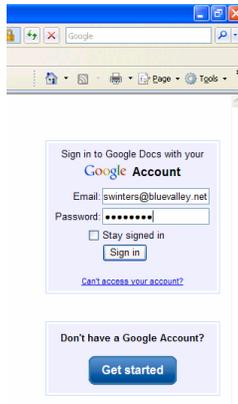# HOW TO CREATE GOOGLE FORMS
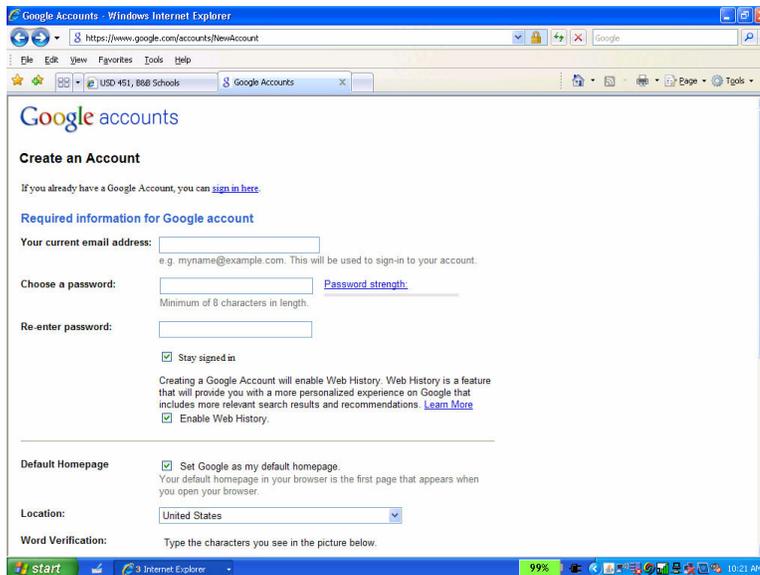## By Susan Winters
IC Workshop Coordinator

