

# Create a form in google docs

docs.google.com  
(no www.)

## Step 1

Log on to your account.

If you do not have an Account, sign up for one. It is free.



Sign in to Google Docs with your Google Account

Email:

Password:

Remember me on this computer.

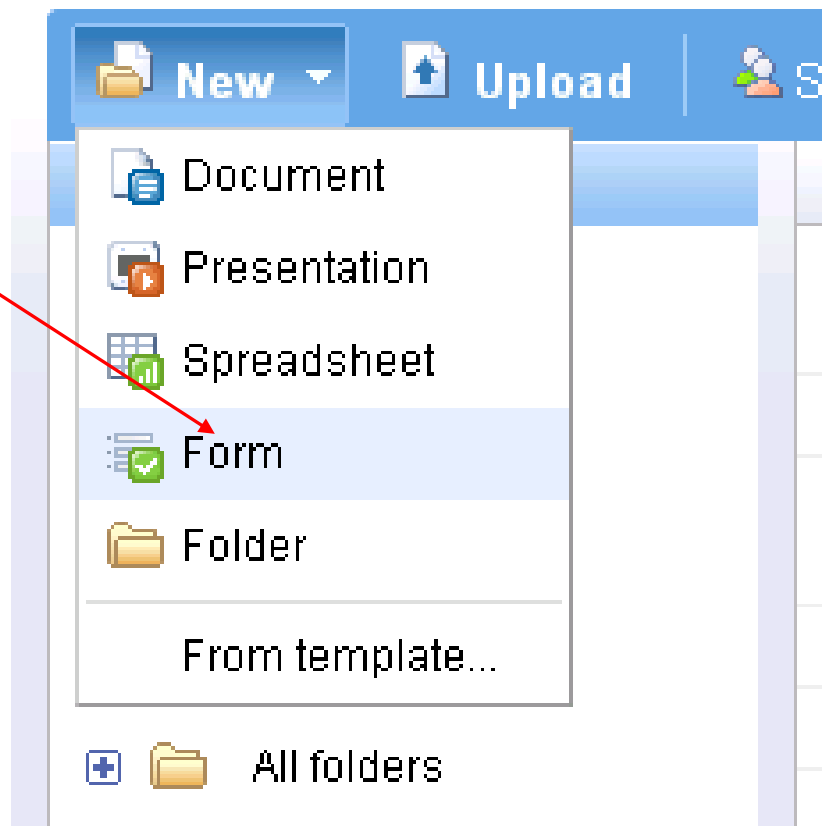
[I cannot access my account](#)



Don't have a Google Account?

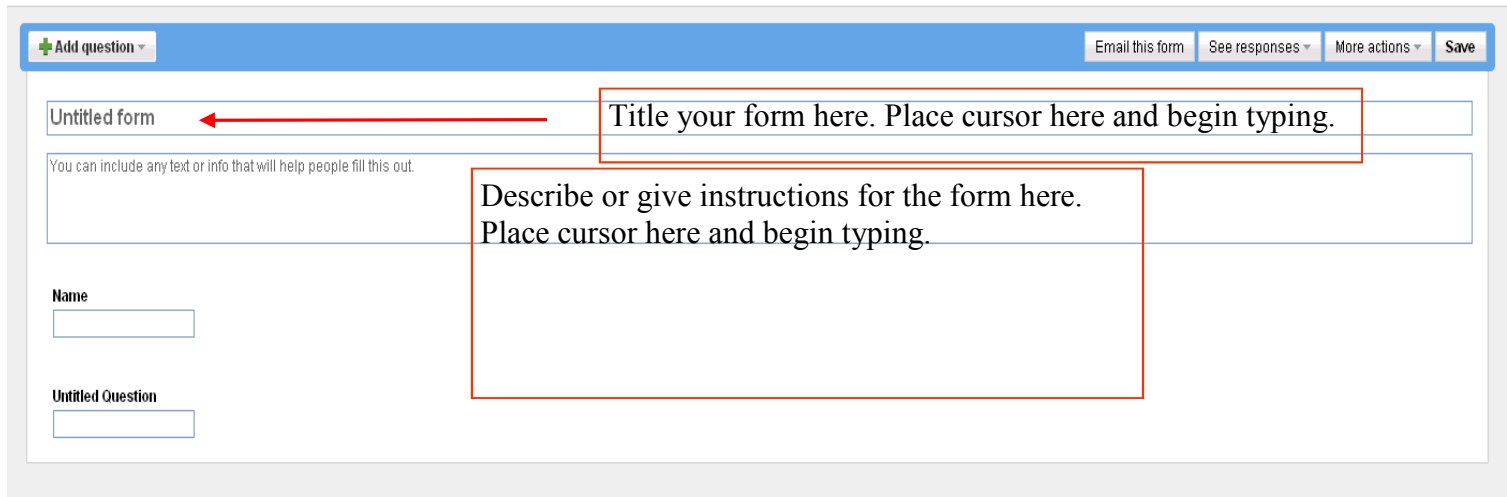
## Step 2

Once logged on, go to New. A drop down menu will appear, select Form.



