



Apps Learning Center

Get started with Forms

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Build your form

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Analyze responses

What can you do with Forms?

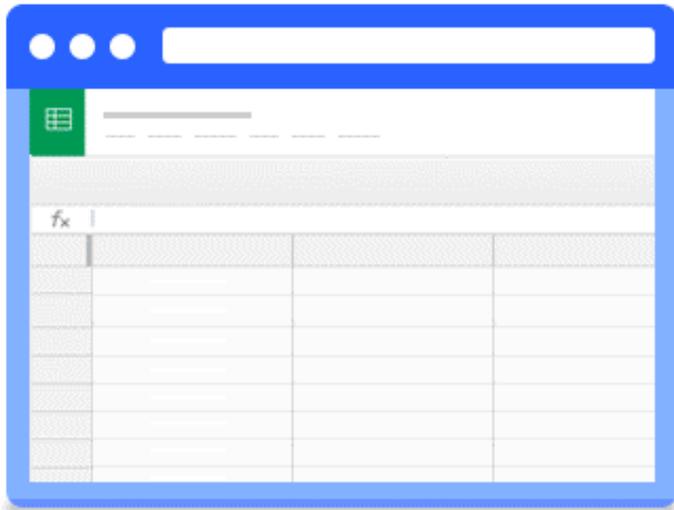
Manage event registrations, whip up a quick opinion poll, collect email addresses for a newsletter, create a pop quiz, and much more.

With Google Forms, you can create and analyze surveys right in your web browser—no special software is required. Even better, multiple people can work at the same time, and every change is saved automatically.

What you'll need:

Google Apps account

10 minutes



1

Build your form

To start, we'll create a new form and tailor it for your audience. Forms automatically saves every change you make.

In this section:

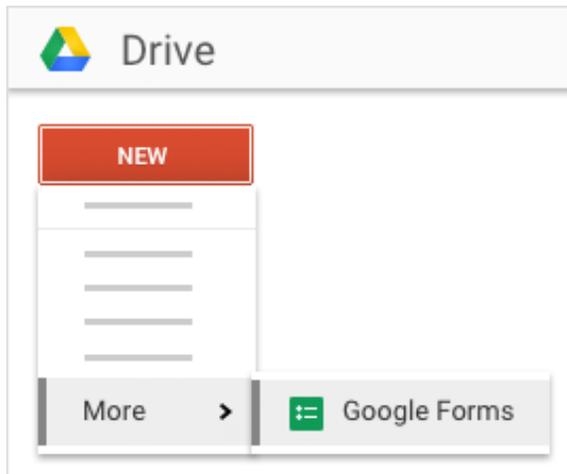
- [Create a new form](#)

- Design your form
- Add questions
- Edit questions

1.1

Create a new form

To create a new form, open [Drive](#) and click **New > More > Google Forms**.



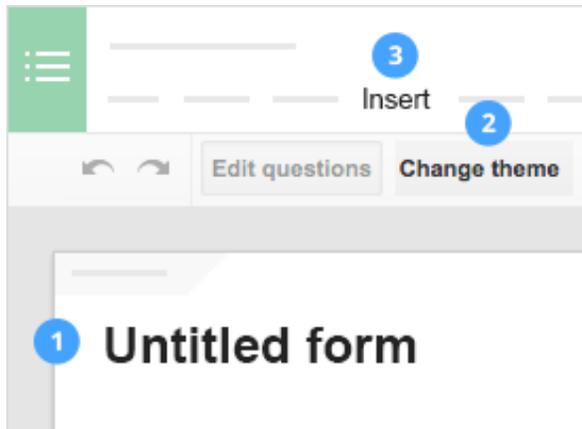
1.2

Design your form

Rename your form: Click **Untitled form** and type a new name.

Change your form's look and feel: In the toolbar, click **Change theme**. You can choose a premade template, copy a theme from an existing form, or create a custom theme with different images, background colors, and fonts.

Add section headers, page breaks, images, and videos: In the toolbar, click **Edit questions**. Then, on the **Insert** menu, select one of the available Layout options.



