

# Google Forms

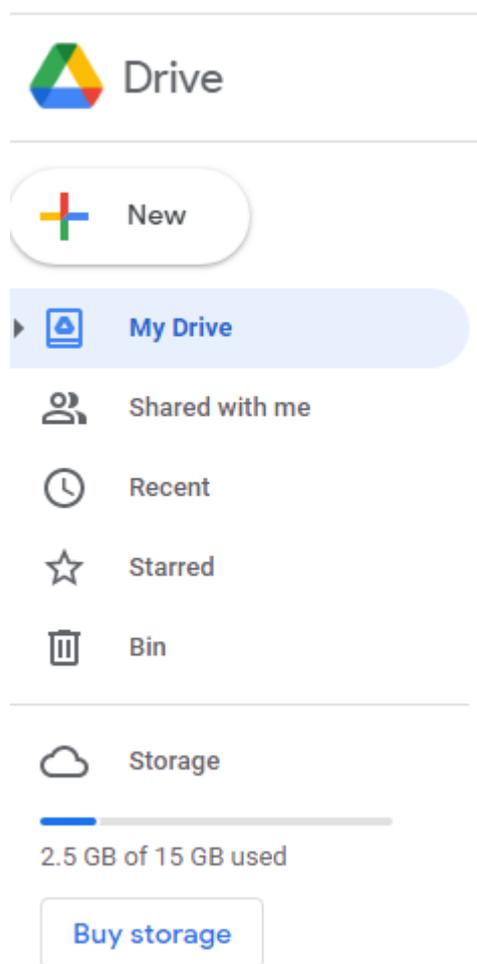
## How to create a Google Form

In order to use Forms you need to have a Gmail account.

Login to your Google Account

Click on the square of 9 dots, top right next to the initial of the account you're logged into and then select Drive from the pop-out.

This will then open the following screen showing the Contents of your online Drive where you can copy files to and from. You get 15GB free space with your Gmail account.



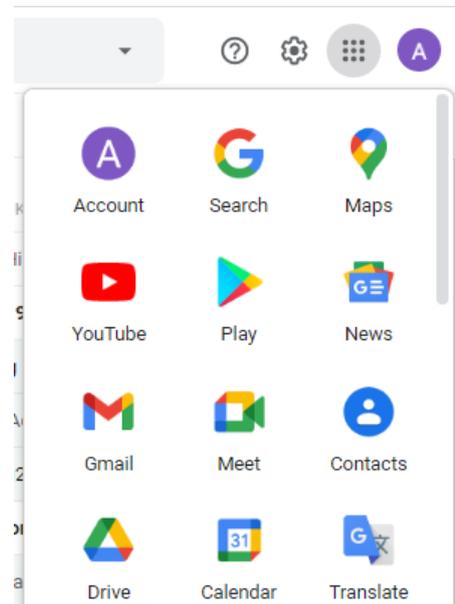
Click on the **+ New** button at the top of this window when

a drop down menu will appear and select Google Forms.

You will then see a Blank Untitled Form appear on screen for you to start to populate with your questions, etc.

This Form is created on the Drive of the email address so beware of that! Not portable.

Before you actually start to build your form I would recommend that you have all your questions to hand and speaking from experience, you might want to write them down and where you are going to take actions depending on the results of a question, leave room between the questions.



## Questions and structure

Once you've written your Introduction and Questions for your survey you can start.

You'll want to give your survey a Title so you can type that into the Header Untitled Form. If you then click top left and click on the smaller words Untitled it will then take on the name you just typed in. You can of course change that header anytime.

You can leave the Form Description blank at this stage.

Next stage would be to add an Introduction so place your cursor under the title box and Click on the TT Symbol in the edit strip which will be either to the right of the Form box or underneath if width of screen window is narrow



If the Text box open say under Untitled Question drag it up into where you want it. Head this box Introduction where says Untitled title and then either type the words to this or copy from elsewhere.

## Sections

At the end of the Intro box, add a new Section – 2 horizontal boxes – as this will give you a screen break and wait for input from the user.

This will give them chance to read the Intro.

The screenshot shows a Google Form interface. At the top, there is a large white box with the title "Demonstration". Below this is another white box labeled "Introduction" with the text "Put some words here to say what the survey is all about ....". At the bottom left of the form, there is a white button with the text "Next". At the very bottom of the form, there is a footer that reads "This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)". The Google Forms logo is centered at the bottom.