### Step 3

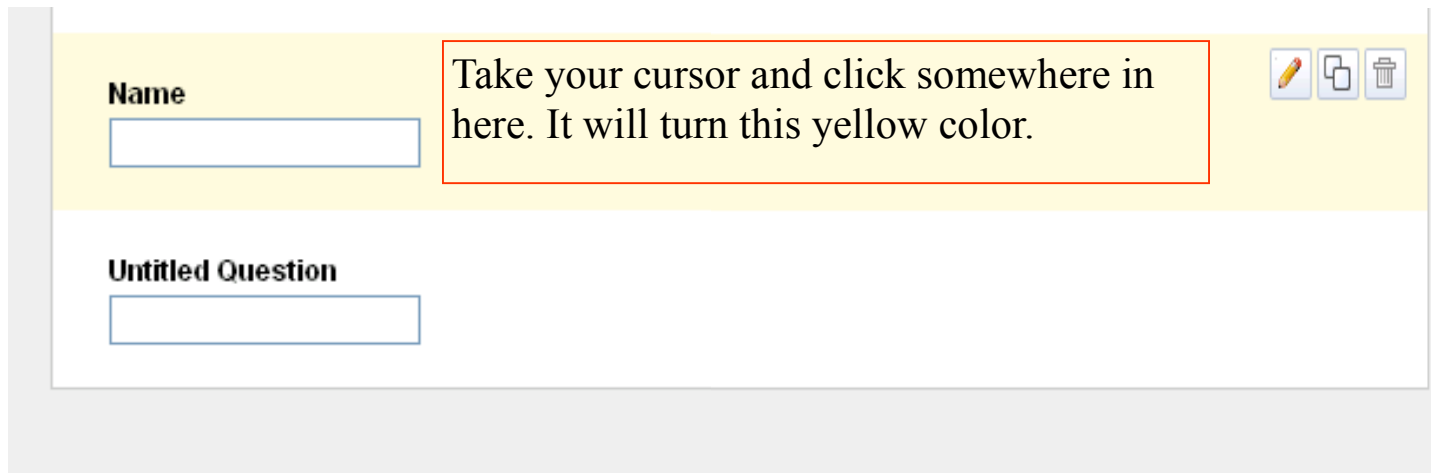
Title your new form and write a description/instructions.



The screenshot shows a form creation interface. At the top, there is a blue header bar with a '+ Add question' button on the left and 'Email this form', 'See responses', 'More actions', and 'Save' buttons on the right. Below the header, the form is titled 'Untitled form'. A red arrow points from a red-bordered box containing the text 'Title your form here. Place cursor here and begin typing.' to the title field. Below the title field is a large text area for a description, with a red-bordered box containing the text 'Describe or give instructions for the form here. Place cursor here and begin typing.' pointing to it. On the left side, there are two input fields: 'Name' and 'Untitled Question'.

### Step 4

Begin entering information you wish to collect on your form.






The screenshot shows a form creation interface with a yellow highlighted section. The section is titled 'Name' and contains an input field. A red-bordered box contains the text 'Take your cursor and click somewhere in here. It will turn this yellow color.' pointing to the yellow background. To the right of the input field are three icons: a pencil, a copy icon, and a trash icon. Below the yellow section is another input field titled 'Untitled Question'.

Step 5

To edit your form click the PENCIL icon, this opens the question for editing.

Place your cursor in the box below. Now type the question you wish to gather information about.

**Question Title**    

**Help Text**

**Question Type**  ▼

**Make this a required question**

Help text allows you to clarify a question so the respondent understands what you want. (optional)

**Untitled Question**

Question type

**Question Title**

**Help Text**

**Question Type**  ▼

**Ma** **tion**

There are multiple ways people can to respond to your question. The default setting it Text. This means the respondent will type their answer.

Paragraph means they will type a longer answer.

Allows a choice to be made for a specific item. ie. male/female or yes/no etc

Allows for multiple answers to a question via check boxes.

Allows respondents to make a selection from a drop list of items. For example, you have multiple dates for an event and you want them to select one.

You can have respondents rate a question on a scale from 1-10 or 1-5 however you wish.