1.3

Add questions

To add a question to your form, click the **Add item** drop-down list and select from the following types of questions:

Question type

Text

Paragraph text

How people answer

Type short answers.

Type longer answers.

Example

Name

What's one thing that can be improved in this course?

Multiple choice Select one of several options.

Checkboxes Select as many options as they like.

Choose from a list Select one option from a drop-down list.

Scale Rate options on a numerical scale.

Grid Select a point from a two-dimensional grid.

Date Select a date from a calendar picker.

Time Select a time (either a time of day or a duration of time).

Which course did you take?

How did you hear about our organization? Select all that apply.

Select your department.

How likely are you to recommend this program to a colleague?

1 2 3 4 5

Extremely unlikely Extremely likely

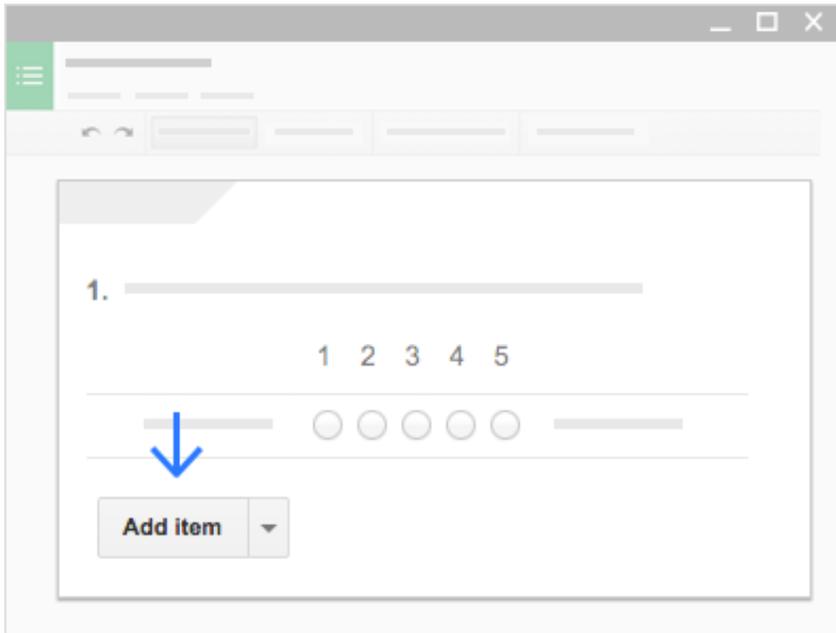
Rate your satisfaction with the following:

	Excellent	Above average	Average	Below average	Poor
Instructor	<input type="radio"/>				
Facilities	<input type="radio"/>				

When did you attend our conference?

What is the best time to contact you?

Note: When people fill out your form, their names and email addresses aren't automatically gathered. To collect this information, ask them for it using a Text question.



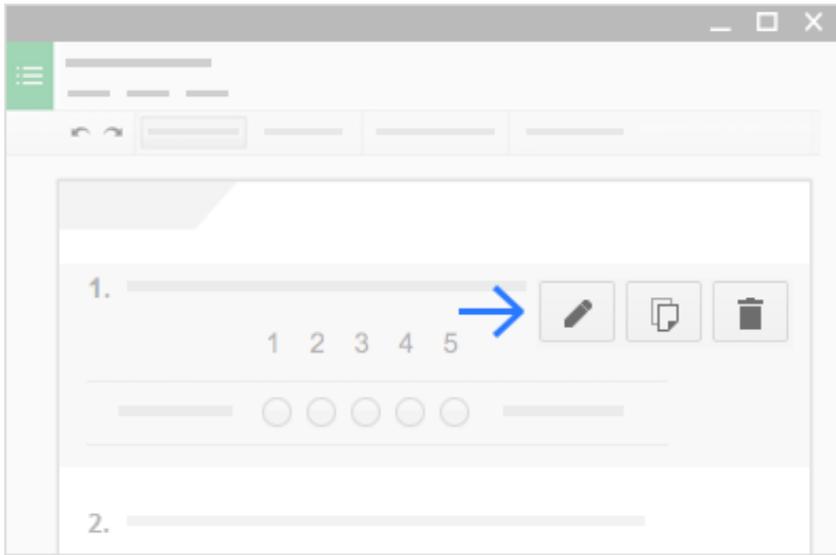
1.4

Edit questions

To change a question later, click the question and then click the buttons to **Edit**, **Duplicate**, or **Delete**.

