

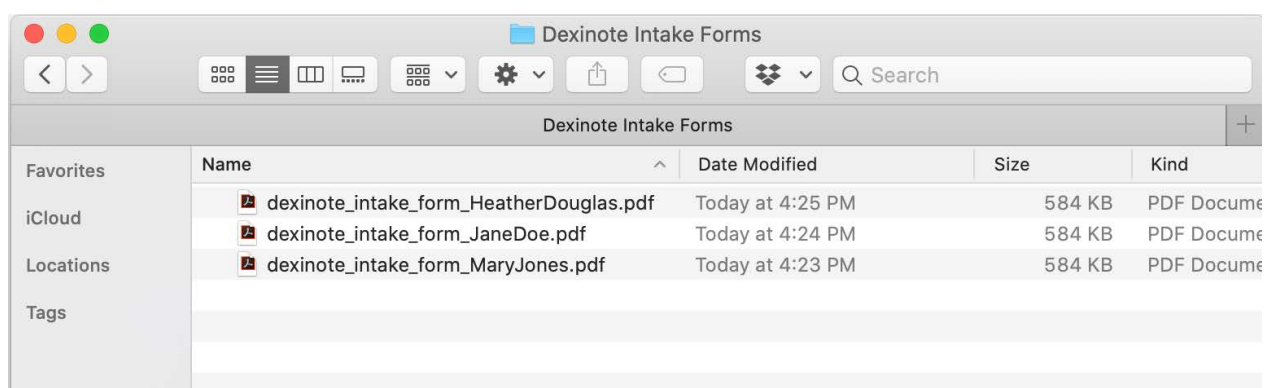


Adobe Acrobat DC

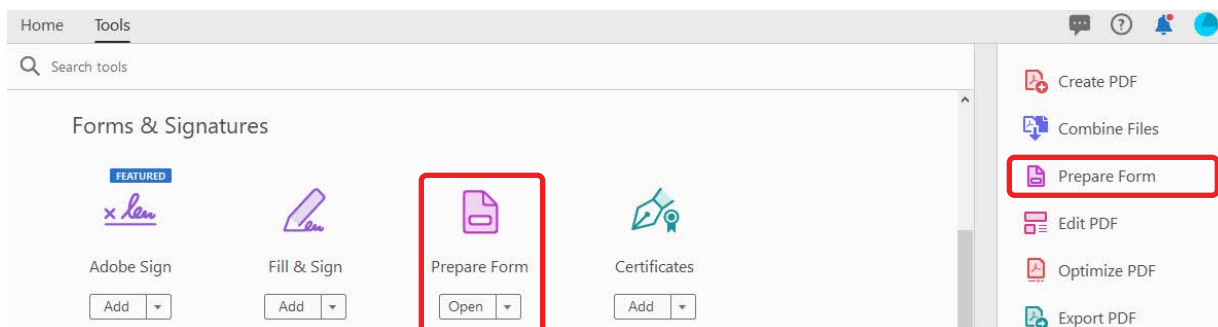
Working with Form Data

If you have a set of completed forms and need to compile the data, you can use Acrobat DC to merge the responses into a single spreadsheet.

