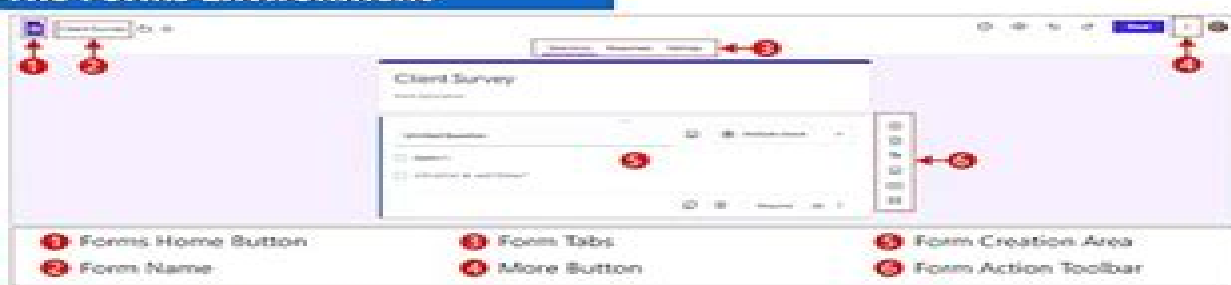# Google® Forms Introduction

Quick Reference Guide

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The Forms Environment

1. Forms Home Button
2. Form Name
3. Form Tabs
4. More Button
5. Form Creation Area
6. Form Action Toolbar

The Google Forms Home Screen

1. Google Main Menu
2. Search Bar
3. Google Apps
4. Template Gallery
5. Recent Forms
6. Grid/List View
7. Sort Options
8. File Picker
9. More Options

Accessing Settings and Other Apps

To access Settings or to switch between Google Sheets, Docs, Slides, Forms, and iDrive, click the "Google Main menu" button and make a selection.

Viewing and Hiding Templates

To open the Template Gallery, click the "Template gallery" button. To return to the Home Screen, click the "Back" button in the upper-left corner of the Forms window. To hide recent templates, from the Home Screen, click the "More Options" button next to the "Template gallery" button and select "Hide all templates." The "Create new form" button appears in the lower-right corner to replace the "Blank" form tile. To display recent templates, click the "Main menu" button, select "Settings," check the "Display recent templates on home screens" checkbox, and click the "OK" button.

Searching for Forms

1. Click into the "Search" bar at the top of the Forms window.
2. Type the name of the form or words contained in the name of the form.
3. Press the "Enter" key and select the form from the list that appears.
4. To clear search criteria, click the "Clear search" button at the right end of the Search Bar.

Viewing, Filtering, and Sorting

To switch between Grid and List view, click the "Grid/List view" toggle button. To filter the forms by owner, click the "Owned by" drop-down and make a selection. To sort the forms by title or date, click the "Sort options" button and make a selection.

Form Management Basics

Creating a New Form

From the Home Screen, click the "Blank" form tile or click the "Template gallery" button and select a template tile from the list. If templates are hidden, click the "Create new form" button in the lower-right corner.

Naming Forms

From the Home Screen, click "More options" next to the form, choose "Rename," type the name, and click "OK." In an open form, click into the "Form name" field, type a new name, then press the "Tab" key or click outside of the "Form name" field.

Opening Forms

From the Home Screen, do any one of the following:
1. Click a form in the Recent Forms list (see "Viewing, Filtering, and Sorting" to assist).
2. Type the name of the form or words contained in the name of the form into the "Search" bar, press the "Enter" key, then select it from the list.
3. Click the "File Picker" button, locate and select the form, then click the "Open" button.

Saving, Copying, and Closing

Forms are saved automatically as changes are made. To close a form, click the "Forms Home" button. To make a copy of a form:
1. Open the form to copy.
2. Click the "More" button in the upper-right corner and select "Make a copy."
3. Type a name and select a location and copy options.
4. Click the "OK" button.

Moving Forms to Folders

Open the form, click the "Move to folder" button next to the form name, select the folder, and click the "Move here" button.

Deleting Forms

From the Home Screen, click "More options" next to the form, choose "Remove," then click the "Move to Trash" button. In an open form, click the "More" button in the upper-right, select "Move to trash," then click the "Go to Forms home screen" button.

Building Forms

Adding and Editing Questions

1. To add a new question, click the "Add question" button in the Form Action toolbar. To edit an existing question, click into it.
2. Type the question into the "Question" field.
3. To add an image to the question, click the "Add image" button next to the question name, select an image source by clicking one of the tabs at the top of the "Insert image" dialog box, navigate to the image and select it or enter its location, then click the "Insert," "Insert image," or "Open" button. To edit or remove an image, click its "More options" button and make a selection.
4. Select a question type from the drop-down.
5. For questions that offer answer options, click into the "Option 1" field and type the option's answer, click into the "Add option" field and type the next answer, then repeat as desired. To add an image to an answer, click the "Add image" button and repeat steps in Step #3 above. To remove an answer, click the "Remove" button to its right.
6. Select and enter available options for the type of question selected.
7. To make a copy of the question, click the "Duplicate" button.
8. To make the question required, click the "Required" button to turn it on. To turn it off, click it again.
9. To add a description or question hint or to shuffle the answer order, click the "More options" button, make a selection, and make changes.
10. To delete a question, click the "Delete" button.

Importing Questions

Import questions from existing Google Forms.
1. Open an existing form or create a new one.
2. Click the "Import questions" button in the Form Action Toolbar.
3. Select the form from which to import and click the "Select" button. The "Import questions" pane opens.
4. Select individual questions or choose "Select all."
5. Click the "Import questions" button.

Creating Rules for Questions

Create rules that people have to follow when they fill out the form by validating their answers.
1. In a form, add a "Short answer," "Paragraph," or "Checkboxes" question.
2. Click the "More options" button in the form and select "Response validation."
3. Select the type of rule to add and enter parameters.
4. Type an error message that people will see when they enter an answer that breaks the rule set.

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Table of Contents Galaxy Nexus Quick Reference Guide

1. Understanding the eBook Galaxy Nexus Quick Reference Guide
    - The Rise of Digital Reading Galaxy Nexus Quick Reference Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Galaxy Nexus Quick Reference Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Galaxy Nexus Quick Reference Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Galaxy Nexus Quick Reference Guide
    - Personalized Recommendations
    - Galaxy Nexus Quick Reference Guide User Reviews and Ratings
    - Galaxy Nexus Quick Reference Guide and Bestseller Lists
5. Accessing Galaxy Nexus Quick Reference Guide Free and Paid eBooks
    - Galaxy Nexus Quick Reference Guide Public Domain eBooks
    - Galaxy Nexus Quick Reference Guide eBook Subscription Services

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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