

## Introduction

### Purpose of the Document

This guide helps users how to create, customize, share and maintain google forms with step-by-step instructions.

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# Creating a Form

## About

Google form is a free tool which is added to google workspace, where online forms, surveys, quizzes are created, maintained and published. Users can customize their own forms or ready-made templates are also available.

## Create Google Forms

You can create and customize forms.

1. Click **Blank form** in the main page.

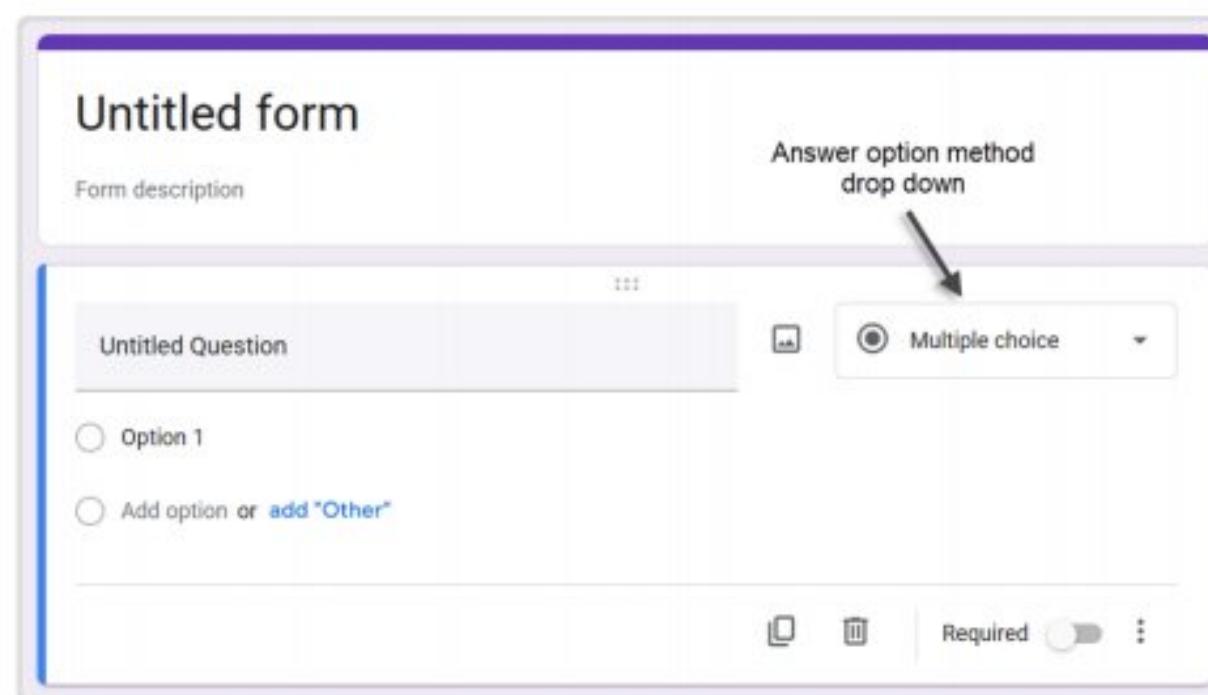


Figure 1

2. Enter a title and description in the **Untitled form**
3. Enter question in **Untitled question**
4. Click **Answer** drop down and select answer type
5. Click **Option 1**, and enter answer options

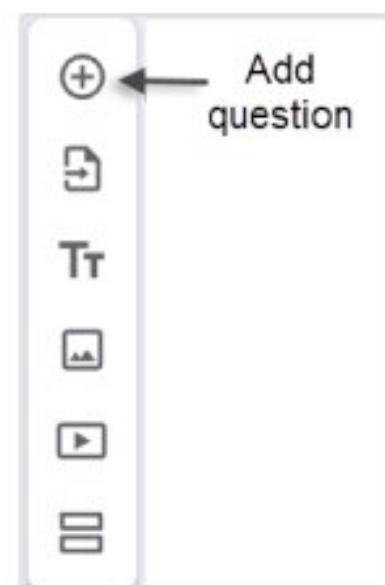


Figure 2

6. Click **Add question** icon to add questions
7. Click **Required** button to mark important question

## Importing

### Import Questions in Forms

You can Import Questions from another existing google form to make work easier. To import, upload forms in google drive.

