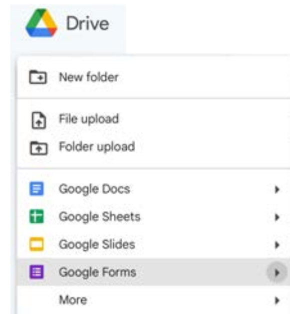
Creating Google Forms for Newbies

With your Google account (a Gmail account gets you a Google account automatically), you can now create forms to use for creating surveys, contact forms, sign-up sheets, and more. You can embed a Google form on a Google Site or use it as a standalone form, separate from your site.

How to Start a New Form:

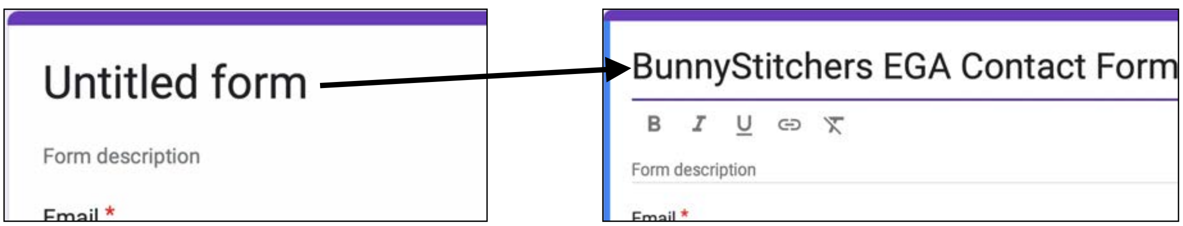
1. There are at least two ways to begin a new form:



   a) From your Google Drive at https://drive.google.com/, click the +New button on the left. Choose→Google Forms. If you click Google Forms, you get a new, blank form. If you click the arrow to the right of Google Forms, you see three choices (Blank form, Blank quiz, and From a template). Choose Blank form.
   OR

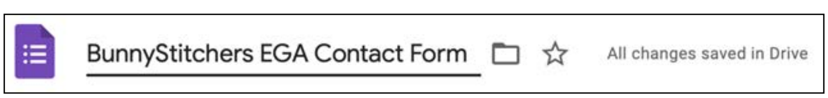
   b) Go to https://forms.google.com and click the Blank button at the top.

2. On your new form, replace the words "Untitled form" at the top of your form with the name you want to appear at the top of your form. For this example, we will call this *BunnyStitchers EGA Contact Form*. This is like the title of a book—seen by those who will fill this form out.

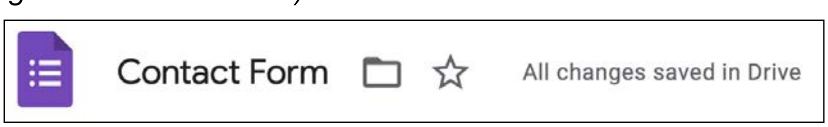


3. In the upper left corner of the screen, it will still say "Untitled form." This is where the actual file name is located.

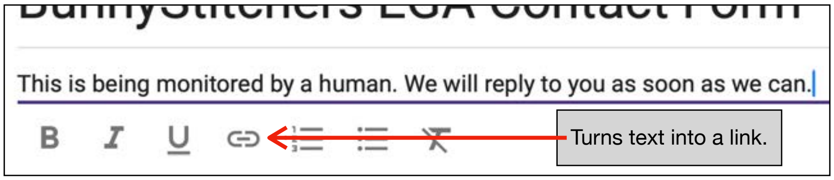
   a) If you click on those words, it will fill in what was used in the title you entered at the top of the form.



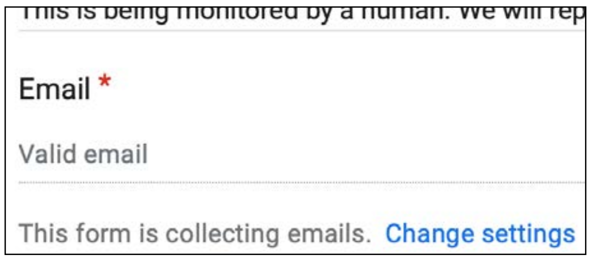
   b) You can always change that to whatever you want. BunnyStitchers EGA Contact Form is awfully long, so they renamed it by clicking into the file name and renaming it to just "Contact Form" to easily identify it in their list of files. If you anticipate making a lot of forms, it's a good idea to put the year or the complete date at the front of the file name (*e.g. 2025 Contact Form)*.



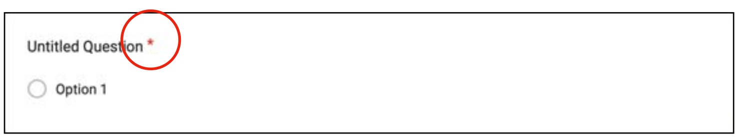
4. In the form description area under the Title you gave your form, you can enter directions or any other type of text that you want to use to describe this form. For our contact form, we are going to enter, “This is being monitored by a human. We will reply to you as soon as we can.” Notice that you will also have some text tools to change how it appears. You can also create numbered or bulleted lists as well as put in links.



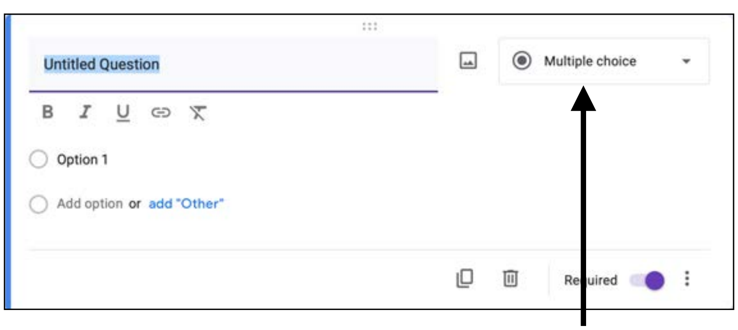
5. Directly under this, by default, each form collects email addresses. You can change that in the settings, but this means that someone filling out the form will be asked to supply an email address. Since this is a Contact Form, that’s a reasonable request.



6. A **field** is essentially anything that has to be filled in. When you create a new Google form, one untitled question (with a field) is already provided. So the next step is to replace the words “Untitled Question” with your actual question. The little red star next to those words means that this will be a required question. The visitor has to answer it or the form cannot be submitted.



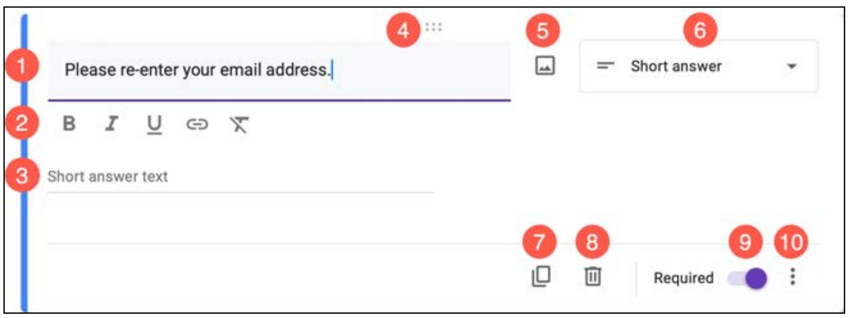
   a) This form is already requesting a visitor’s email address (#5 above). However, it’s a good idea to ask for it again in case someone mistypes their address (it happens!). It won’t compare this one with the first email question, but it might give you an alternative to try in case of a typo. So we are going to type in “Please re-enter your email address.”



   When you first click on “Untitled Question,” it assumes it will be a Multiple Choice response.