**Question Title**

Name

**Help Text**

**Question Type**

Text

Their answer

Done

**Make this a required question**

Say you want mandatory information. You can check this box so the form cannot be submitted unless the question(s) are answered. Very useful if you want email addresses or other specific items.

When you are finished with the question, select done.

**Untitled Question**

If you want to edit your question, feel free by clicking the pencil.



If you do not like the question or your form changes click the trash can. Follow the prompts.

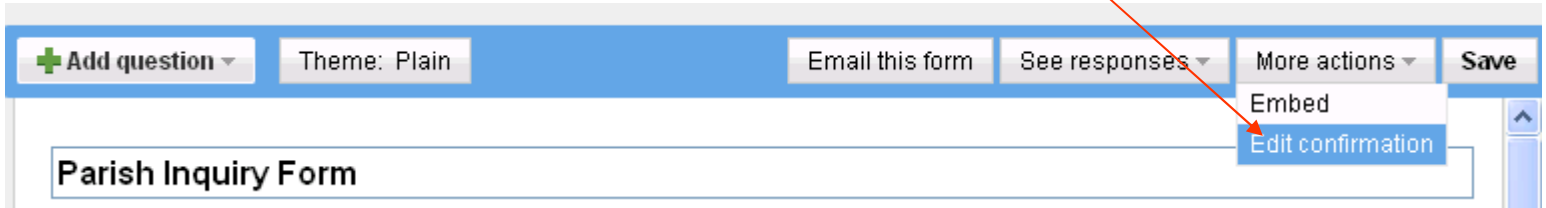
You want to duplicate the question, click this button. It makes a copy of the original.

When you are ready to type another question, click this button ( toward the top and left). Another question will appear at the bottom of your list of questions. You can change the order of questions by dragging the question above or below others.

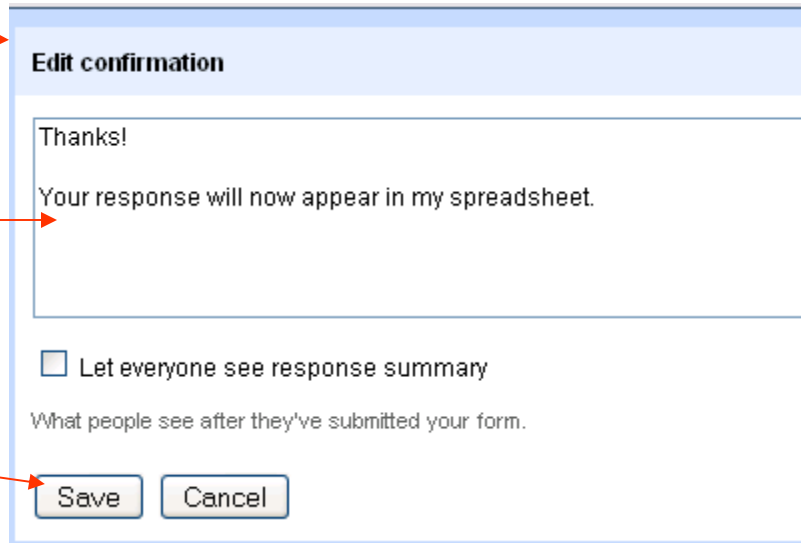
Google Docs

+ Add question

- Once your form is complete, a confirmation response can be added/edited.
- The default confirmation reads “Thanks! Your response will now appear in my spreadsheet.”
- If you wish to change this, click on MORE ACTIONS, then EDIT CONFIRMATION. I suggest changing it to make more personal.



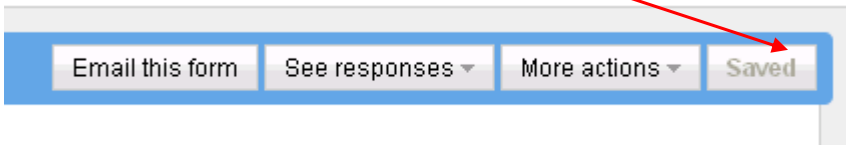
This window will pop up.



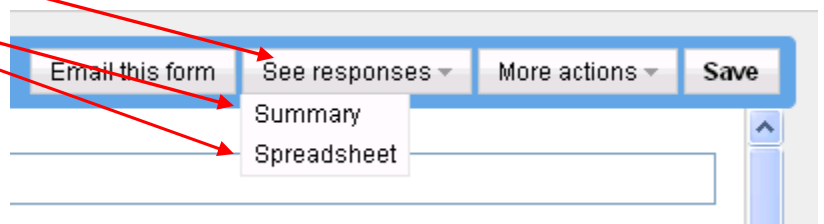
Feel free to write a salutation you see fit. Place your cursor in the box and type away.

