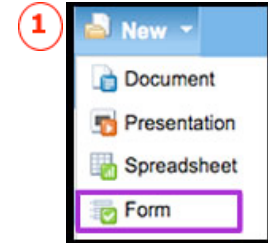


## Google Docs – Forms

Google forms are handy tools for quickly collecting and organizing small pieces of information. Forms are published which means anyone can submit one. No email address is required.

### Create a new form:

1. From the menu at the top of the screen, choose **New > Form**
2. Give your form a **Title**.
3. **Optional:** Type directions into the
4. **Save**



### Working with questions:

5. Find **Sample Question 1**, highlighted. Type **Name** into the **Question Title** box.
6. **Optional:** If your question needs further explaining, type additional information into the **Help Text** box.
7. Choose your **Question Type**. *Please note: When choosing the question type **From a list**, the first option should be **Please select**.*
8. **Optional:** Make this a required question.
9. If you are satisfied with you question, select **Done** to complete it. If you are not satisfied with your question, you can **edit** or throw it in the **trash**. You can also **Duplicate** a question with common answers.



### Sharing

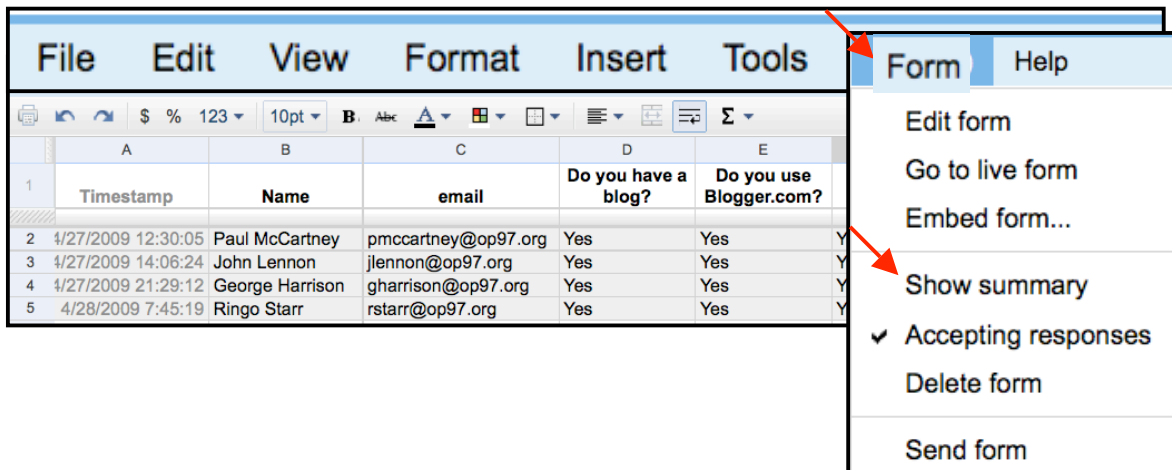
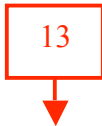
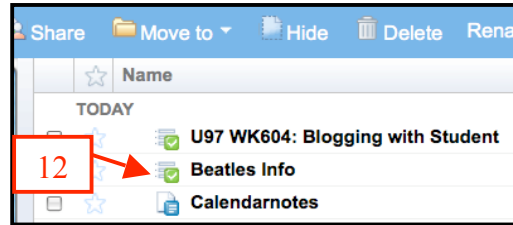
Forms can be emailed or posted as a link on a blog. A Gmail account is not required to submit a form, since forms are published.

10. **Email Form:** Choose **Email this form** from the buttons at the top of the form to send the form to any email address, or choose a colleague from your list of **Contacts**.
11. **Link to Blog:** Click on the blue link at the bottom of your form to view the published document. Copy and paste the web address, then add the link to your blog. Detailed directions for creating links on blogs are available in the **Tech Tips** section of the D97 website, under **Online Communication**.

## Collecting results:

Information collected from forms is displayed in a Google Spreadsheet. To view results

12. Go to your list of Google Docs, and open the form.
13. Your results will appear in a spreadsheet.
14. You can also view results as a summary, with a graph. Choose **Form > Show Summary**



	A	B	C	D	E
1	Timestamp	Name	email	Do you have a blog?	Do you use Blogger.com?
2	4/27/2009 12:30:05	Paul McCartney	pmccartney@op97.org	Yes	Yes
3	4/27/2009 14:06:24	John Lennon	jlennon@op97.org	Yes	Yes
4	4/27/2009 21:29:12	George Harrison	gharrison@op97.org	Yes	Yes
5	4/28/2009 7:45:19	Ringo Starr	rstarr@op97.org	Yes	Yes

The 'Form' menu is open, showing options: Edit form, Go to live form, Embed form..., Show summary, Accepting responses (checked), Delete form, and Send form.

## Working with Data:

Functionality in the Google Spreadsheet is limited, therefore it is suggested that the document be exported if you would like to take advantage of the functionality available in **Excel**.

15. From the menu bar at the top of the Google Docs screen, choose **File > Export > .xls**
16. Save the document to your computer.
17. You can also upload any Excel document to Google Docs for storing online, sharing and collaborating.