When you type in “Please re-enter your email address,” you will see the format of the expected answer to the question has been changed to Short Answer so that the visitor will be able to enter their email address.

b) You can now see the completed question.



#1: Where you enter your question.
#2: Formatting choices for your question.
#3: Field where a visitor enters their response.
#4: Grab the entire question box by the 6 dots to drag and drop the question to change the order in which the questions appear.
#5: Click to add a picture.
#6: Types of responses (multiple choice, radio buttons, short answer, and more—see pp.17ff for more information).
#7: Duplicate the question.
#8: Delete the question.
#9: If the dot is a color and on the right, then the question is required. If the dot is white and on the left, then it is optional.
#10: You can click here to add a description (like you have in the title) or to add a validation.

7) To add another question, click the Add Question button at the top of the Question Toolbar to the right of the question.

#1: Add a new question to the form.
#2: Import questions from another Google form.
#3: This adds a field for just a Title and an optional description if the next question(s) need some clarification.
#4: Add an image. Useful if the following questions refer to it (*e.g.* in a survey to see what project a chapter might want to do).
#5: Add a video from YouTube. This only works if embedding has been allowed on the YouTube video itself (more advanced).
#6: Add a section. A Next button will be added after the last question before the section, making the visitor go to another page to continue completing the form. See page 25 for more.

8) Add some more questions by clicking that top + button on the Question Toolbar shown on the previous page and add:

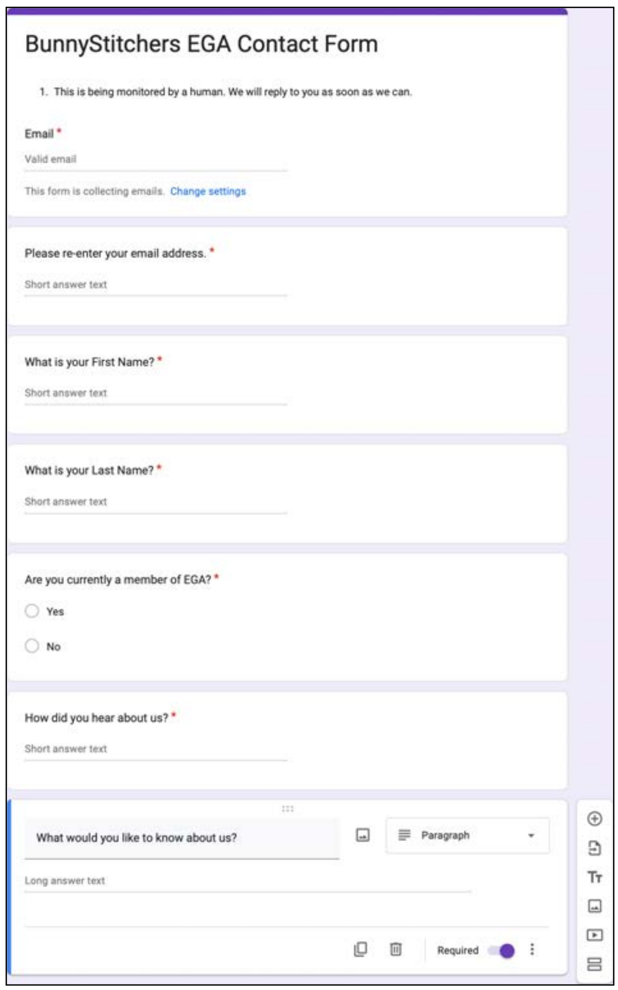
   a) A short answer question for First Name.

   b) A short answer question for Last Name (make these separate).

   c) A Multiple Choice question for “Are you currently a member of EGA?” and use Yes and No for the choices.

   d) You might want to even ask, “How did you hear about us?” or “What would you like to know about us?” and make them short answer questions—although you might want to make that last question a paragraph (long answer)—your choice. You can choose what you want to add, but First and Last Names should really be required.

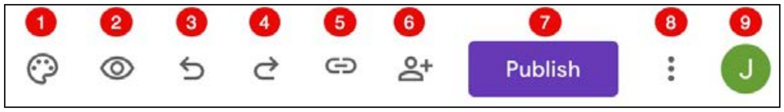
   Here is what the BunnyStitchers’ form looks like now:



Don’t forget to check pp. 17ff of this document for a description of all the different types of questions you can use and other geeky things.

The Form Toolbar (top right corner)

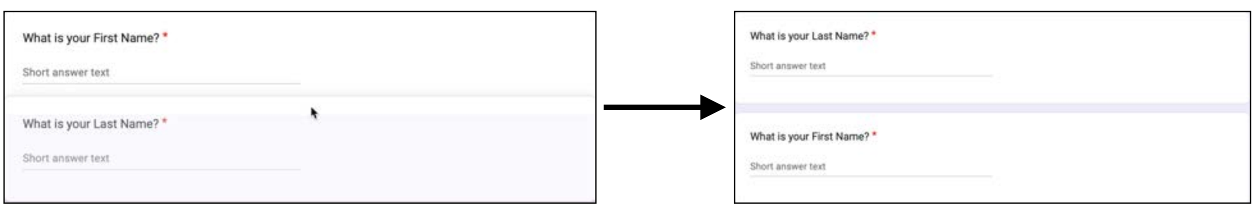
The toolbar in the top right corner of the screen has essential tools that apply to the form as a whole, not just to a question.



#1: This lets you customize the theme—the appearance of the form—colors, fonts, background, etc.
#2: Preview button
#3: Undo
#4: Redo
#5: Copy responder link - a quick way to get the link to send to potential responders to the form. This only works properly once you use button #7.
#6: Share lets you share the form to collaborate with someone else, for example.
#7: Publish is the last step since it makes the form "live" for collecting responses.
#8: The 3 dots is the MORE menu and lets you copy a form, delete it, print it, and more.
#9: The J is because I'm using a Google account where the first letter in the account name is J. For the BunnyStitchers, it would show a B for Bunny.

Preview Your Form

You should always check to see how your form looks, so click the "eye" (button #2 above) in the top right corner. This will let you see how the form will look to those who will fill it out. This opens in a new tab, so to return to editing your form, just close the tab.



If you decide, for example, that you want the last name field to come before the first name field, you can drag and drop the question to a new position by using the dots at the top center of the question.

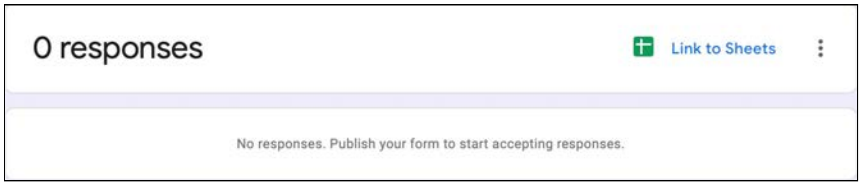
Once you are satisfied with how your form looks, it's time to set up how to receive the responses.

Seeing the Responses to Your Form

One way would be to do nothing, and just go to your form and click the **Responses tab**to see all of them or even just choose them by name. But that can be inefficient, especially if you have a lot of responses, not to mention difficult to share with others who may need to see the responses, too. For example, a membership form should have the responses available to both your membership chair and your treasurer. And how do you know when someone fills out and submits a form? You don't want to be checking just when you think of it. Here is what you need to do:

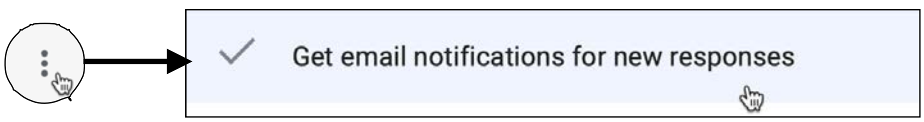
1) At the center top of the page are three menu tabs: **Questions**, **Responses**, and **Settings**. We have been creating our form under Questions. Now we need to visit the **Responses** section.