Save your work and you will return to your form.

To save the form and changes, click save. You are free to close the window.

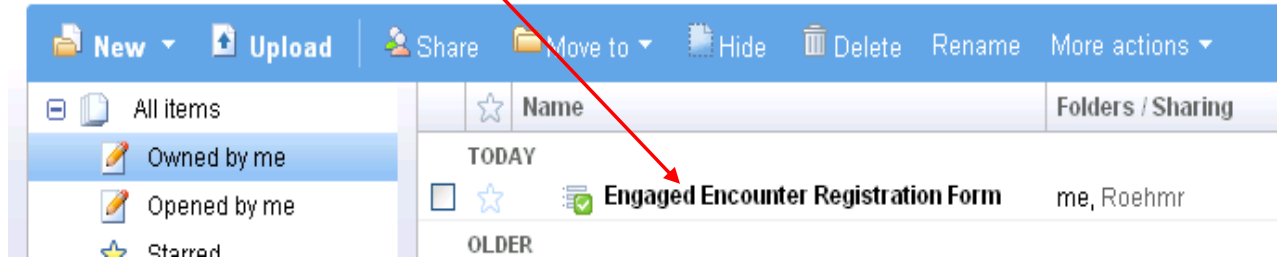


OR you can click the see responses drop down menu and look at any results. The results can be viewed as a summary or spreadsheet.



Let's say you want to retrieve your form or view the form contents.

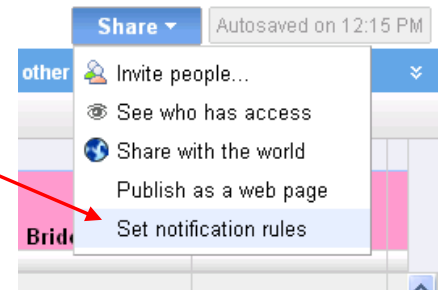
Double click the title of the form you would like to see.



Your results will appear in this format. Similar to an Excel spreadsheet.

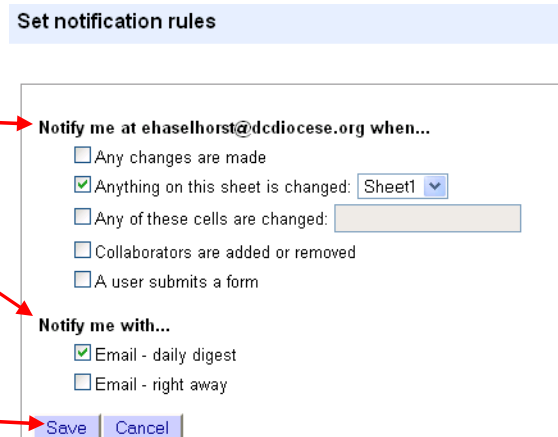
	A	B	C	D	E	F	G
1	Timestamp	Adult First and Last Name	Spouse First and Last Name	Child(s) Name(s)	Mailing Address	Phone Number	Email address
2	5/21/2009 11:41:30	John Smith	Jane Smith	Jim, John, Jan	123 Road	888-8888	yes@yahoo.com
3							

Let's say you want email notification when folks register. Go to the upper right hand corner and find the SHARE drop down menu. Select Set notification rules.



This dialogue box will appear and give several notification choices.

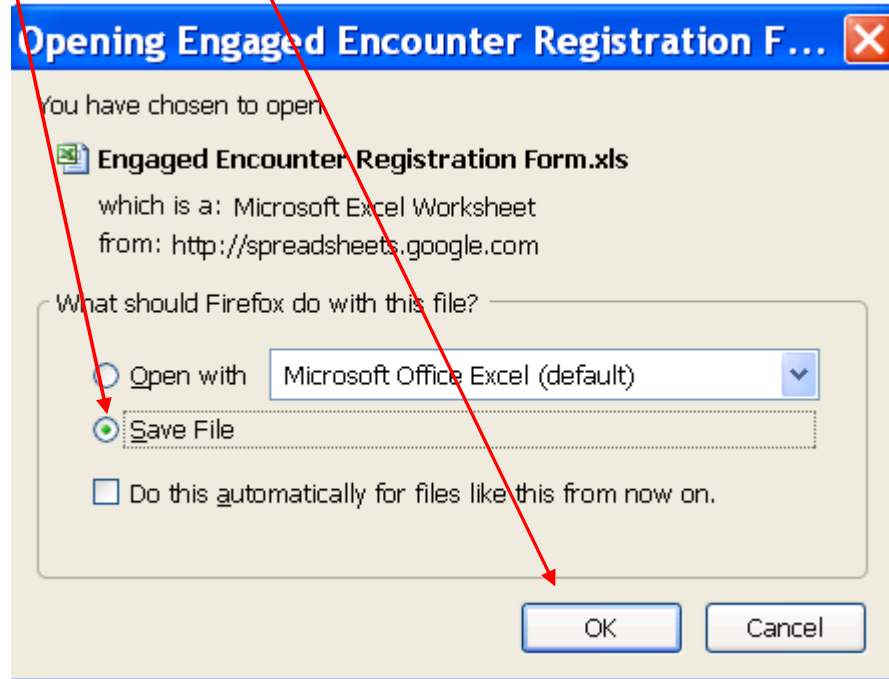
You must select a box in each section. In the lower section, you can choose to be notified daily or right away of the registrations. You will have to determine how often if at all you want notification of activity. Click save to make the changes and return to your worksheet.