To reorder your questions (or options within a question), just drag and drop.

If you want people to see answer options for a question in a random order, click **Advanced settings**, and check the **Shuffle option order** box.



2

Share and collaborate

To work on your form with teammates or even people outside of your company, just share it. As with any Google document, people can make changes at the same time, and you'll see their changes after they happen.

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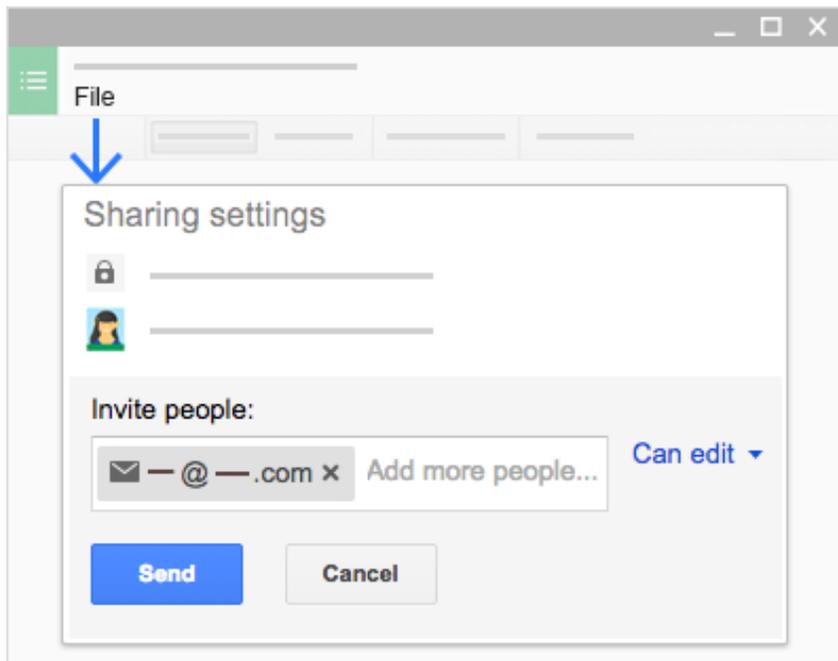
- [Share and collaborate](#)
-

2.1

Share and collaborate

1. Open the form you want to share.
2. From the **Forms** menu bar, click **File > Add collaborators**.
3. In the **Invite people** section, enter names, email addresses, or Google Groups you want to share with.
4. Click and click .

Everyone you shared with will receive an email with a link to your form, which they can now edit.



Send your form

When you're done editing your form, it's time to start gathering some answers.

In this section:

- [Choose where to collect responses](#)
- [Preview and send your form](#)
- [Print your form](#)
- [Make copies to build similar forms](#)

