Create, send, share, and edit a form

Google forms are a useful tool to help you plan events, send a survey, give students a quiz, or collect other information in an easy, streamlined way. A Google form is automatically connected to a spreadsheet with the same title. When you send or share a form, recipients’ responses will automatically be collected in that spreadsheet.

Create and send a Google form

You can create and share a form from your Documents List or from any existing spreadsheet.

Create a form from your Documents List:

1. Click Create new > Form. The form you create will be connected to a spreadsheet of the same title that collects all of the responses. Responses will be collected in the first tab of this spreadsheet.
2. In the form template that opens, you can add any questions and options you’d like.

Create a form from a Google spreadsheet:

1. Click the Tools drop-down menu, scroll to Form, and select Create a form. The form responses will be collected in the tab from which you create the form.
2. In the form template that opens, you can add any questions and options you’d like.

If you’re creating a form from a spreadsheet, the next time you open the spreadsheet, a Form menu will appear in the menu bar.

Add items and questions to a form

You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.

Add section headers if you’d like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu.
Each section header can have a title, which appears in a larger font, and a section description.

**Split questions into multiple pages**

If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the Add item drop-down menu, select **Page break**.

**Helpful tips**

- You can edit the confirmation message that people filling out your form see after submitting their responses. Click the **More actions** drop-down menu at the top-right of the form, and select **Edit confirmation**.
- If you've edited a form and need to send it again, click the **Edit and resend**
button in the lower-left corner of the Share tab.

Send or share your Google form

When you've completed your form, you can send it to form respondents via email or by sharing the form on Google+.

**Send a form via email**

- Open your form from your Documents List or from the form's associated spreadsheet.
- Click Email this form once you've finished adding your questions.
- Add the email addresses of the people to whom you want to send this form.
- Click Send.

**Share a form on Google+**

1. Open your form from your Documents List or from the form's associated spreadsheet.
2. Click Share once you’ve finished adding your questions.
3. Add contacts from your circles with whom you’d like to share your form, and add a comment (optional).
4. Click Share.
5. People with whom you've shared the form will see it in their Google+ stream.

**Edit a form question**

Here are some of the things you can do with your questions:

- **Edit**: To edit an existing question, just click the Edit button to the right of the question you want to edit.

- **Delete**: To delete a question, click the Delete button to the right of the question you want to delete.

- **Duplicate**: To duplicate a question, click the Duplicate button to the right of the question you want to duplicate.