This window will pop up and ask if you want to save or view the file.

Select Save File, click OK.



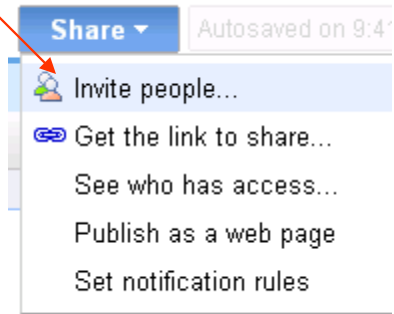
A window should pop up and ask you where you want to save the file.

Save it to your preferred location on your computer.

Once complete, you can manipulate the information as you wish in the Excel spreadsheet. (When trying this, my file was automatically saved to my Desktop.)

You can share your document with others. For example, you are on a committee and two or more people need to see the form results or need the ability to make changes.

Click SHARE in the upper right hand corner , then select INVITE PEOPLE



Type any email address of the people you would like to have access to the form and results.

You can allow people the privilege to Edit or View only the form and results — your choice

Any person you invite into the form will be sent an email invitation they will need to follow.

A screenshot of a 'Share with others' dialog box. The dialog has three tabs: 'Invite people', 'People with access', and 'Advanced permissions'. The 'Invite people' tab is active. It contains a text input field with the placeholder text 'Invite: (Any email address will work)'. Below the input field are two radio buttons: 'To edit' (which is selected) and 'To view'. There is a link 'Choose from contacts' below the radio buttons. To the right of the input field is a 'Subject:' field containing the text 'Parish Inquiry Form'. Below the subject field is a 'Message:' text area. At the bottom right, there is a checkbox labeled 'Send a copy to myself' which is unchecked. Below the checkbox are two buttons: 'Send' and 'Add without sending invitation'.

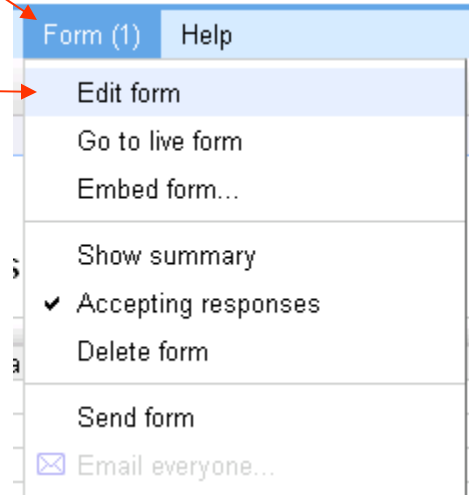
**To publish your form to your website, invite Al Jirak, webmaster into the form by including his email address. al@solutiosoftware.com He will then publish the form for you.**

## Give your form a personal look

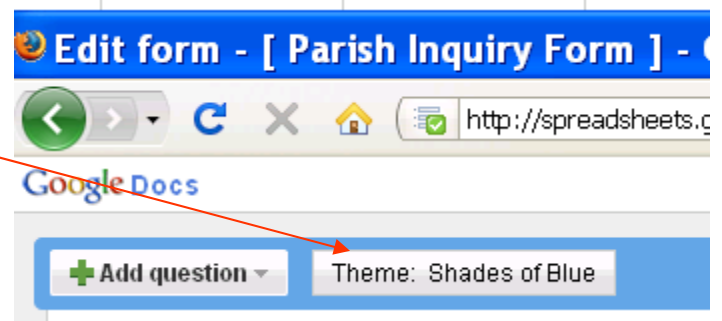
You can change the way the form appears to respondents.

Double click on your form's title, once open, go to Form

Select Edit Form



Select/Click Theme



Select you theme by clicking on it.



Select apply and you are done.

