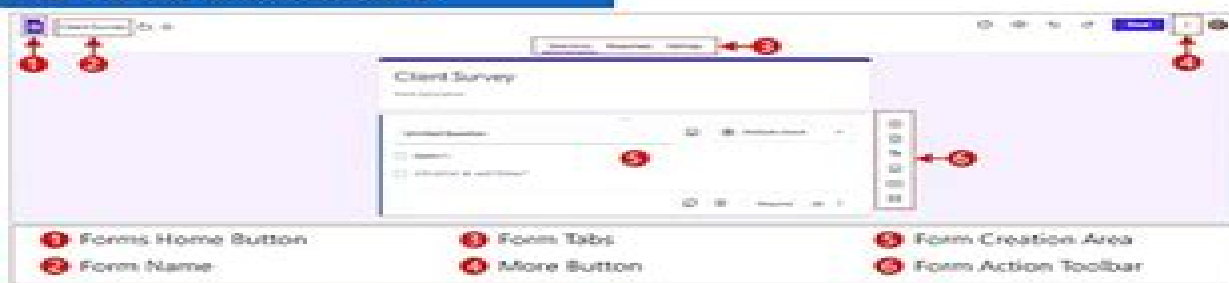# Google® Forms Introduction

## 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 lower-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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