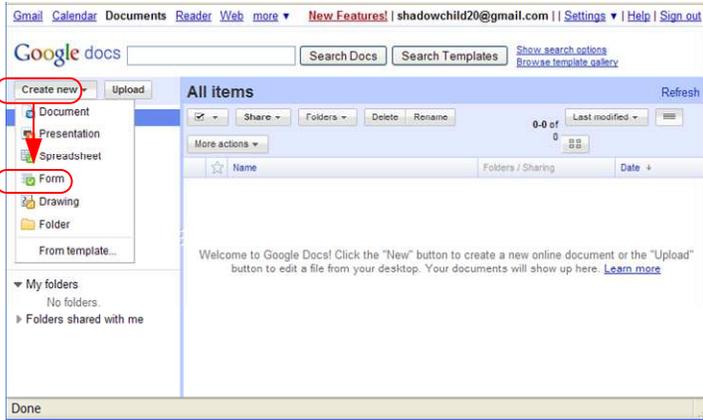
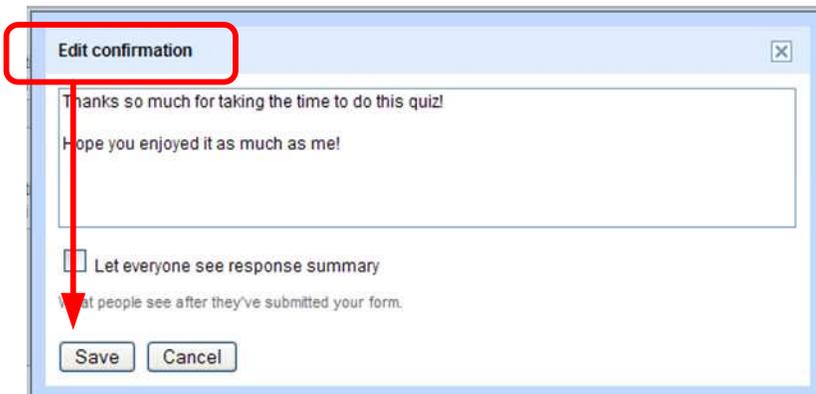
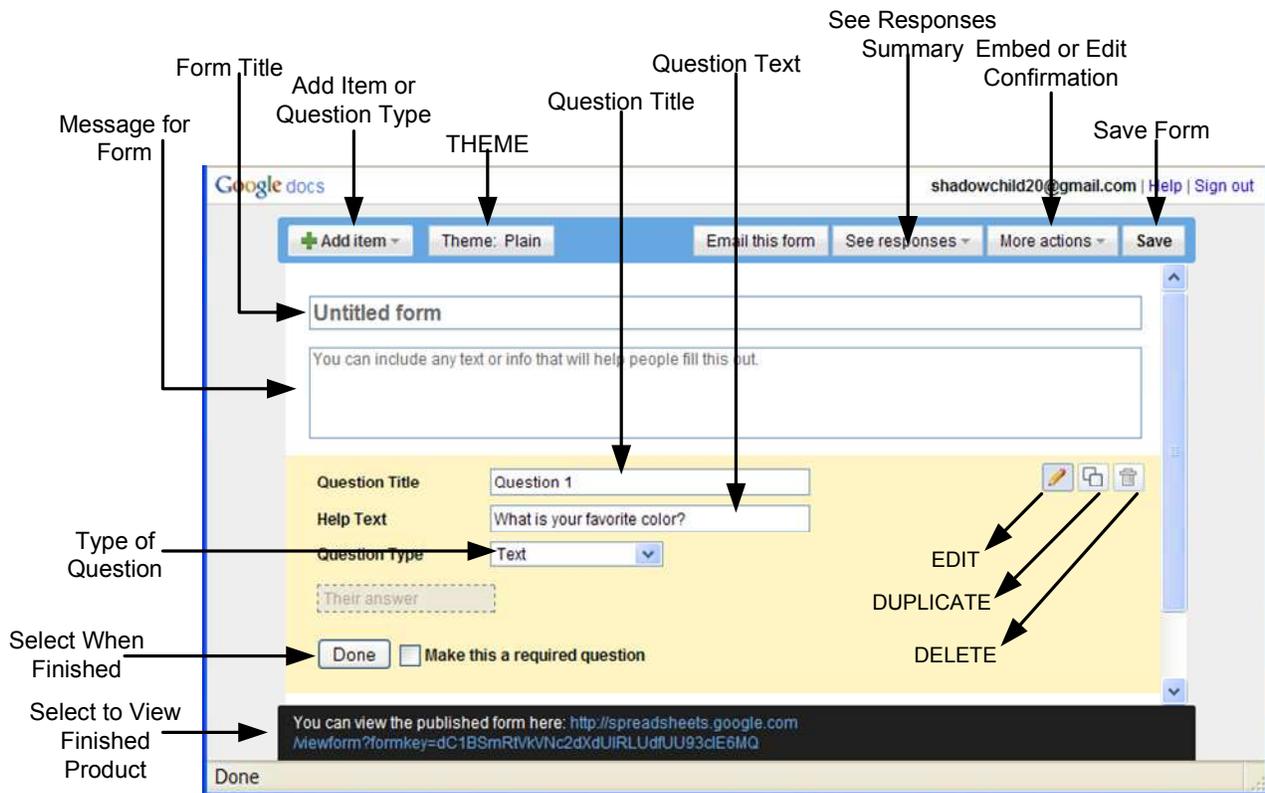