Note: Only Questions from google form can be imported not from any other document like pdf, sheets etc...



Figure 3

1. Click **Import question** icon
2. Click **My Drive**, select existing form
3. Click **Insert** button, select questions and then click **Import questions** button.

## Images

### Insert Images

You can upload images from desktop or upload online images by pasting URL.



Figure 4

1. Click **Add images** icon
2. Select image insert options
3. Select images, and then enter image title.

### Add Hover Text to Images

Hover text is an images description that appears when you move cursor on the image.

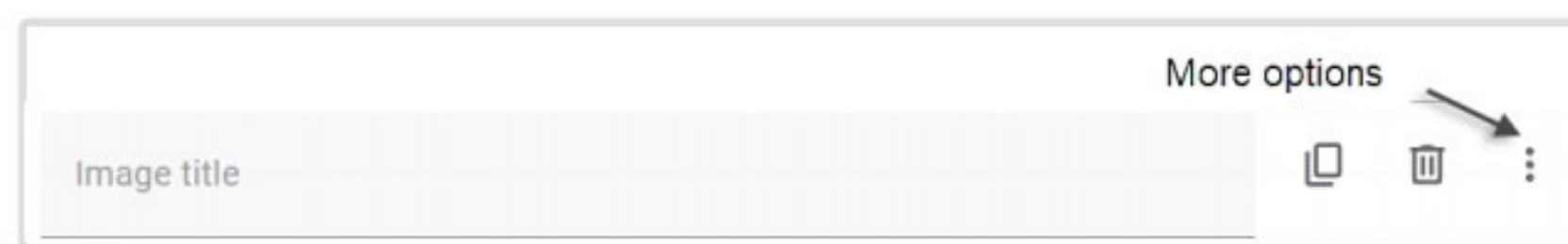


Figure 5

1. Click **More options**
2. Select **Hover text**
3. Click **Hover text**, and then enter description

## Videos

### Insert Videos

You can upload only YouTube videos.



Figure 6

1. Click **Add video** icon in side bar

Paste YouTube video URL or search and insert video

2. Click **Untitled Video**, and then enter video title

### Add Captions to Videos

Caption is adding description to videos.

1. Click **More options** near video title

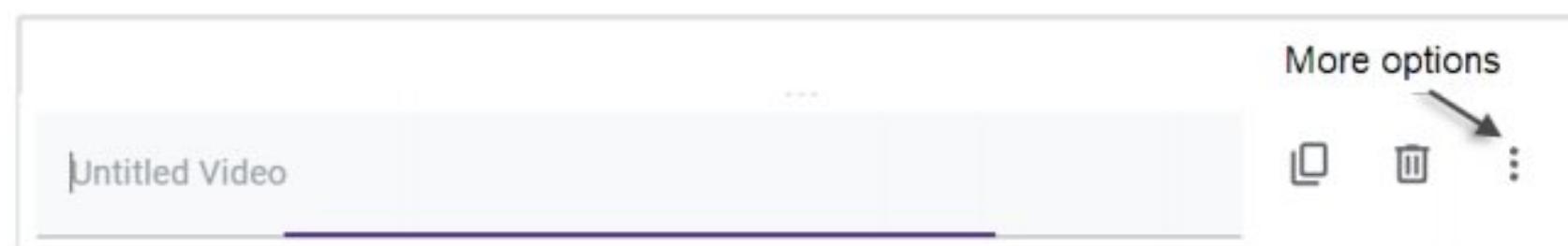


Figure 7

2. Select **Captions**

3. Click **Caption for the video**, and then enter description

## Sections

### Insert Sections

In single form, you can add up to 75 sections.

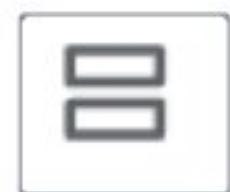


Figure 8

1. Click **Add section** icon
2. Enter title and description for section

*According to requirement add questions or images to this section*

## Responses

### Responses

In responses section, total responses will be updated.

