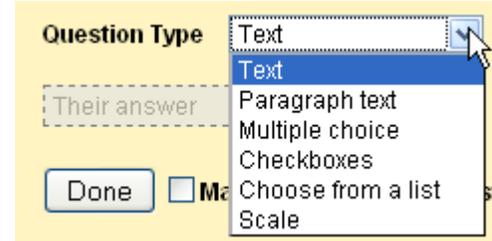


Google Forms- <http://docs.google.com>

Creating and Saving a Form

1. Click **CREATE NEW** and **FORM**
2. In the form template that opens, enter the form title and any necessary instructions.
3. Click the **QUESTION TYPE** box to pick the appropriate question type from the drop down menu.
4. Enter the desired information.
5. Click the **ADD ITEM** button at the top and select the appropriate question type from the drop down menu to add additional questions.



Some things you can do with your questions:



Edit: To edit an existing question, just click the **EDIT** button to the right of the question you want to edit.



Delete: To delete a question, click the **DELETE** button to the right of the question you want to delete.



Duplicate: To quickly duplicate a question, click the **DUPLICATE** button to the right of the question you want to duplicate.

Editing tips

- You can edit the confirmation message that people filling out your form see after submitting their responses. Click the **MORE ACTIONS** drop-down menu at the top-right of the form, and select **EDIT CONFIRMATION**.
- If you've edited a form and need to send it again, click the **EDIT AND RESEND** button in the lower-left corner of the **SHARE** tab.
- Click **THEME** at the top of the page to change the design of your form.
- To see what your form looks like to the end user, click **FORM** and **GO TO LIVE FORM**

Using the Templates Gallery

Click **CREATE NEW** and **FROM TEMPLATE...**

Or go to <http://docs.google.com/templates>

Preview

Click the link at the bottom of the page to view the published form.

You can view the published form here: <https://docs.google.com/spreadsheets/viewform?formkey=dGJSV09GYWtBSnl2M0R1RXZ5VkrISnc6MQ>

Share

There are several ways to share a form:

- Copy the URL at the bottom of the page and email it.
- Copy the URL at the bottom of the page and paste it on a webpage, blog, wiki, etc.
- Embed- Click MORE OPTIONS, EMBED. Copy the embed code to paste into your webpage, blog or wiki.

Viewing Form Responses

- To see the spreadsheet with the form responses, click **SEE RESPONSES** at the top-right of the form and select **SPREADSHEET**. It's a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Docs list.
- To quickly see how many users filled out a form and what their responses are, you can check the response summary. From your spreadsheet, go to **FORM** and **SHOW SUMMARY** to view it. The response summary page opens in a new window.
- You can allow those who filled out your form to see a summary of the responses. Select the option **LET EVERYONE SEE RESPONSE SUMMARY** in the **EDIT CONFIRMATION** window to make the summary viewable to everyone.