Getting Started

1. Logon to your Google Account
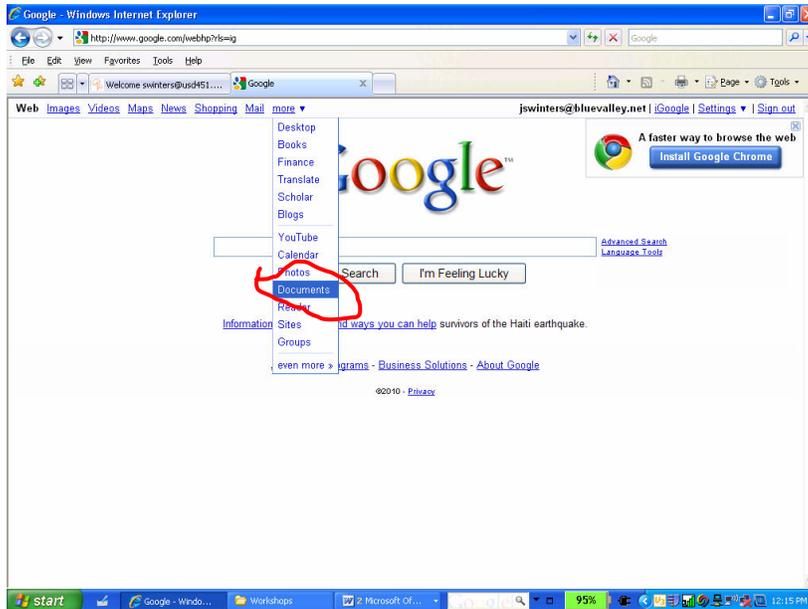

2. OR Create a Google account if you don't have one.
   https://www.google.com/accounts/NewAccount
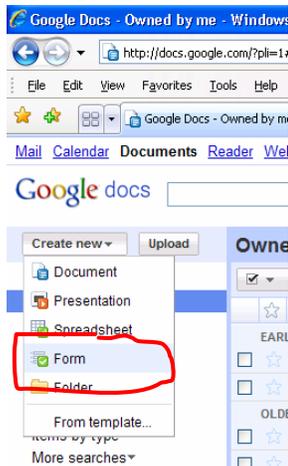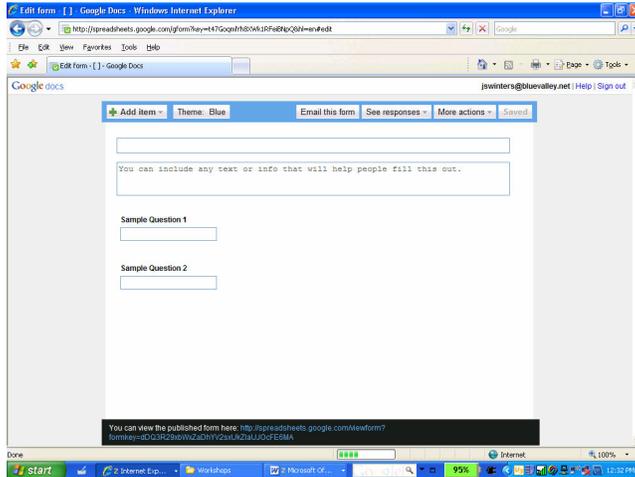
Creating Forms

To create a new form, go to your Google docs page: Select **More > Documents**


Click on **Create New > Form**

3. Now you will see a blank form window (shown below) waiting for you to create your first Google Form! So . . . Let's go!

Adding Themes To Forms

Let's start with a Theme. To pick a theme for your form, click the **Themes** button at the top of the form and select your favorite theme. There are over 70 themes of all different colors and styles you can choose from. Select a theme (I liked the one named "blue" found towards the end—you have to scroll through several pages to find it.) and click **Apply** in the top left of the page.
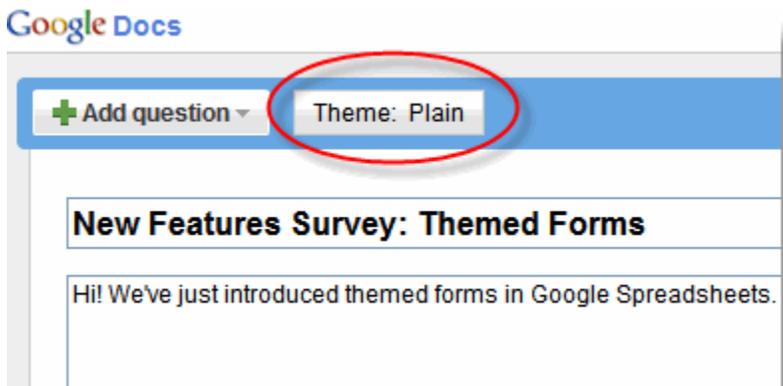
4. The first thing we should probably do is create a Title for our so please enter *Registration Form ~ ESA State Board Meeting* in the title area.

5. In the box below the title I entered additional heading information (i.e.)

<div align="center">

ESA Foundation Weekend
District J Hostesses
February January 12, 13, 14, 2010

</div>

Adding Questions

6. Double click on Sample Question 1 to open it up.
   - Enter *Member Name* in the Question Title box.
   - You may enter help text if you feel it is necessary.
   - The question type can be left as the default "text".
   - Be sure to place a checkmark in the Make this question required check box; this means they cannot leave this box open.
   - Click done.
   - Click on the Save button.

7. What else would be helpful?
   - Member # (text, required) Double Click on Sample Question 2 to open it up and enter the data for Street Address.