2) When you click on **Responses**, a brand new form will say 0 responses. Directly below that, it will say, “No responses. Publish your form to start accepting responses.” We will get to the latter soon.

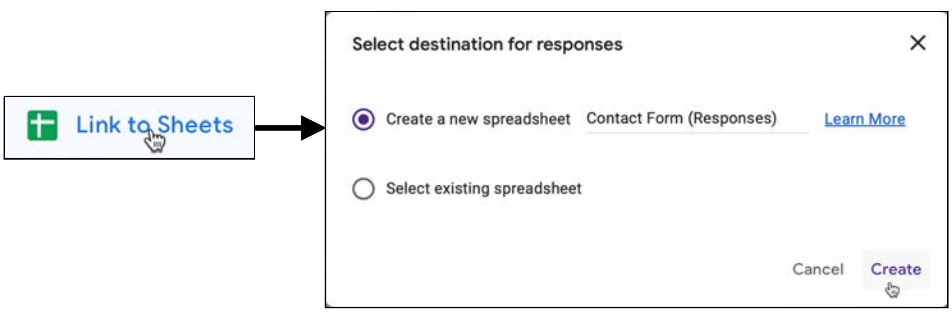


3) The three vertical dots on the right of the **Responses** section is important, as it has additional options for responses.

   a) Click the three vertical dots and select “Get email notifications for new responses.” If you visit it a second time, you will see a checkmark in front of those words. This means you will receive an email to let you know when a form has been submitted. Select it.



   b) Next, click “Link to Sheets.” This will let you specify a spreadsheet that will gather the information submitted from the form.



   You can choose to (1) create a new spreadsheet to gather the information (the name will match the file name you gave the form but has “Responses” added to the file name), (2) change the name that was automatically given, or (3) select a previously created spreadsheet. It is usually a good idea to just accept what is suggested and then click Create.

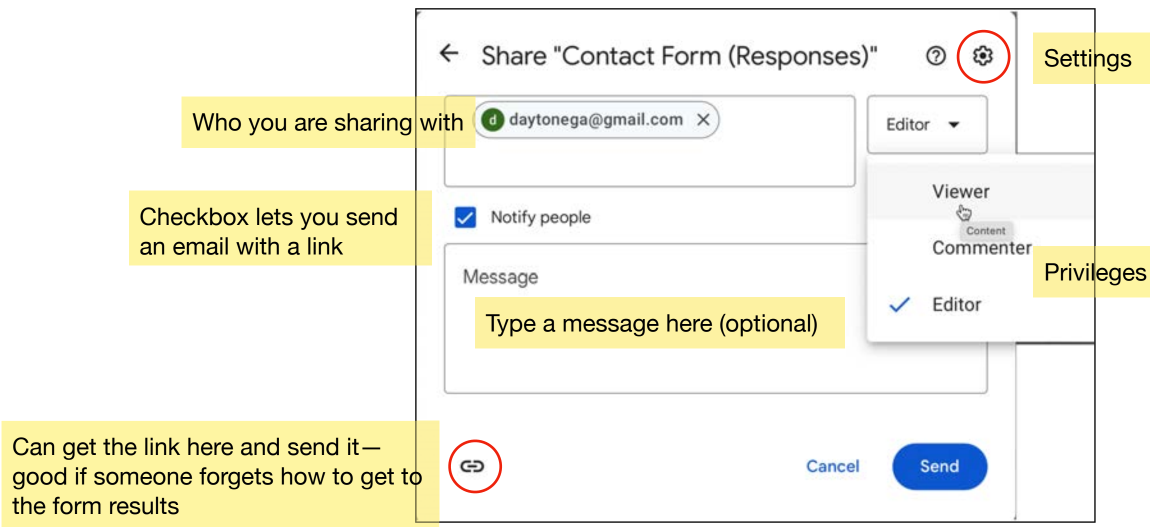
c) In the lower left corner of your screen, if you are quick enough, a message will show that indicates you now have a spreadsheet linked to the form, ready to collect responses, and gives you an option to go ahead and open the spreadsheet.

d) Open the spreadsheet. If you missed the message, just go back to Responses. On the right, instead of saying *Link to Sheets*, it will now say *View in Sheets*, so click that to see the spreadsheet.

e) In the spreadsheet, each column is labeled with one of your questions, so you know which answers went where. Click the Share button in the upper right and enter the email addresses of those with whom you want to share the spreadsheet (*e.g.* treasurer, membership chair, president).

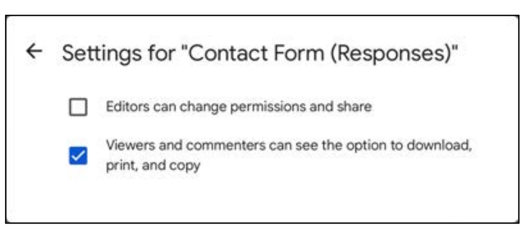
- You can make someone an *Editor* (which is the default) that will allow someone to change the spreadsheet (not generally advised, but sometimes necesary), a *Commenter* (not usually needed), or a *Viewer* (recommended, since it lets them see the results, but not make changes).

- You can choose to have someone notified via email that they can now see the results spreadsheet.



- Click the Settings button in the upper right corner of this window (above).

- In the Settings, you will want to uncheck the first box. You will likely not want someone else deciding who else can see the form.



- Click the arrow on the left to go back, and make sure everything is filled in the way you want it. If you chose to send the notification of the Share via email, click Send. Emails will be sent to each person you listed and will have a link to use to open the spreadsheet of results. Otherwise, copy the link to send in a separate email, then click Done to exit out of it.

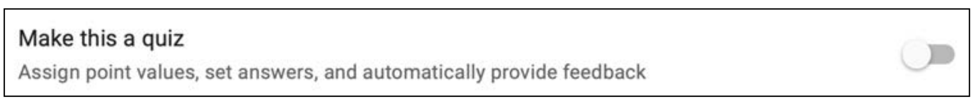
f) Close the spreadsheet tab to return to the form. Note that any time you want to open this spreadsheet to see the results as a spreadsheet, you can either click **Responses**→View in Sheets, **or** go to http://sheets.google.com and find it in the list of your spreadsheets.

Settings for Your Form

When you click the **Settings** tab above your form, you will get some additional choices divided into two sections, **Settings** and **Defaults**. You do need to check these regularly—just in case something you set doesn't apply to a form you are creating (changes are not retroactive).

1. Settings Section

a) **Make this a quiz** - you can ignore this unless you really want to make a quiz for your chapter. If you do, then there will be other settings once you turn the quiz option on. It is off by default.



b) **Responses** - click the down arrow to see the options:

#1: Collect email addresses

- ✓ If this is to be totally anonymous (like for a survey), then set the drop-down menu at the right to *Do Not Collect*.
- ✓ If you select *Verified*, then each person would be required to have a Google account. Do not select this so that the form is available to anyone.
- ✓ *Responder Input* will automatically ask each person to input their email address. If you choose that, then you will only need to add one field to have everyone enter their email a second time. If you choose *Do Not Collect*, then you may want two fields for each person to input their email address. The choice will be yours, and you will know when you see how your form is affected. The BunnyStitchers have chosen *Responder input* and will add just one additional required field to ask for an email address.

#2: Send responders a copy of their response

- ✓ This is usually a good idea since people often forget what they put in. It also reassures them that their form was submitted. Change this to Always.