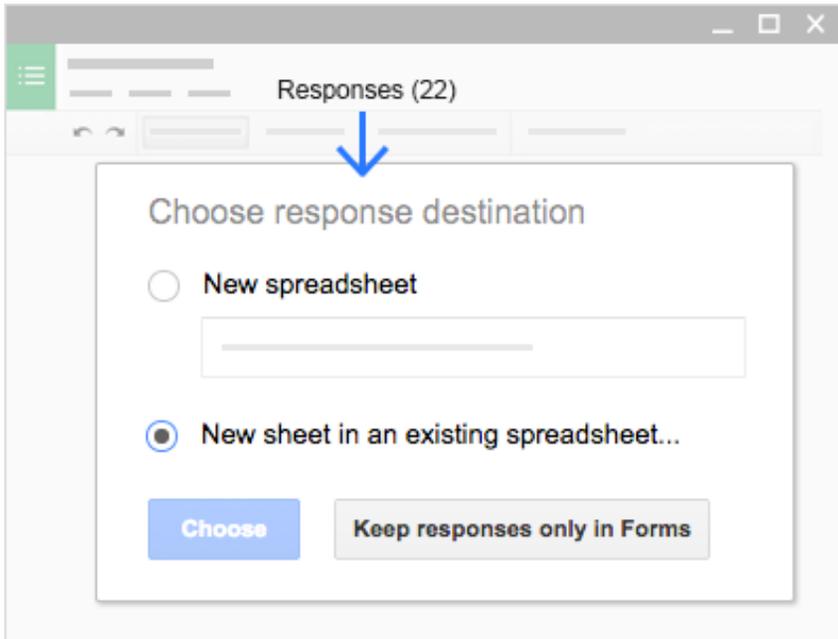
3.1

Choose where to collect responses

Capture all of your survey responses in one place so you can analyze them later.

1. From the **Forms** menu bar, click **Responses** > **Choose response destination**.
2. You can send responses to a spreadsheet or keep responses in Forms.

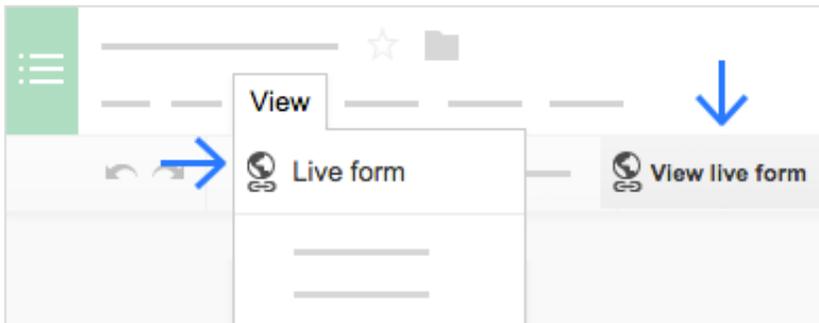
Destination	See individual responses as they come in	See a summary of all responses	Download responses as a CSV file	Maximum recorded responses
Sheets (New or existing)				400,000
Forms				Unlimited



3.2

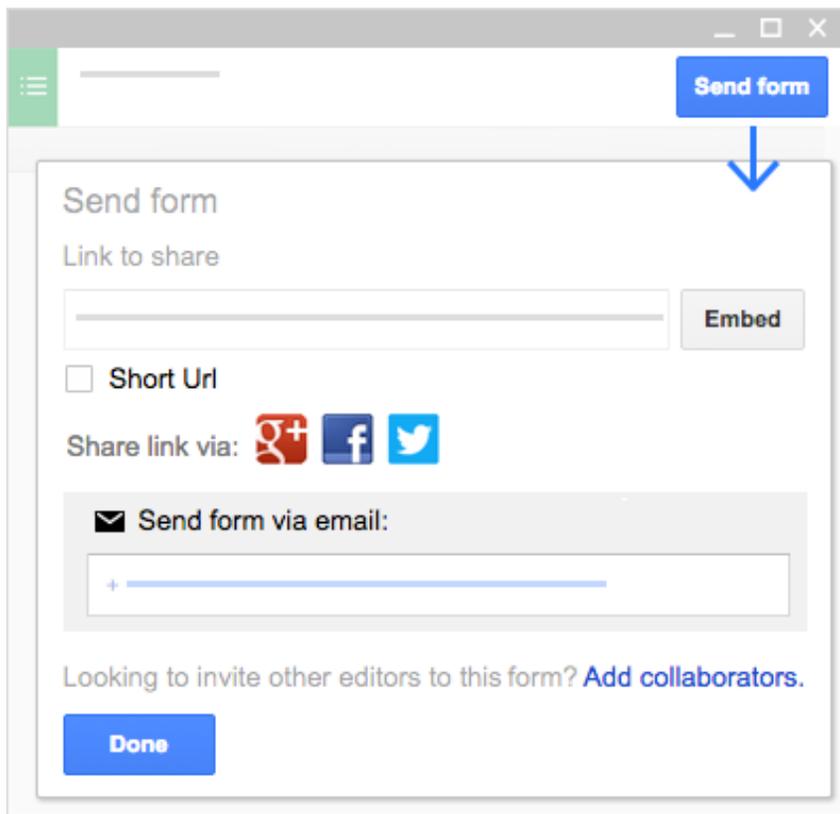
Preview and send your form

To see how your form will look to others, click **View** > **Live form**, or in the toolbar, click **View live form**.