8. Now it looks like we are out of questions but you can easily add more by clicking on the **Add Item** button. Select **Text** and then you are ready to go again for Question 3.
   - Street Address (text, required)

9. Repeat to add additional Text Questions for
   - City/Zip (text, required)
   - Phone # (text, required)
   - Email address (text, required)
   - State Council Position (text, required)
   - Chapter Name & Number (text, required)
   - Total Enclosed (text, required)

You can add different types of questions to your forms by clicking **Form** in your spreadsheet and **Add item** at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance. Now let's try some different types of questions:

10. Another type of question is the **Option Question**
   - Add item
   - Select "Choose From a List"
   - Enter the Question Title of *District*
   - Enter your options—one per box
   - Mark as "required" > **Done** > **Save**

11. Let's also try adding a **Checkbox Question.** A great example for this type of question would be when you need a Yes/No answer.
   - Add item
   - Select Checkbox
   - Enter question title: 1st Time Council Member Option 1 – yes
   - Option 2 – no
   - Required > **Done** > **Save**
   - Repeat Steps for : 1st Council Meeting/ I am a pledge / I am attending the Special Activity

12. Another type of question is the **Grid Question**. This type of question enters radio buttons and I found it works well for the Registration Fees.
    - Add item
    - Select Grid
    - Enter question title: Registration Fee
    - Help Text: Enter number attending
    - Enter number of columns (or radio buttons you need)
    - Column 1 label: 0
    - Column 2 label: 1
    - Column 3 label: 2 , etc
    - Row 1 label: $5.00 x
    - Required > **Done** > **Save**
    - Repeat Steps for: Meal Functions

13. Finally, let's finish up with a **Paragraph Text Question**.
    - Add item
    - Select Paragraph Text
    - Enter question title: Special Dietary Needs
    - Help Text: Please enter details of any special dietary needs
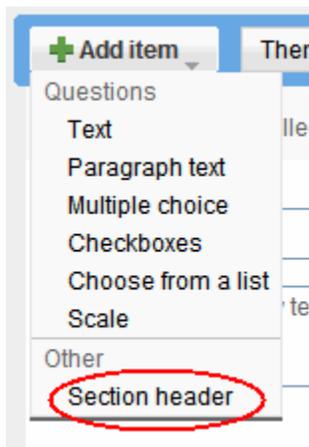   - NOT Required > **Done** > **Save**

Other Question Types We Did NOT Use:
- Multiple Choice
- Scale (Use for surveys when you want a rating from 1 to 5)

Fine Tuning Forms

Section Headers

Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select **Section header** from the **Add item** drop-down menu.

Each section header can have a title, which appears in a larger font, and a section description. We can divide our Registration Form into several sections:
- Personal Information
- Service Information
- Registration Fees

14. To add a **Section Header**
- Add Item
- Section Header
- Enter Section Title: Personal Information
- Enter Description if necessary
- Click **Done > Save**
- Repeat process for Service Information and Registration Fees

How to Edit Forms

Adding pages and allowing navigation to a specific page

15. If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the **Add item** drop-down menu, select **Page break**.
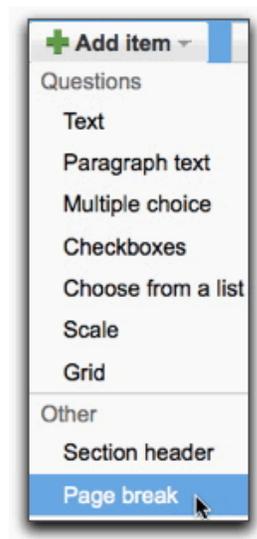
Once you've created a form with multiple pages, you can add different sets of questions based on a previous answer within the form, and allow people to skip irrelevant sections. For example, you can create a form asking your respondents to select their language and then direct them to questions written in their language.

Simply add a multiple choice question to your form, and select the option labeled 'Go to page based on answer.'

The option to allow people to go to a specific page within the form is available for multiple choice questions only.

Edit – Delete – Duplicate Form Questions

Here are some of the 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.
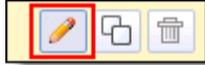
16. Not all attendees will have an email address so we might not want to make this a required question.
    - Select the question by double clicking on it or clicking on the edit button.
    - Remove the check mark in the Required box.

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.