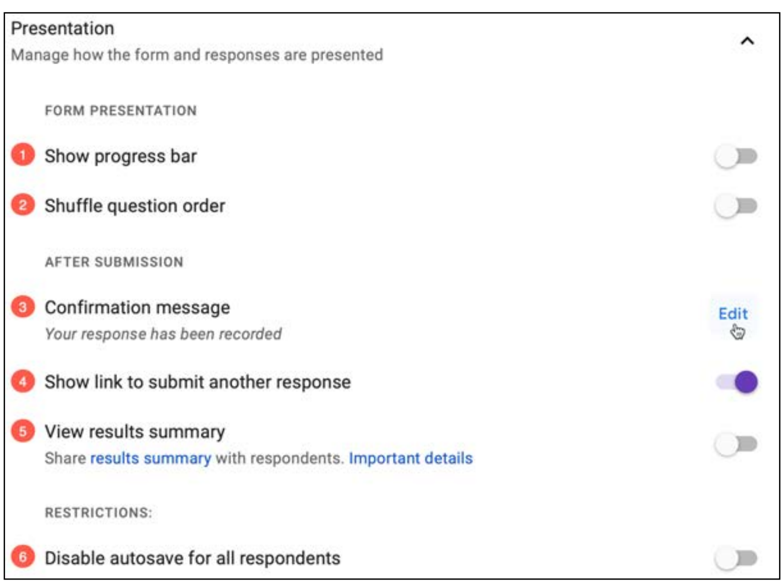
#3: Allow response editing

- ✓ Sometimes this can mess up your spreadsheet, so in general, turn this off.

#4: Limit to 1 response

- ✓ Notice that this says that this will require a sign in. That means that each person would have to have a Google account. Keep this off.

c) **Presentation: Manage how the form and responses are presented** - click the down arrow to see the options.



#1: Show progress bar

✓ Unless you have a really long form, for a contact form, this is not needed. Leave this off.

#2: Shuffle question order

✓ A contact form is not a quiz. Leave this off.

#3: Confirmation message

✓ The only thing the BunnyStitchers will change will be to customize the Confirmation Message. The default message, “Your response has been recorded” is a rather impersonal response. The BunnyStitchers will make it more friendly.

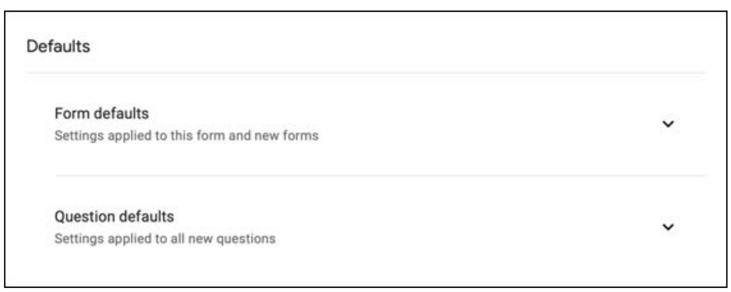
✓ Click Edit to the right and enter your message. The BunnyStitchers are entering, “Thank you! A human will answer as soon as humanly possible.” Click Save. In general, you will likely want to customize this each time you create a form so the message matches what the form is about.

#4: Show link to submit another response - no need, so turn this off.

#5: View results summary - generally, respondents won’t be happy if what they submit is shared with strangers. Leave this off.

#6: Disable autosave for all respondents - leave this off.

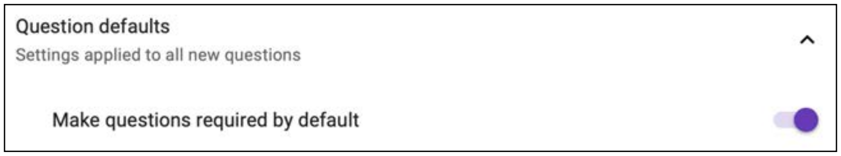
2) **Defaults Section**



a) **Form defaults**: Note that these will apply to this form and any new ones you create, but not to any previous forms you may have created.

Collect emails by default is set to “Do not collect.” If you are doing a survey, this could be an important setting to leave in place. If you want to collect emails, like on a contact form, you can leave this alone—especially if you think you will ever survey your members and want to do it anonymously. If you do the latter, just add two fields asking for an email address on your contact form since you will want email information on a contact form.

Question defaults→*Make questions required by default* is turned off.



The BunnyStitchers usually have this turned on since they often want responses to each of the questions on their forms. If they turn this on, it can be turned off for individual questions where they might not need/want to require a response.

Once you are finished, you can click on the **Questions** button at the top to return to form editing.

"Prettying Up" Your Form

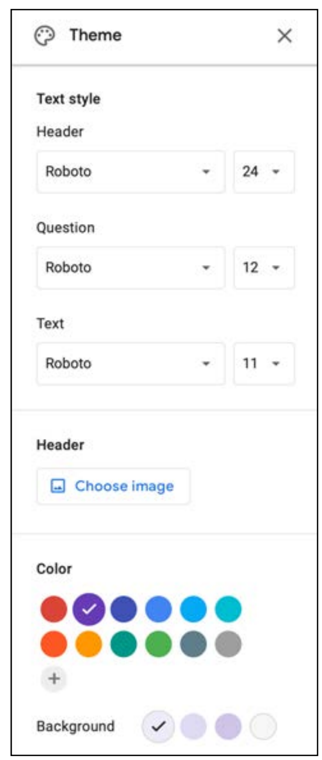
If you want to experiment with various **themes**, which would include colors, fonts, and a header image (goes at the top of the form), click the palette icon in the Forms Tools on the upper right.

You can:

1) Choose a standard font and size for the Header, for Questions, and for the Text in your form.

2) Choose an image for your header (pre-made ones, something you uploaded, or a photo available if you use Google Photos).

3) Change the color of your background.



If you add an image to your header, **the best Google Form header image size is 1600 pixels wide by 400 pixels tall**.

The BunnyStitchers will choose to upload the EGA logo for their header.

There is a perfectly sized one in the Google Sites Templates→EGA Logo folder, which you can access here: http://bit.ly/3Gae4Fs.

Notice that the colors in your form get changed—especially noticeable is the change in the background color. Google Forms tries to come up with color choices that coordinate with the Header image you have uploaded. You can click on the various color options to see what you like best OR…

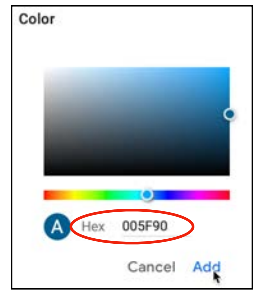
You may also decide to add a different color in the Color section, here are the official EGA color numbers:

Main colors:	**Hexadecimal Numbers**
Blue:	005F90
Green:	779B3D

Secondary colors:	**Hexadecimal Numbers**
Soft Blue:	BBCAD6
Yellow:	EDB220
Orange:	E68A48
Purple:	6E5CA1

So how do you use these weird-looking numbers (AKA Hexadecimals in geek-speak) for a form?

1) In the Color section of the Theme panel, click the 



2) Type in one of the above Hexadecimal numbers. In the Hex space below, 005F90, which is the EGA blue, has been typed in.

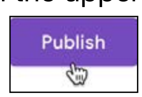
3) Click Add.

