

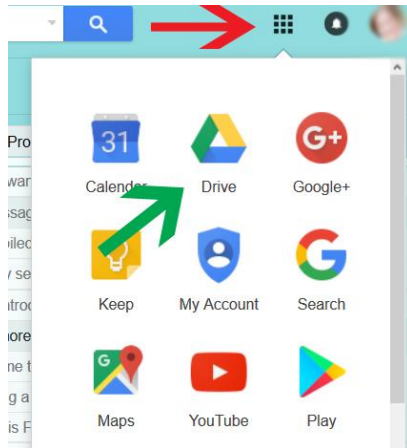
Google Form Basics

by Danyelle Ferguson

Danyelle@DanyelleFerguson.com

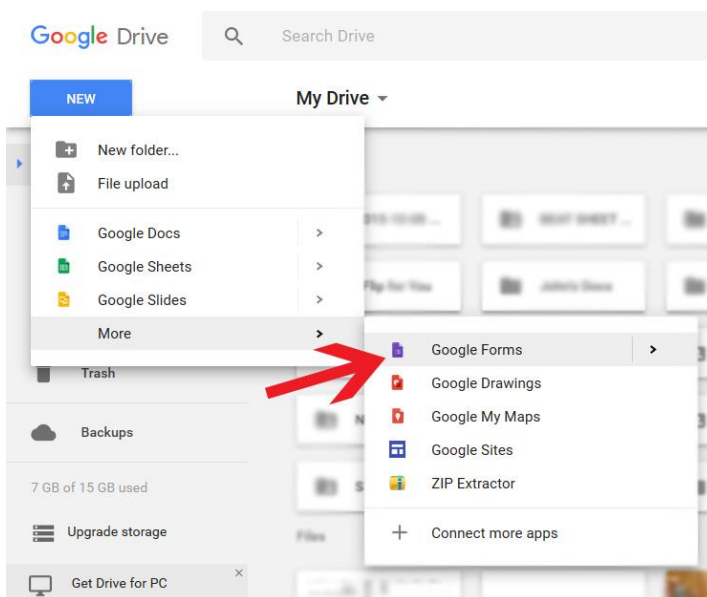
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1. Sign into Google. Then go to Google Drive. It can be found here:

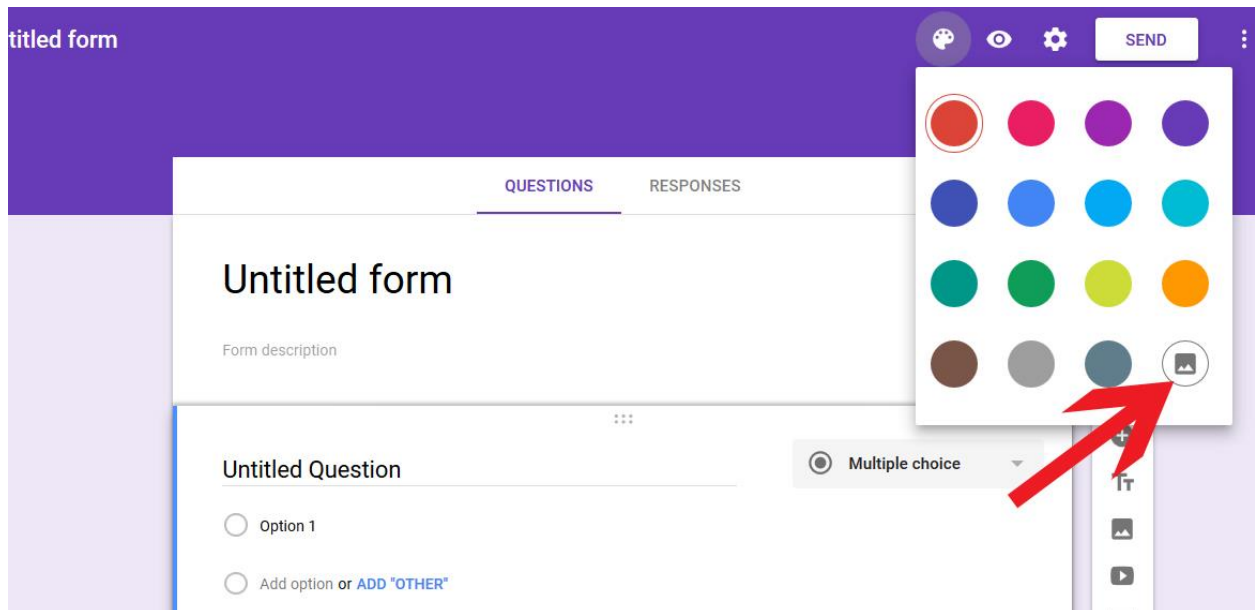


First, click on the dotted square (RED ARROW) to bring down your drop down menu. The items in the drop down menu may not be in the same order. Find the Drive icon (GREEN ARROW), then click on it.

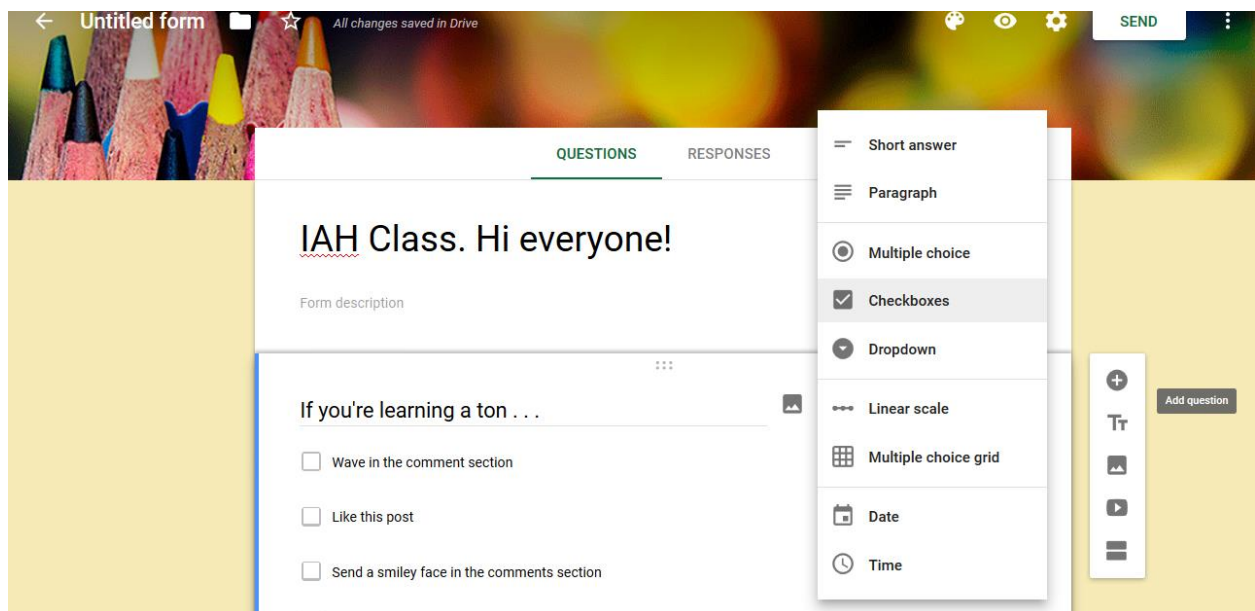
2. Once you are in Google Drive, click on the NEW button. Another dropdown menu will appear. Go to the More tab, then over to Google Forms (RED ARROW). Click on that tab.