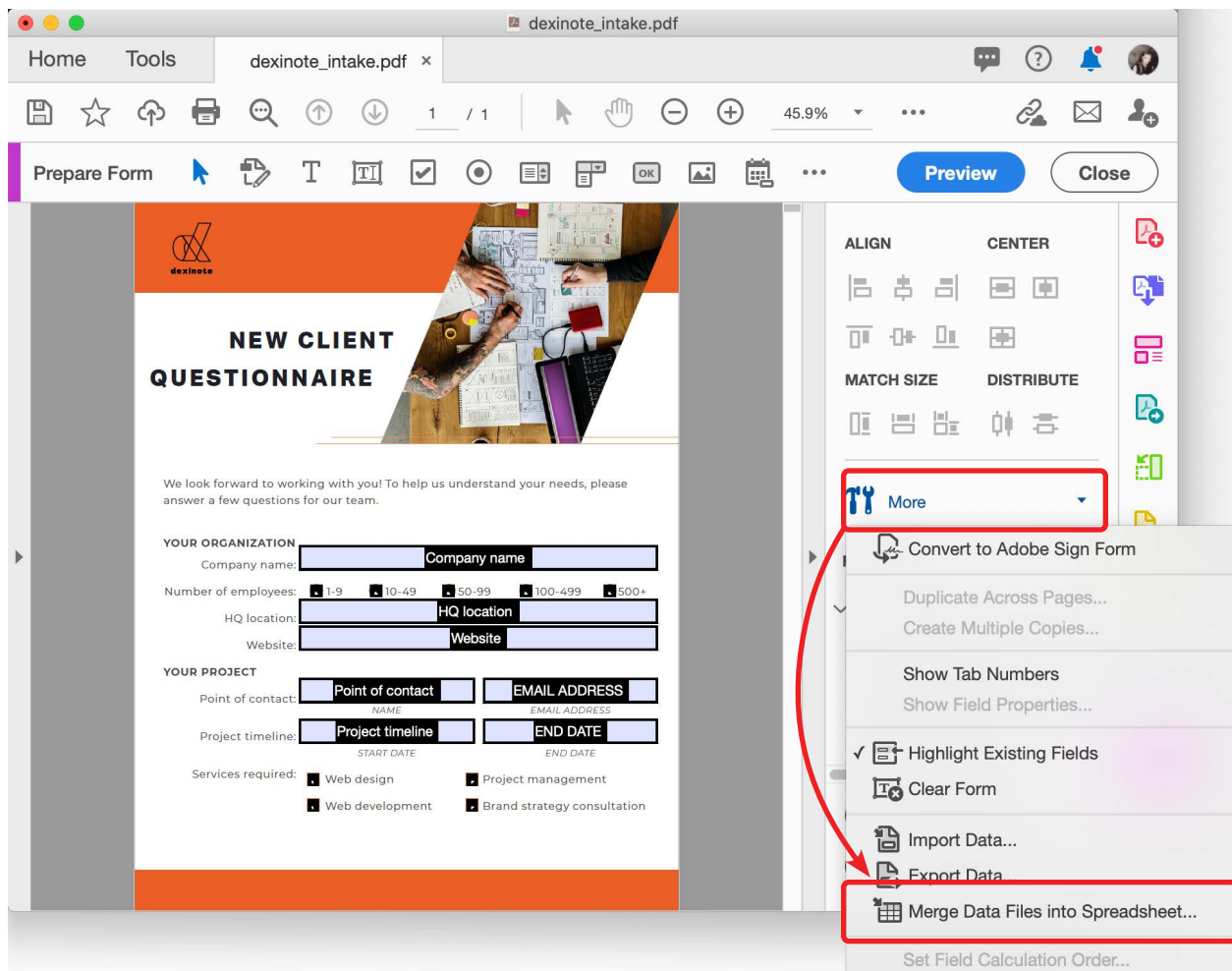
1. Start by putting all your PDF files into a folder on your computer.



2. Open one of the form files in Acrobat DC and select **Prepare Form** from the Tools center or pane.



3. In the right pane, select **More, Merge Data Files into Spreadsheet**.



4. Select the folder you created with the form responses and Acrobat will extract the data from each and create a spreadsheet of all the data.

The screenshot shows a Microsoft Excel spreadsheet with data extracted from the questionnaire. The spreadsheet has columns for various fields: Company name, Number of employees, HQ location, Website, NAME, EMAIL ADDRESS, START DATE, END DATE, and Web design. The data is organized into rows, with the first row being the header and subsequent rows containing individual responses.

	A	B	C	D	E	F	G	H	I	J
		Company name	Number of employees	HQ location	Website	NAME	EMAIL ADDRESS	START DATE	END DATE	Web design
1										
2	dexinote_intake_form_HeatherDoug	Projected	19	San Francisco	www.project	Heather Doug	hdouglasden	6/15/20	9/30/20	Off
3	dexinote_intake_form_JaneDoe.pdf	Bodea	19	Seattle	www.bodea.	Jane Doe	janedoe@bo	7/15/20	10/15/20	On
4	dexinote_intake_form_MaryJones.pdf	Homecare	19	Austin, TX	www.homec	Mary Jones	maryjones@	6/1/20	8/5/20	Off
5										
6										
7										
8										

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