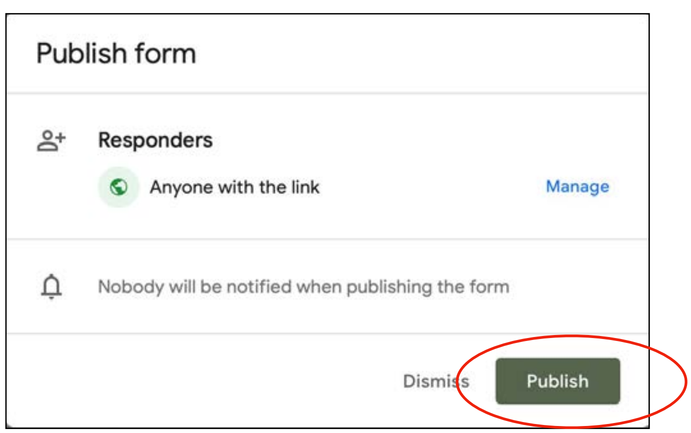
4) When you hover over the newly-added color, you can see the Hexadecimal number you just added. If you click it, the background changes to a color close to the one you just entered. The Background colors below the Color section control whether it's a light, medium, dark, or whitened version of the color you click on in the color section. Just choose one that blends well with the EGA logo, if you go this route.

You can close the Theme panel by clicking the X in the upper right corner or clicking the palette icon again.

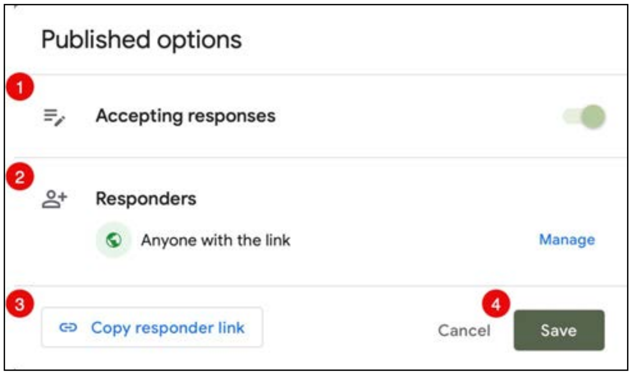
Making Your Form Available for Use

To get the process started, **Click the Publish button** in the upper right corner and then just click the Publish button in the window that comes up.





So how do you get the form out there for people to use? There are several ways, but first, now that you have Published the form, notice that the button in the upper right corner now says, Published. 

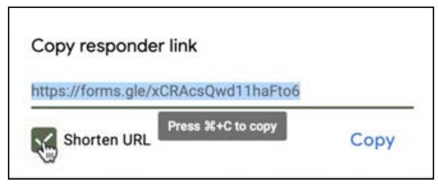


When you click the Published button, you are given several options:

1) Accepting responses: the form is open for people to use by default, once you publish it. Come back here when you no longer want people to be able to submit responses (*e.g.* a deadline has passed for registration).
2) Responders: as long as someone has the link, the form can be seen. Click Manage if you ever see a need to change that (hint: seldom).
3) Copy responder link: this gets you a link to send or post.
4) Save: just what it says, save any changes you make.

1) **Send the Link** - there are a couple of ways to do this:

   a) As mentioned above, click the Published button and then click *Copy responder link*. Doing so gives you the option of shortening the URL, which is very handy when sending the link to someone. Once you have copied the link, simply paste it into an email or use it on your website to link to the form.

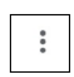


   b) You can also just click the Link button on the Forms toolbar. Doing this presents the same dialog box when you click the *Copy responder link* in the Published dialog box above—it's just a little faster. 

   c) If you click Manage in the Published dialog box, there is a way to send to specific persons, but the email that the recipient(s) get can be a bit confusing. So the recommendation is to not use this option.

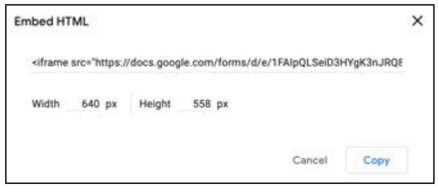
2) **By Inserting the form or Embedding** - **embedding is more advanced (geeky),** but for those who are interested, you can use the code to put the form on your Google Site (embed) or other site that uses embedding. This can be handy to use for a membership form (at least until plurals can renew their plural memberships via EGA's website) and saves you from emailing the link.

   a) **Inserting a Form:** When editing your web page in Google Sites, use Insert→Forms. Next, select the form from a list that will come up, click on the form you want to insert, then click the Insert button at the bottom of the Insert section. This is the easiest way to get a form onto your web page.

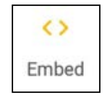
   b) **Embedding:** To get the code, click the More button (the 3 vertical dots on the far right side of the Forms toolbar). 

   c) Select *Embed HTML* (told you it was geeky).

d) Click the Copy button to copy the Embedding link that you can find in this window.

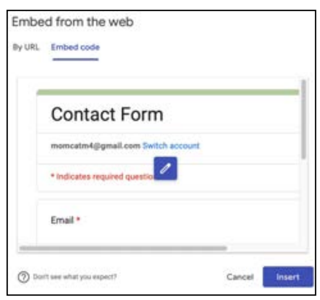


e) When editing your web page in Google Sites, use the Insert→Embed button.



f) Click *Embed code* and paste the copied Embedding link into the box. Then click Next.

g) You will now see a preview of your form. If it looks correct, then click Insert and position your form however you wish. If not, click the pencil in the middle of the box, which will take you back to redo the embed code (very, very geeky).



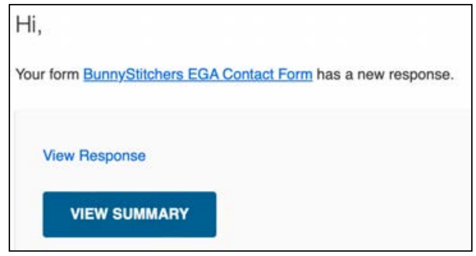
Either method will work and either method will update the form on your webpage if you make a change to it. Generally, though, using the Embed code (the geeky method) is best used only if you expect a lot of traffic to your web page.

Note that a header (a picture you may have inserted at the top of your form) does not show up on the website. If you feel you need that header on your form, it would be better to use the Add Image button in your form. This would appear as a new question that would allow you to put the header on your embedded form. But on your webpage, it's not that important in the scheme of things.

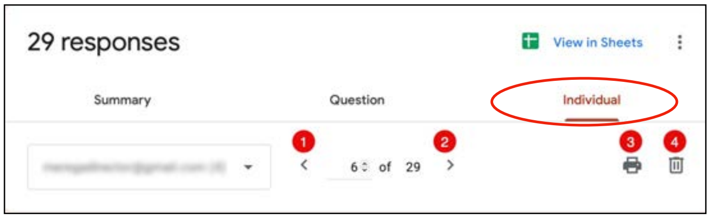
When all is said and done, if you feel that your form is not really ready, you can also **unpublish** your form. Just go to the More menu and select *Unpublish* so that it is no longer publicly available.

Seeing the Responses to Your Form

Now that the contact form is finished, the spreadsheet to capture responses is set to go, and you have published your form, how do you see the responses? Because you told the form to send you an email when a form has been submitted, you will receive an email alerting you to that fact.

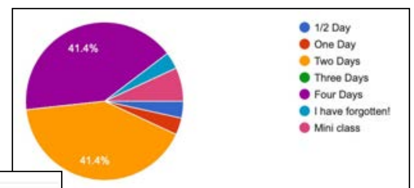


1) You can **Click View Response** in the email. This will show you the answers from the specific person who submitted the form. You can use the small arrows in the lower left corner to see responses from others.