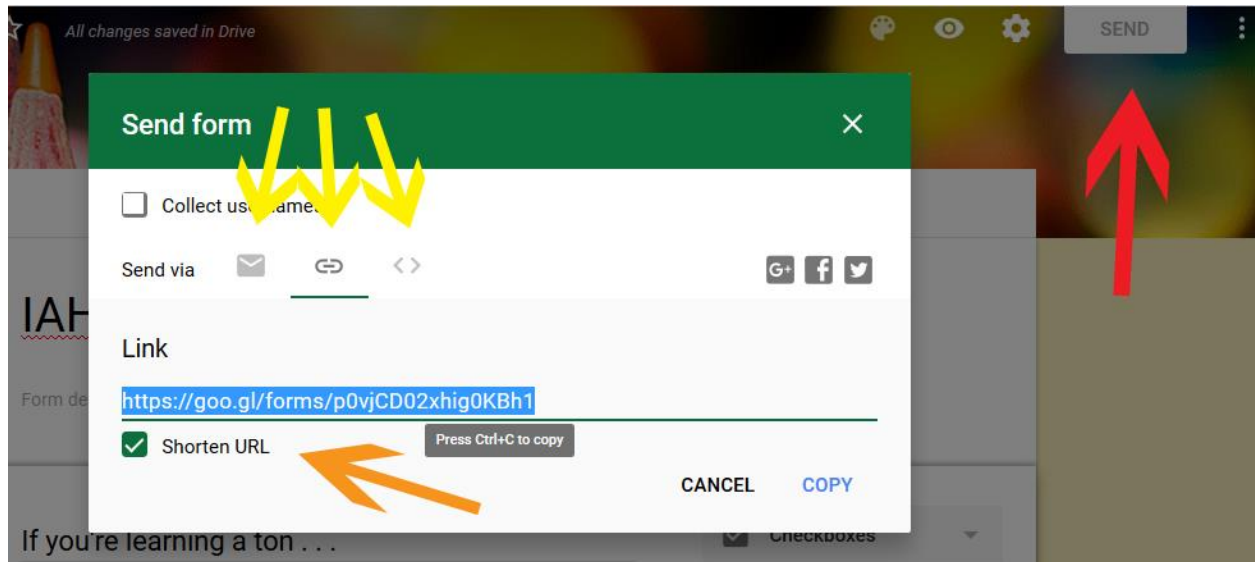
3. Make it pretty! You can choose a color palette or a theme design (RED ARROW).



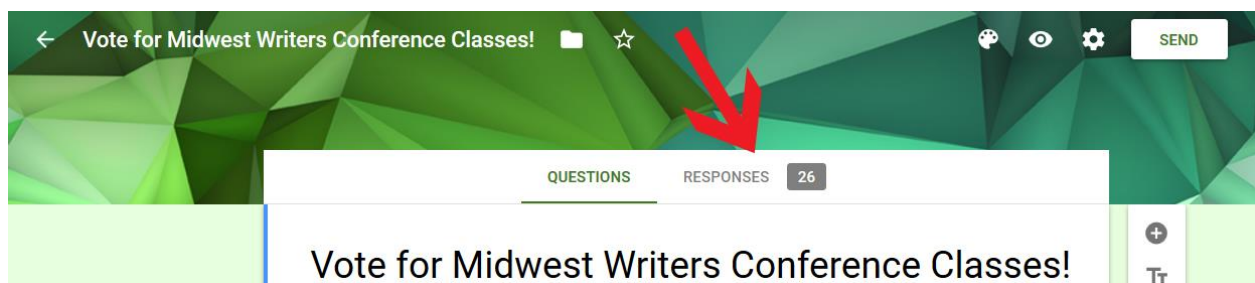
4. When your theme is set, you can add a header to the form and instructions. For each question, you choose how you want the answer formatted. You can see the dropdown menu has quite a few options. Feel free to play around with them. To add another question, you click the + on the right hand menu. There's also an option to duplicate questions rather than having to retype them out over and over.



