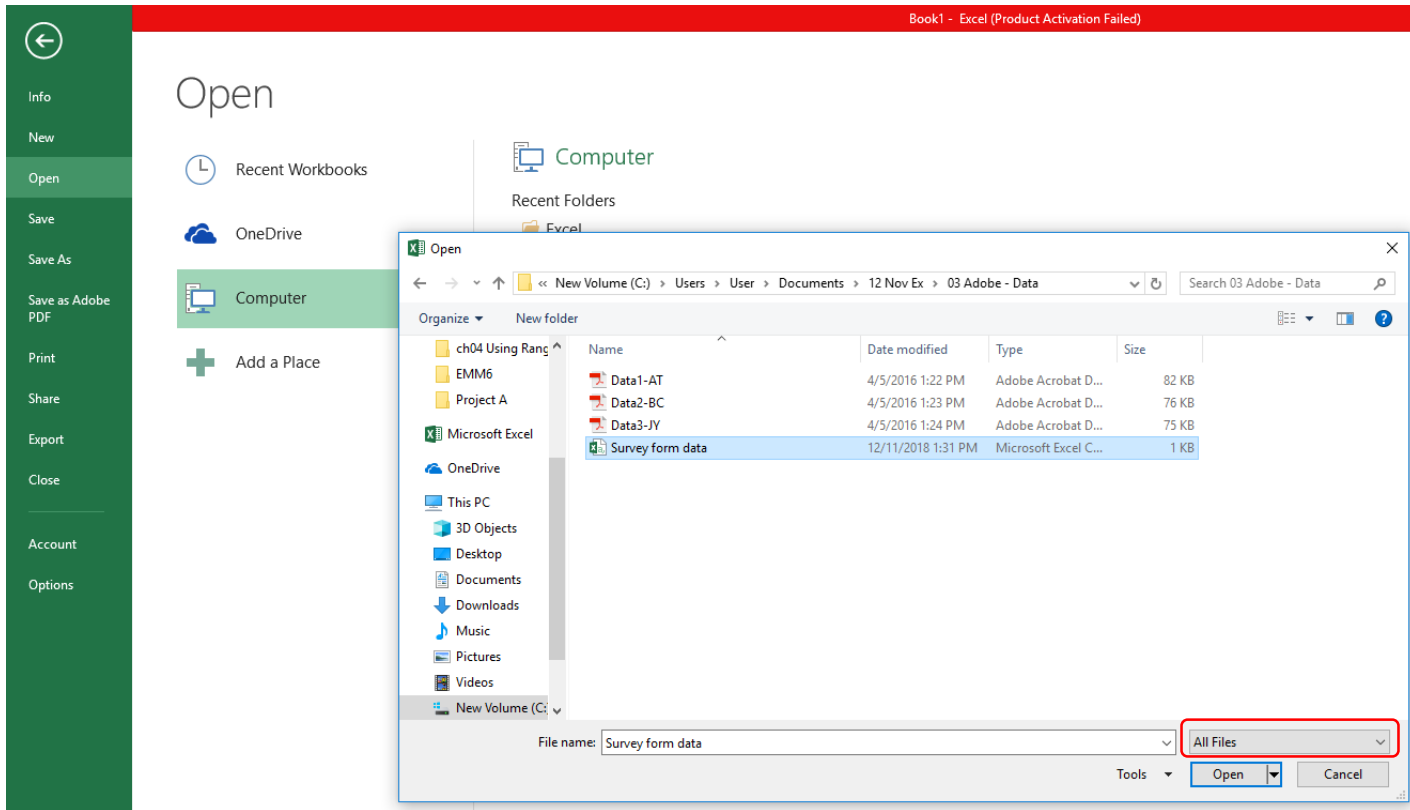
Export menu options:

- Export all...
- Export selected...
- Add

Select Folder To Save File dialog:

- Path: This PC > Documents > 12 Nov Ex > 03 Adobe - Data
- File name: Survey form data
- Save as type: CSV (Comma delimited) (\*.csv)
- Buttons: Save, Cancel

# Open the data in Excel



The end 😊