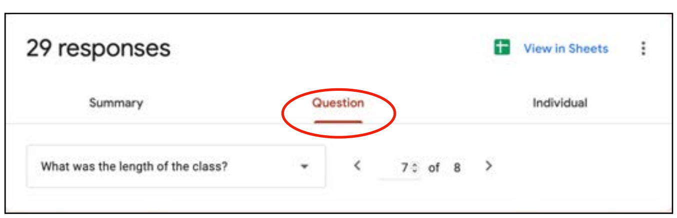


- #1 and 2: Click to see responses from others.
- #3: Print the individual response
- #4: Delete the individual response (you will get a warning before it's permanently deleted)

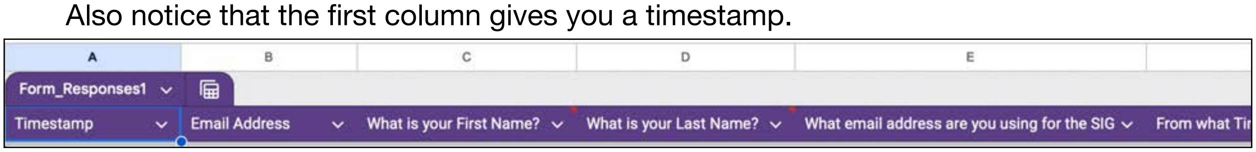
2) You can **Click the View Summary** button in the email. Depending on the type of each question, you will see a list of responses, but you may also see a pie or bar chart.



3) You can **Open up the form itself** by going to <u>forms.google.com</u> and clicking the *Responses* tab. You can choose Summary, Question, or Individual. When you select Question in the Responses window, you can view responses question by question.



4) When you open the form as in #3 above, you can also click *Responses*, and then click ***View in Sheets***. This lets you see all the responses in a single spreadsheet. The questions are in the first row, with each person's responses in its own row below that. Also notice that the first column gives you a timestamp.



When you are no longer using the form, it’s a good idea to stop it from taking responses or you could get email notifications into the future if someone fills out the form. To do that:

1) Click the Published button.

2) In the top section, move the slider next to *Accepting responses* to the left.

3) Anyone visiting the form will see the message shown below it, which you can edit. For example, in the case of a workshop for which the deadline has passed, you can have the message inform a responder, “We are no longer accepting responses because the deadline for registering for this workshop has passed.” Just remember to click Save!

Types of Responses - Examples

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload
Generally not recommended

Linear scale

Rating New

Multiple choice grid

Checkbox grid

Date

Time

Short Answer

What is your Last Name? *

Short answer text

Paragraph (AKA Long Answer)

What would you like to know about us? *

Long answer text

Multiple Choice
(Radio Buttons allow for only one response.)

Are you currently an EGA member? *

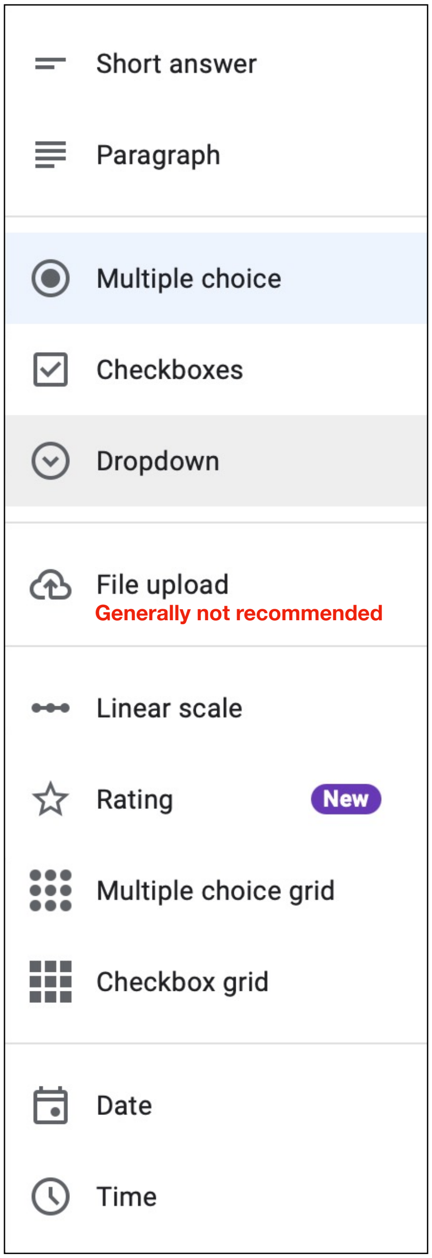
- Yes
- No

Checkboxes
(Checkboxes allow for multiple responses.)

How can you be contacted? *

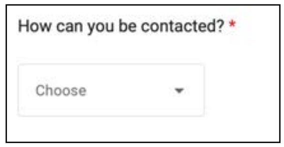
- [x] Email
- [ ] Text
- [x] Phone

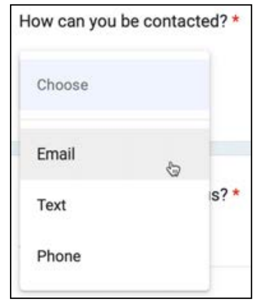
Types of Responses - Examples



Dropdown

(Allows for only one response.)





File Upload

If you select this, you will get a warning: *Files will be uploaded to the form **owner's** Google Drive.* Respondents will be required to sign in to their Google account when file upload questions are added to a form. Make sure to only share this type of response with people you trust.

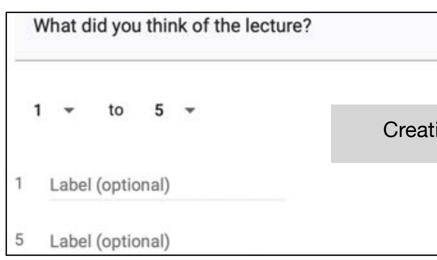
If you do allow this, you can place limitations on the type of file, how many can be uploaded, and the maximum file size up to 1 GB. This does count against the space you receive free from Google, which is generally 15 GB. That means your drive can be quickly filled up. So use this at your own risk.

Linear scale

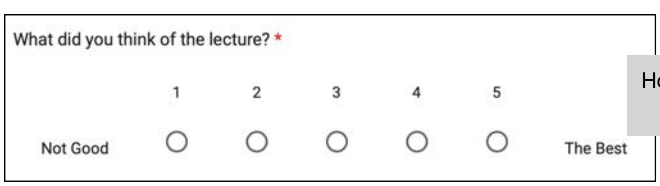
You can set the scale from 0 or 1 for the lower limit and to 2 to 10 for the upper limit on the first line. In the example below, the scale will range from 1 to 5.

Below that, you can define if a 1 (lower limit) is bad or good and do the same for the 5 (upper limit), for example.

The bottom image shows how it looks to someone viewing the form.