When you're ready to send your form:

1. At the top, click  .
2. You can:
 - Embed your form on a website by clicking  .
 - Share a link (or Short URL) to your form.
 - Share a link to your form via social media.
 - Send your form in an email along with a message and subject line.
 - Add collaborators.
3. Click  .

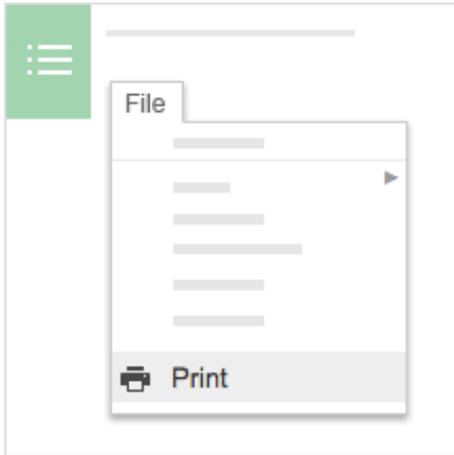


3.3

Print your form

Need a physical copy of your form? To print your form from the editor, click **File > Print**.

In the preview that appears, you can scroll through your form on the right, or choose print options on the left.



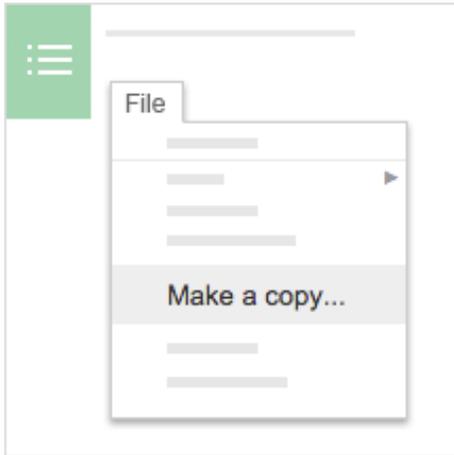
3.4

Make copies to build similar forms

Copy your form to use it as a template for similar forms. For example, if you write a lot of customer satisfaction surveys, build and design one survey. Then, make copies to update for new surveys, without having to build each one from scratch.

To make a copy of your form, click **File > Make a copy**. You can rename this copy and optionally share it with the same collaborators.

Note: Copying a form copies only the questions and layout, not any responses you've received.



4

Analyze responses

After you create your form and send it out, you can view the responses in 3 different ways.

In this section:

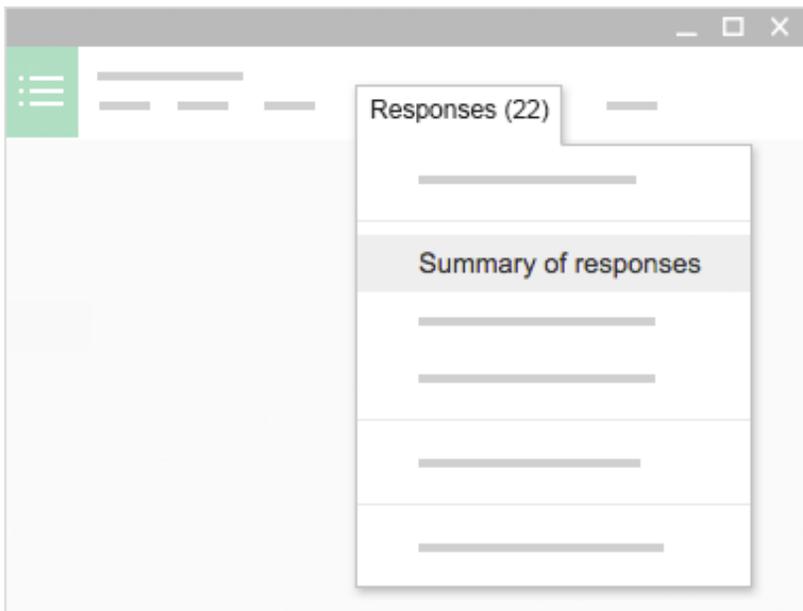
- [View a summary of your responses](#)
 - [View responses in a sheet](#)
 - [View and download responses as a CSV file](#)
 - [Manage your responses](#)
-

4.1

View a summary of your responses

To quickly see how many users filled out your form and view their responses, in the Forms menu bar, click **Responses** > **Summary of responses**.

