

Step 1: Set up the Poll in Google Forms

1. Open Google Forms by visiting forms.google.com and sign in to your Google account.
2. Click on the "+" icon to create a new form.
3. Give your form a title, such as "Lin's Fast-Food/Lin's Fast food Healthy Menu Poll."
4. Begin adding your poll question:
 - Click on "Untitled Question" to add your question.
 - Select the question type as "Multiple choice"
 - Enter your question text ("Which of the following healthier menu options would you be most interested in trying at Lin's fast-food chain?").
 - Enter your answer choices based on the options you provided earlier.
5. Customise the poll settings as needed (e.g., collect email addresses, limit responses).
6. Once you've finished creating your poll, click on the "Send" button in the top-right corner.

Step 2: Distribute the Poll

1. Choose how you want to distribute the poll:
 - Share the poll link directly via email, social media, or messaging apps.
 - Embed the poll on a website or share it as part of a newsletter.
2. Copy the poll link provided by Google Forms and distribute it to your target audience.

Step 3: Collect Poll Responses

1. Respondents click on the poll link and submit their choices.
2. As respondents submit their responses, Google Forms automatically collects and stores the data.

Step 4: Export Poll Responses to Google Sheets

1. Once responses start coming in, open your poll in Google Forms.
2. Click on the "Responses" tab at the top of the form.
3. Click on the Sheets icon (green spreadsheet icon) to create a new Google Sheets spreadsheet linked to your form.
4. A new Google Sheets spreadsheet will be created with the poll responses automatically populated in the spreadsheet.

Step 5: Share Poll Responses in Google Sheets to Lin

1. Open the Google Sheets spreadsheet containing the poll responses.
2. Review the responses in the spreadsheet, which will be organized into columns with each question representing a column and each response representing a row.
3. Click on the "Share" button located in the top-right corner of the screen. It typically looks like a silhouette of a person with a plus sign or the word "Share".

In the "Share with others" dialog box that appears, enter Lin's email address in the "Invite people" field. You can also adjust the access permissions by clicking on the drop-down menu next to Lin's email address.

Choose the access level you want to grant Lin:

- Editor: Allows Lin to view and make changes to the document.
- Viewer: Allows Lin to view the document but not make any changes.
- Commenter: Allows Lin to add comments to the document but not make any changes to the content.

Optionally, you can add a message to Lin in the "Add a note" field to provide context or instructions.

Click on the "Send" button to share the document with Lin.

Lin will receive an email notification informing them that you've shared a Google Sheets document with them. They can click on the link in the email to access the document directly. If Lin has a Google account associated with the email address you shared the document with, they'll be able to view and collaborate on the document based on the access permissions you've granted.

By following these adjusted steps, you can efficiently conduct the poll using Google Forms, collect responses, and analyze the data using Google Sheets.