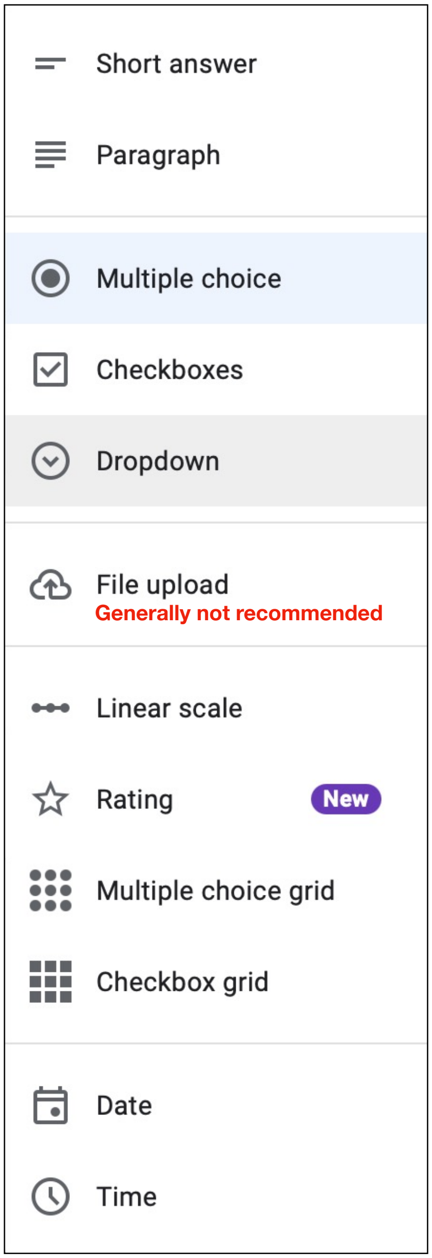


Creating the question



How it looks to respondents when the labels are added (above)

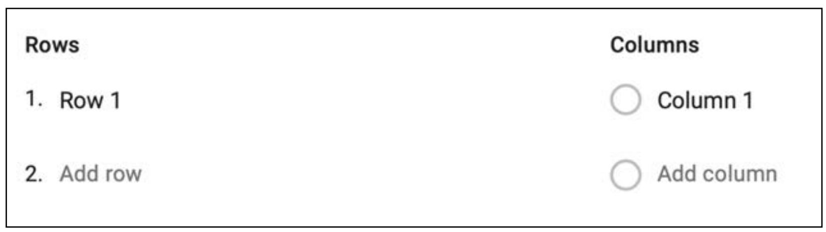
Types of Responses - Examples

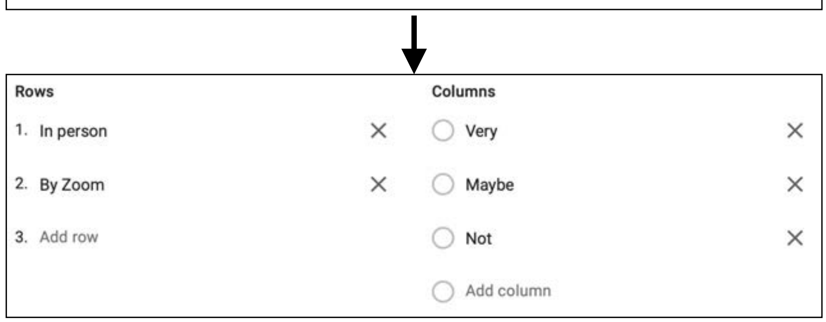


Rating
You can set this to rate something from 1-10 and use stars, hearts, or thumbs up. For example, you can use it to rate a class, a lecture, a potential decision—whatever you decide to rate. In the example below, rating of 1-5 was set and a 4 was given by a responder. The responder only had to click the 4th star and all the others from 1 to 3 were selected. If they change their mind, it adjusts what is highlighted as expected.

Multiple choice grid
(Uses radio buttons, so it allows for only one response/row.)

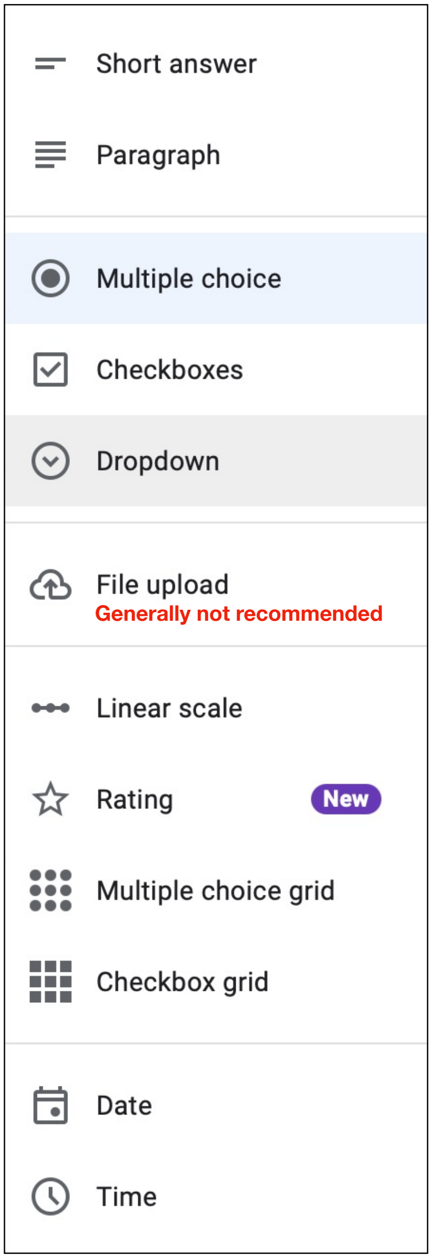
The rows will be the labels for the choices going down the side and the columns will contain the labels across the top for the responses.





This is how it will look to someone viewing the form. Notice where the Rows labels and the Column labels wound up.

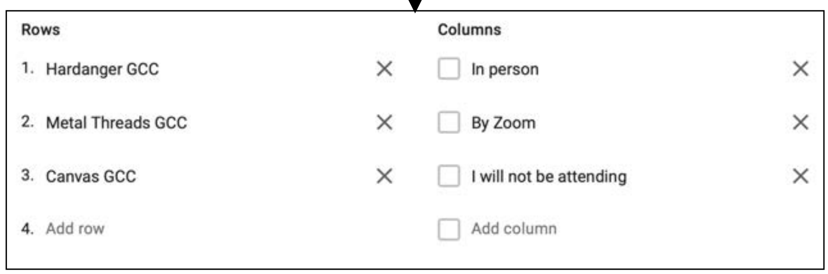
Types of Responses - Examples



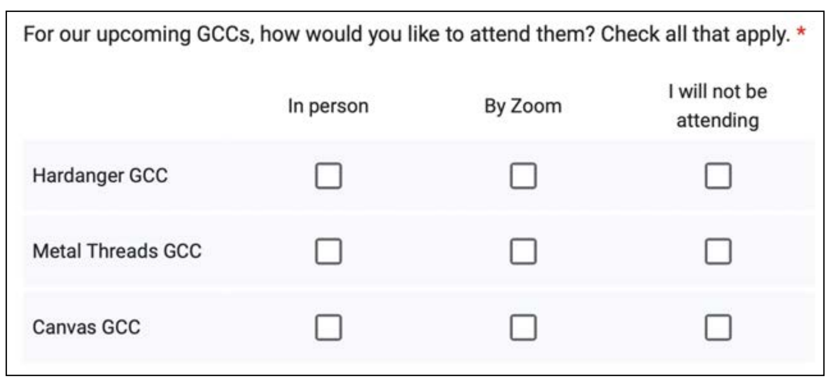
Checkbox grid

(Uses checkboxes, so it allows for multiple responses/row.)

