

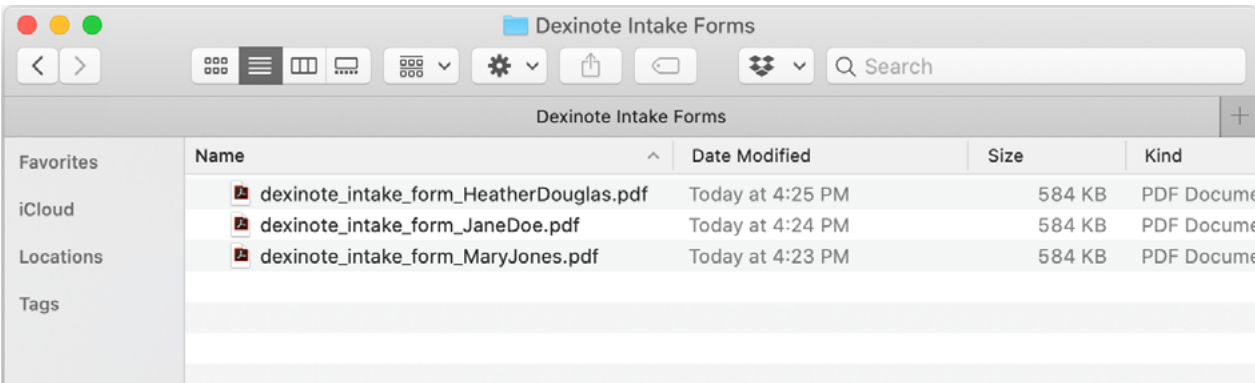


# Adobe Acrobat DC

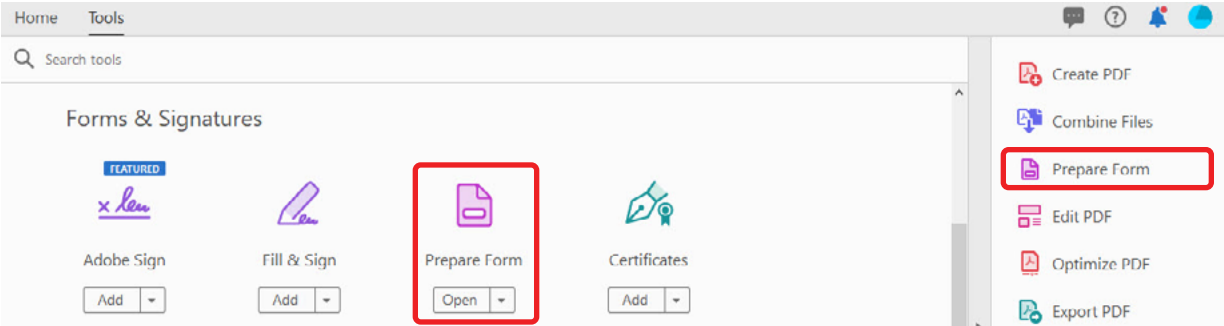
## Working with form data

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

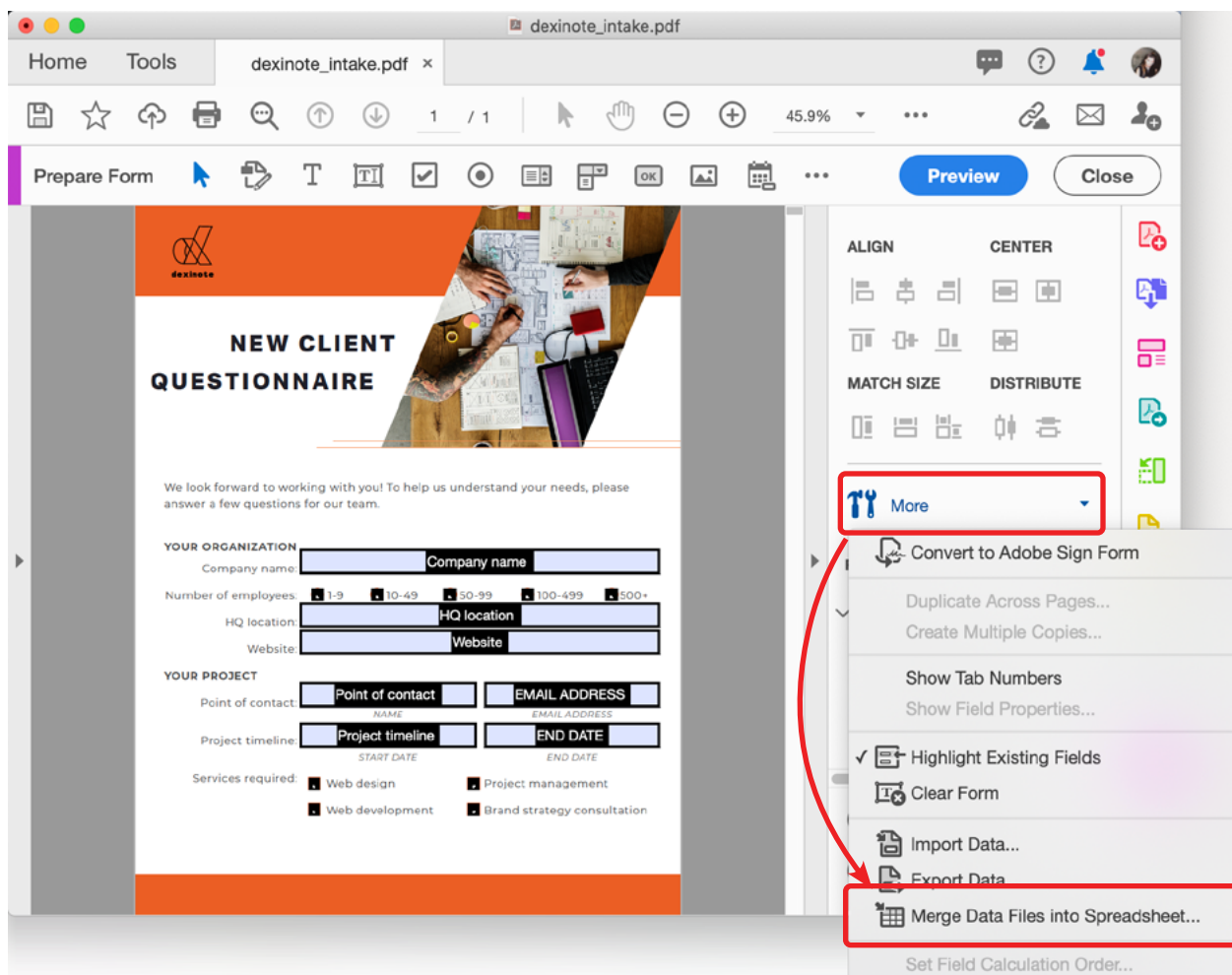
1. Start by putting all your completed PDF forms into a folder on your computer.



2. Open one of the completed form files, then select **Prepare Form** from the Tools center or right-hand pane.



3. Select **More > Merge Data Files into Spreadsheet** in the right-hand pane.



4. Select the folder you created with the completed forms.

Acrobat extracts the data from each form and creates a spreadsheet of all the data.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	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 development
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										

## Learn More

[Collecting form data](#)