Steps to complete the task:

1. Select the file menu option.
2. This will bring up a large drop down menu, select “Import”
3. In this menu paste the desired URL in the text box provided.
4. Press the import button.
5. The system is now displaying your data and will ask you to confirm it is correct.
6. Please review your data and verify that it is correct. (Do all three of the next tasks)
   1. You notice that the data in entirely incorrect!
      1. Press the cancel button.
      2. Press the revise button in the google form
      3. Return to step 3
   2. You notice Bob’s answer to question 1 has an error, please click here to edit inline.
      1. Press “accept with revisions” button.
      2. Continue to step 7
   3. Continue to step 7
7. The system will now ask you where to save to data, please input a location and press the “save” button.
8. The system should tell you the data has been saved in Ovo format. Congratulations!