Google Docs Forms

Quick Reference Card

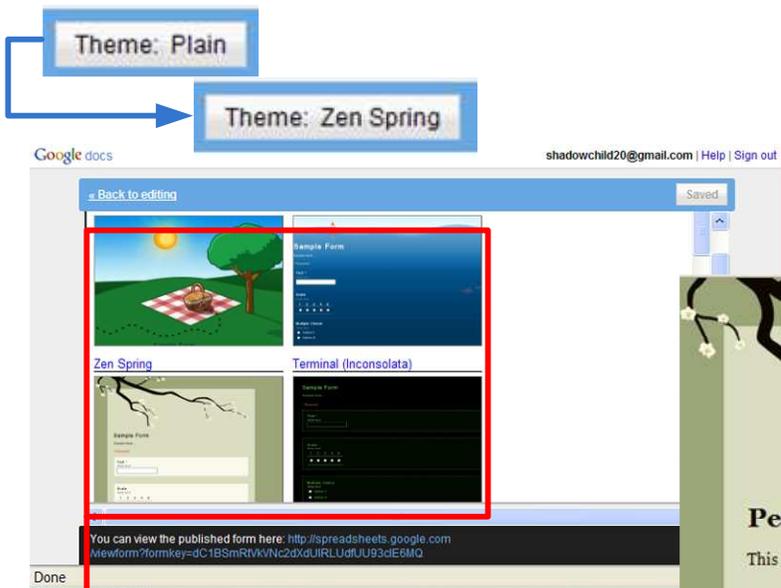


- To **Create New Google Form**, go to the **Create New** drop down menu and select **Form**
- Enter the title of your Form or quiz into the **Form Title Box**. Directly below you can enter a **Message for the Form** explaining directions or comments about the Form.
- Enter the question title in the **Question Title** box and the actual question itself into the **Help Text** or **Question Text** box.
- Next select your **Question Type**. You can choose from – **Text, Paragraph Text, Multiple Choice, Checkboxes, Choose From List, Scale, or Grid**.
- To add a new question, select a question type from the **Add Item** drop down menu. You can also choose to add a **Section Header** or **Page Break**.



- To save your work at anytime, select the **Save** button and select the **Done** button when you are finished. You can always come back to finish editing.
- You can pick different themes for your form by selecting the **Theme** button. (Discussed in detail on back page.)
- To view the final form with an applied theme click on the link on the black bar at the bottom of the page.
- You can choose to **Embed Media** as well as **Edit Confirmation** under the **More Actions** drop down menu.
- To share, select the **Email This Form** button.
- Once your form has been viewed and completed by others, you can view your responses by selecting the **See Responses** drop down menu and choosing either **See Summary** or **Spreadsheet**.

Finalizing Your Form & Getting Feedback



Finished Form With Applied Theme

Pick From Many Themes!

- To apply a new theme, click on the **Theme** button.
- You can choose from many themes or choose to have no theme at all.
- To view your responses, select an option from the **See Responses** drop down menu.
- When viewing your responses you can choose from a **Summary View** or **Spreadsheet View**.

Personality Quiz

This is a quiz to help your peers learn a little bit about you.

Question 1
What is your favorite color?

Question 2
What is your favorite food and why?

Question 3
What is your dream vacation?
 Hawaii
 Egypt
 Alaska
 London
 The Amazon

3 [responses](#)

Summary [See complete responses](#)

Question 1
blue Pink Black

Question 2
Pizza, it is cheesy and versatile! Sushi, because I have been eating it for years! Taco! Because my family makes the best home made ones and I have been eating them since I was young.

Question 3

Hawaii	1	33%
Egypt	1	33%
Alaska	0	0%
London	1	33%
The Amazon	0	0%

Google docs null

File Edit View Insert Format Form (3) Tools Help

	Timestamp	Question 1	Question 2	Question 3
2	4/20/2010 11:20:01	blue	Pizza, it is cheesy and versatile!	Egypt
3	4/20/2010 11:20:39	Pink	Sushi, because I have been eating it for years!	London
4	4/20/2010 11:21:39	Black	Taco! Because my family makes the best home made ones and I have been eating them since I was young.	Hawaii