The thing to remember about Forms is that it literally saves the file as you go along so you might find it prudent to make a backup periodically.

Go back into your Drive folder, find the newly created Form and right click the mouse on the file and select Make a copy. Do this and then if you make a mistake at least you can recover to before that happened!!

Whilst you're building the form you can select Preview from the top line and if it's not visible click the 3 vertical dots and it will appear. This way you can see if the form is looking how you envisage it!

Sections are used if you have a question where you want to jump to another part of the survey depending on the answer selected, as shown below.

The screenshot displays the Google Forms editor interface. At the top, a purple tab indicates 'Section 2 of 4'. Below this, a white header box contains the title 'Part 1' and a sub-header 'Description (optional)'. The main content area shows a question titled 'Question 1' with a 'Multiple choice' question type selected. The question has four radio button options: 'Yes', 'No', 'Other...', and 'Add option'. Each option is linked to a specific action: 'Yes' leads to 'Go to section 3 (Untitled section)', 'No' leads to 'Go to section 4 (Untitled section)', and 'Other...' leads to 'Continue to next section'. At the bottom of the question box, there are icons for copying and deleting, and a 'Required' toggle switch which is currently turned off. Below the question box, a navigation bar shows 'After section 2 Continue to next section'. At the bottom of the screenshot, a purple tab indicates 'Section 3 of 4' with the title 'Untitled section'.

If you feel reasonably confident you can build it as you go so to speak as it's easy to move back and add/remove sections or questions. Alternatively plan it all on paper and then translate that onto the screen after.

Having said that you do need to get your questions down on paper or electronically where you can then copy & paste across!

Don't forget to name each section accordingly so that the person filling in the survey can see what the questions are pertaining to.

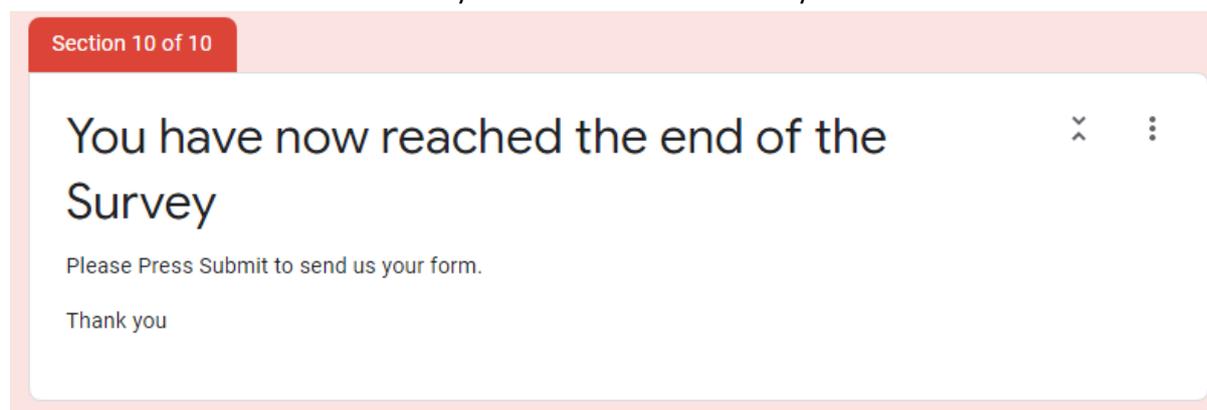
At the top of each section it says Untitled section and then on the line under it has Description (optional). Depending on what follows it might be worth leaving that blank so occasionally check the preview and then change it if you prefer.

Questions can be set so that it has to be answered prior to moving on as you'll see as you go on.

The best thing to do is try it out. Think of something you might want to create a survey for and have a go. Best way to learn as I discovered!

## End of the Survey

At the end it's best to let them know you've reached the end and you could finish it similar to this -



## Formatting the form

So you've got the basics as you want it. So now you might like to add some embellishments like colour scheme, which you do via the artist's palette top of the page.

You can change the Header; theme colour; background colour and even the Font Style – limited! Best left at Basic Font for readability!

## Settings

This is the cog wheel, top right.

Here you can set a number of settings, but under **General** restrict yourself to Respondents can: for general use.

Under **Presentation** tab you might want to show the Progress bar such that the user can see visually how they're progressing through the survey, useful.

You can add a **Confirmation Message**: thanking them for filling in the form and suggesting they close the window.

Another use for Google Forms is for a Quiz, but that's another day .... Not tried it myself yet!

To be continued at a later stage .....