Moving Items

17. Some of the questions are out of order. To move a question to the correct location
    - Click on the question you want to move—select the District question
    - Hold down the Ctrl key
    - Drag the question up or down until it is at the desired location—drag the District question until it is on top of the chapter Name & Number question.
    - Try moving the Total Enclosed question so it is the last question on the form.
    - **Save**

18. You can use the same procedures for moving the Section Headers to their correct locations as well.
    - Move Personal Information before Member Name
    - Move Service Information before 1st Time Council Member
   - Move Registration Fees before Number Attending

Sending Out Forms

19. Once you have finished adding your questions, you are ready for your recipients to receive your form and fill it in! They will receive an email and a link to your form.

- Click **Email this form**
- Add the email addresses of the people to whom you want to send this form.
- Click **Send**.

Viewing Form Responses

20. The form responses are collected in a spreadsheet. 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. You will also receive an email whenever someone fills outs the form and you can click on the link to see the responses.

21. 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 > Show summary** to view it.
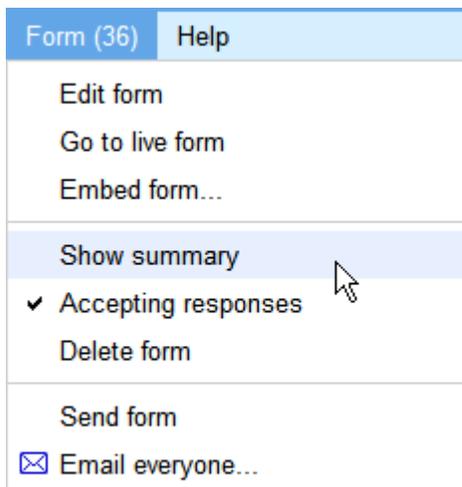
The response summary page opens in a new window.

Note: As you're reviewing the responses, keep in mind that you can't prevent users from submitting a form more than once, so the same person may have submitted multiple responses. If you use Google Apps, however, you can choose to record the email addresses of people who fill out your form, and then easily identify any duplicate responses.

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.
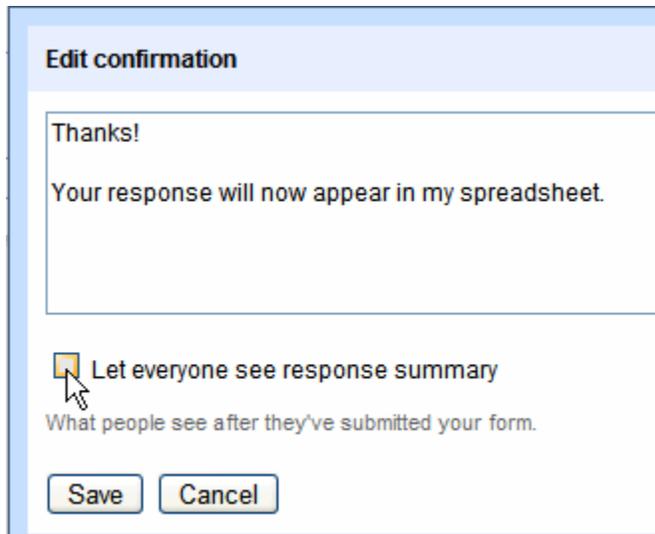
If you'd like to print your form responses summary, open your browser's **Print** menu.

Editing the spreadsheet with the responses

22. Here are some changes you can make to the spreadsheet:
    - Insert columns to add your own content, such as calculations, notes, or lookups, next to form responses.
    - Insert rows at the top, below the column headers and above the area where data is collected. The form responses will always be inserted in the first available row.
    - Insert new sheets or move sheets. Responses will continue to be automatically entered in the same sheet.

23. If you use Google Apps, you can also choose to record the email addresses of people who fill out your form. To do this, select the checkbox next to 'Automatically collect respondent's yourdomain.com username' while you create the form. Survey recipients will see a message at the top of the form explaining that their username will be collected automatically.

24. To stop accepting entries to the form, click the **Form** menu of your spreadsheet and deselect **Accepting responses**.