0 responses

 Link to Sheets

⋮

Figure 9

### Link Sheets

Link to sheets will automatically update the responses in google sheets.

1. Click **Responses** menu
2. Click **Link to Sheets**, and select new sheet or existing sheet
3. Click **Create**

*Sheets will open in new tab, there you can edit responses*

### Email Notification

For each response you will get an email notification.

1. Click **More options for responses** near Link to Sheets
2. Select **Get email notification for new responses**

*Email notifications will be enabled*

## Settings

### Settings

In settings you can manage how responses are collected and protected, how the form and responses are presented and also you apply default settings to questions.

#### Make the Form as Quiz

You can change the form to quiz by assigning point values for each question.

1. Click **Settings** menu
2. Click the **Make this a quiz** button

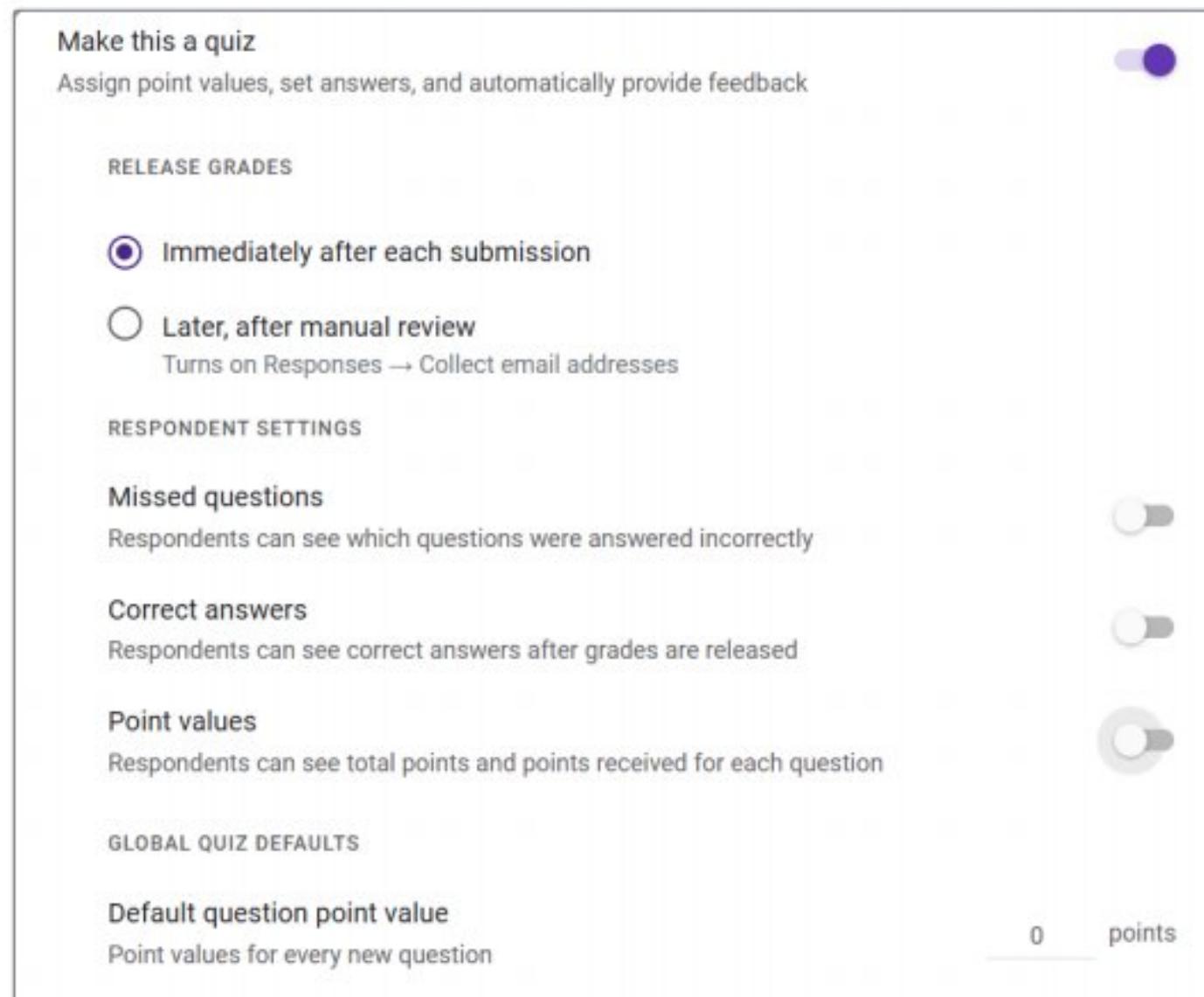


Figure 10

3. Select required option from **RELEASE GRADES**
4. Click required button from **RESPONDENT SETTINGS**
5. Enter point value in **Default values for every new question** box

## Manage Responses

You can collect and protect responses

1. Click **Responses** drop down

Responses  
Manage how responses are collected and protected

Collect email addresses: Do not collect

Send responders a copy of their response: Off

Allow response editing: Off

Responses can be changed after being submitted

REQUIRES SIGN IN: Off

Limit to 1 response: Off

Figure 11

1. Click required options and buttons to collect and protect responses

## Manage Presentation

You can edit how form and responses are presented