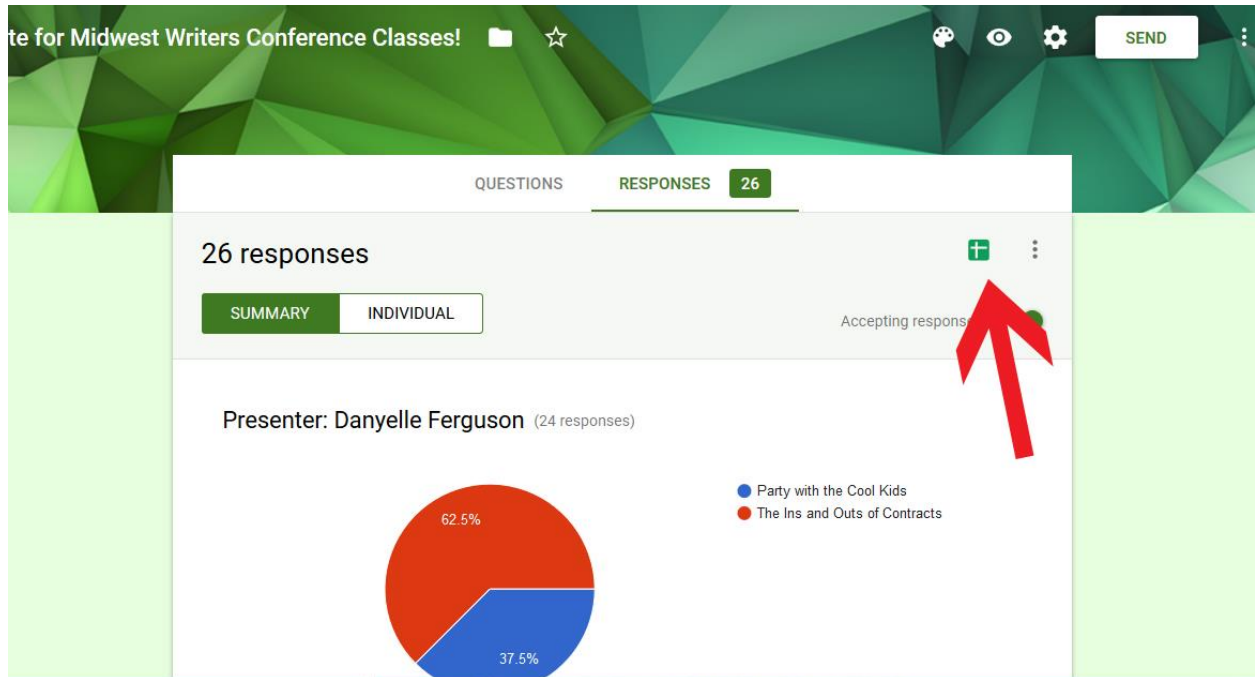
5. Once your form is complete, you can preview it by clicking the eyeball icon. When you're ready to share, click the share button (RED ARROW). A box will pop up. There are 3 different ways to share (YELLOW ARROWS) - emailing to specific people, creating a link to share (be sure to use the Shorten URL option - ORANGE ARROW), or you can embed it into your website, blog, or Facebook page. There are also social media icons to share the form directly with your social media.



6. Once you begin receiving responses, you'll be able to track the number of responses easily on your form (RED ARROW). If you click on Responses, it will change from the pages from the Form questionnaire to a summary of the responses.



Below you can see part of the summary of a form I created for the Midwest Writers Conference, allowing attendees to vote for presenter classes. To create a spreadsheet of all the data, you simply click on the green Google Sheets icon (RED ARROW).



Ta-Da! The spreadsheet is created! It will save in your Drive and continue updating as more people fill out your Google Form. Also note the blue SHARE button. You can add collaborators to all your Google documents, which makes committee planning a breeze.

Timestamp	Presenter: Danyelle Ferguson	Presenter: Michelle Pennington	Presenter: Janette Rallisc
4/12/2017 13:03:15	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny
4/12/2017 13:03:17	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Mastering Point of View
4/12/2017 13:05:43	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Mastering Point of View
4/12/2017 13:06:42	Party with the Cool Kids	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 13:17:21	Party with the Cool Kids	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 13:22:32		The Alpha to Omega Class on Beta Readers	Mastering Point of View
4/12/2017 13:30:57	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny
4/12/2017 13:34:26	The Ins and Outs of Contracts	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 13:40:04	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Mastering Point of View
4/12/2017 13:44:02	Party with the Cool Kids	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny
4/12/2017 13:53:36	Party with the Cool Kids	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 13:58:04	Party with the Cool Kids	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny
4/12/2017 14:10:44	The Ins and Outs of Contracts	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 14:31:23	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny
4/12/2017 14:44:54	Party with the Cool Kids	The Alpha to Omega Class on Beta Readers	Mastering Point of View
4/12/2017 15:44:32	Party with the Cool Kids	The Alpha to Omega Class on Beta Readers	Seriously Funny
4/12/2017 15:51:43	The Ins and Outs of Contracts	Who Said That? Learn How to Use Dialogue to Strengthen Character Development	Seriously Funny

If you have any questions, feel free to email me! Enjoy Google Drive! - Danyelle