

# How to Create a Simple Form using Google Forms

## Prerequisites

You will need a Google account, which is free

## Steps

Log into your Google account

At the top right-hand side click the icon for Google Apps

Scroll down until you see Google forms

Start new form – use the blank or one of the templates

Replace **Untitled form** with your own heading text

Optional – add form description

Replace **Untitled Question** with your first question.

Click on the drop-down box on the right to see all the options for question types.

NB Multiple Choice buttons are also known as Radio buttons – users can only choose one of the options. Checkboxes allow users to choose more than one option.

To add more questions use the *Add Question* icon on the vertical toolbar on the right

Alternatively – use the *Duplicate* icon below

Use the *Preview* icon on the top toolbar to check what your users will see

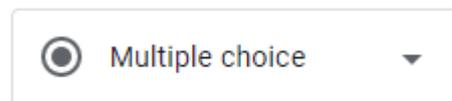
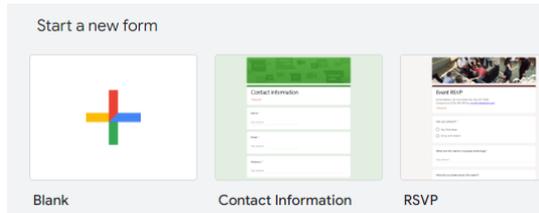
Edit the settings available on the Settings tab

When you are ready click SEND

You can send emails from here, but if you wish to use your own email account with your contacts etc copy the link by clicking on the *link* icon and click COPY



## Forms



(NB you can obtain a shorter URL by checking the option)

### Some Optional Extras to make a more professional form

To add a picture to the question

Click on the image icon to upload etc



To create your own theme

Click on the palette tool *Customise Themes* on the top toolbar. You can choose your



- text styles for the header, Questions and Text
- image for the header
  - choose from one of the themes
  - upload an image
  - choose a photo
- background colour

To create a QR Code

Right click on your form,

Choose *Create QR code for this page*,

Click DOWNLOAD.

### Results

Responses will be collated and displayed on the Responses tab.

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