1. Click **Presentation** drop down

Presentation  
Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar: Off

Shuffle question order: Off

AFTER SUBMISSION

Confirmation message: Your response has been recorded [Edit](#)

Show link to submit another response: On

View results summary: Share [results summary](#) with respondents. [Important details](#)

RESTRICTIONS:

Disable autosave for all respondents: Off

Figure 12

1. Click **Show progress bar** button to show how long responders are in each section
2. Click **Shuffle question order** button to shuffle question for each respondent

## Customize and Share Form

### Customize and Share Form

1. Click **Palette** icon to customize form

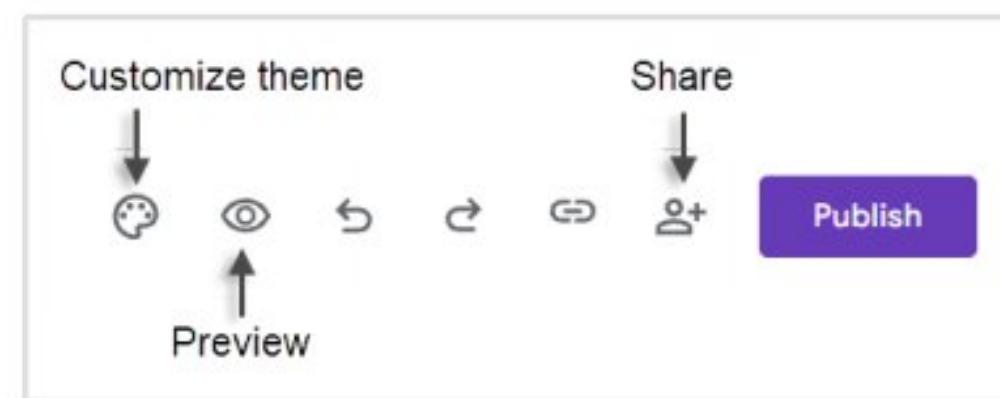


Figure 13

2. Select **Customize theme** icon and, select background color
3. Select font type and size for header, question and text
4. Click **Preview** icon to view form

*All the changes done will be automatically saved in forms*

5. Click the **Publish** button to publish form, and then click the **Share** button to share form.

## Templates

### Template Gallery

In template gallery, you can find already customized form for every field which makes work easier.

Pre-designed Templates:

- Personal
  - Contact Information
  - RSVP
  - Find a time
  - Part Invite
  - T-Shirt Signup
  - Event Registration
- Work
  - Event Feedback
  - Order Form
  - Job Application
  - Time Off Request
  - Work Request
  - Customer Feedback
- Education
  - Blank Quiz
  - Exit Ticket
  - Assessment
  - Worksheet
  - Course Evaluation

### Open Pre-Designed Templates

1. Click **Template Gallery** drop down in main page
2. Select required template