If you'd like respondents to also see the summary, go to the **Confirmation Page** section at the bottom and check the **Publish and show a public link to form results** box.

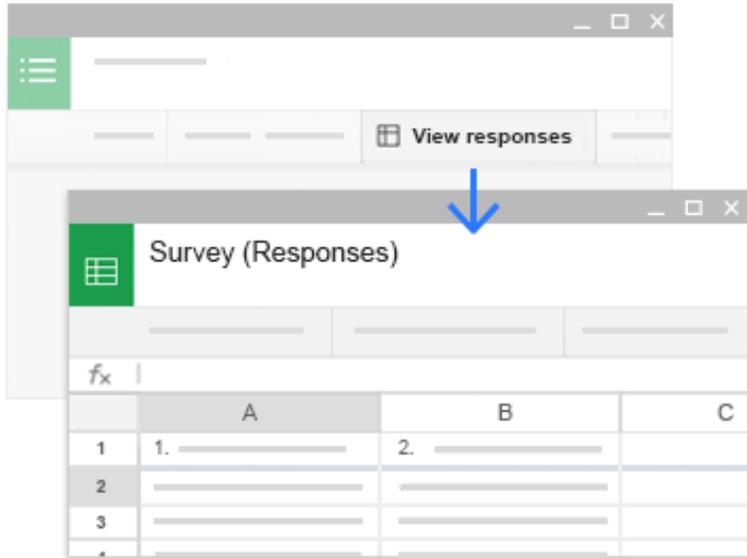


4.2

View responses in a sheet

If you chose a spreadsheet for your response destination, you can see all your responses in Google Sheets by clicking **View responses** in the toolbar. You can even watch responses appear in real time.

When you're in Sheets, you can also view a summary of your responses by clicking **Form > Show summary of responses**.

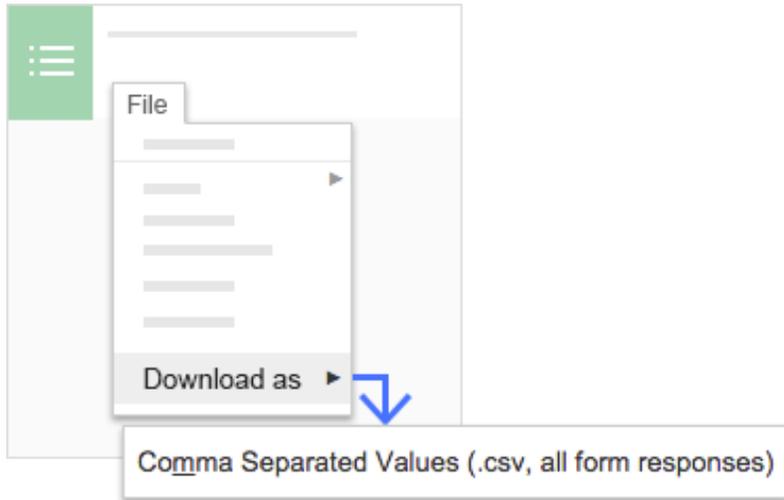


4.3

View and download responses as a CSV file

To export form responses to analyze in your software or other spreadsheet programs, you can download responses.

In Forms or Sheets, click **File > Download as > Comma Separated Values**. This downloads your responses as a CSV file that can be imported to another program.



4.4

Manage your responses

Limit people to one response: In the **Form Settings** section at the top, check the **Only allow one response per person** box.

Stop collecting responses: Done with your survey? From the Forms menu bar, click **Responses > Accepting responses** to close your form to new responses. The menu changes to say **Not accepting responses**. Click that menu option again to re-open your form.



Next steps

Try it now

[Go to Forms](#)

Get more training

Get quick feedback on your work, create online registration forms, pre-fill survey answers, and more.

[See Forms tips](#)