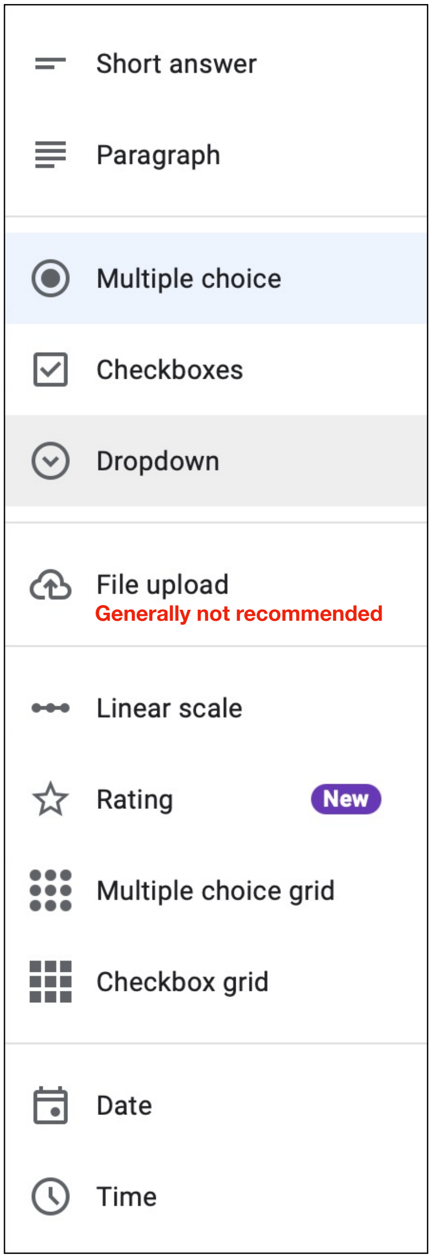
As with the *Multiple choice grid*, the rows will be the labels for the choices going down the side and the columns will contain the labels across the top for the responses.



This is how it will look to someone viewing the form. Notice again where the Rows labels and the Column labels wound up.

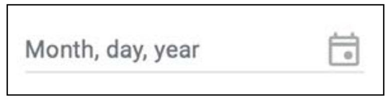


Types of Responses - Examples

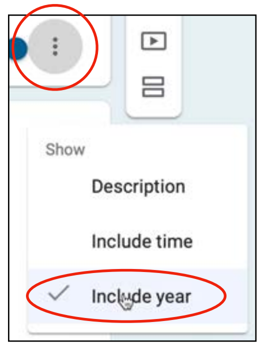


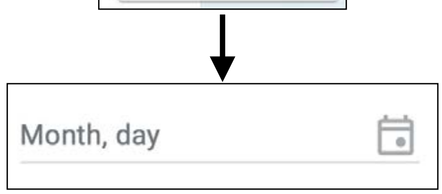
Date

By default, the year is included,

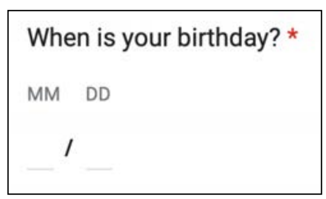


If you go to the 3 vertical dots in the lower right corner of the question, you can deselect the year.





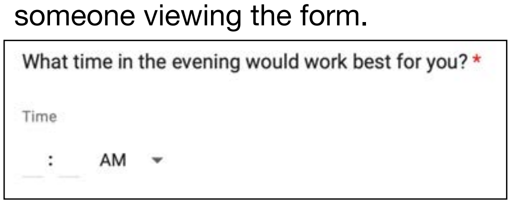
This is how it will look to someone viewing the form.



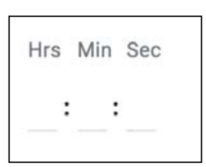
Note that even if you select “include time,” the date will still appear since this is a Date question.

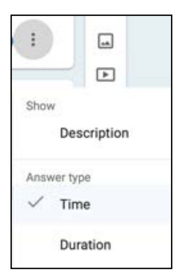
Time

This is how it will look to someone viewing the form.



If you change this to duration, the user will be shown hours, minutes, and seconds.

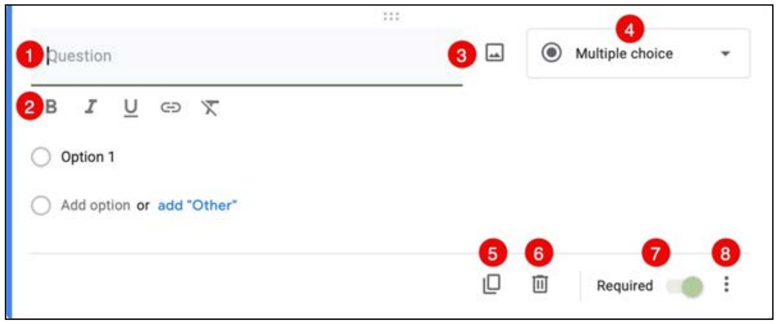




Fun to Do: Add a Picture to a Question

First, let's look at what choices are available when we add a new question to a form.

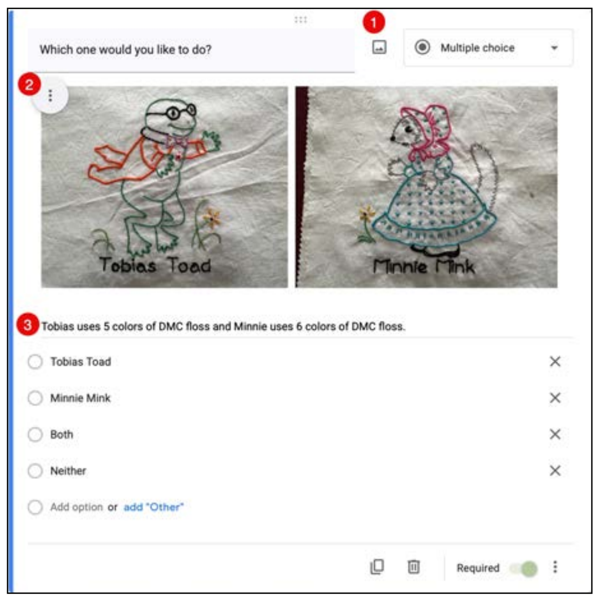
1) Pose the question here.
2) Format the text of the question.
3) Add an image to the question.
4) Select the type of response.
5) Duplicate the question.
6) Delete the question.
7) Turn required answers on or off.
8) More options—options depend on the type of question selected in #4 above.



Let's say you want to propose two classes to your chapter and you want to see which one might have more sign up for the class, but you need to show them pictures. You might handle this one of two ways—use one question or two.

Using One Question

You can only add one image to a question, so you would need to be able to combine both pictures into one image. How to do this is beyond the scope of this document, but once you have such an image…



1) Click the *Add Inline Image* button (#1 in red).

2) Once you have uploaded the picture, click the *Image Options* button (#2 in red). In this case, the BunnyStitchers decided to add a caption, which is why it is checked.

3) #3 in red is where you see the caption the BunnyStitchers chose to add.

Using Two Questions

You would have to place each image into its own question. If you do not have the computer skills to combine images as above, this is definitely a viable option.

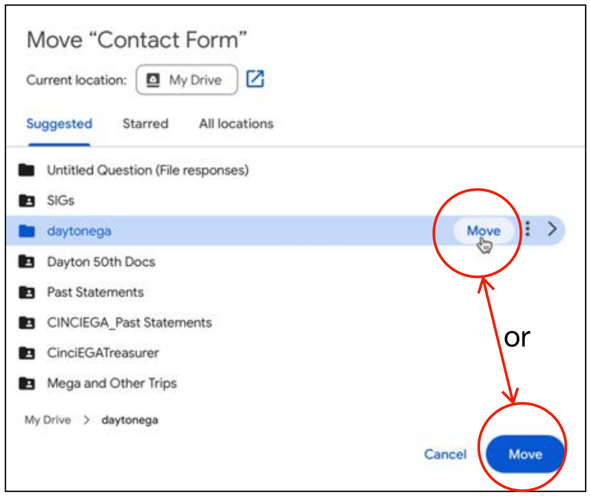
You can also just add a picture for fun, but it should be a .gif, .jpg, or a .png. What you cannot see in the question on the right is the fact that the leaves are actually falling (motion!).

You can even add individual pictures to the choices in multiple choice or checkbox questions.

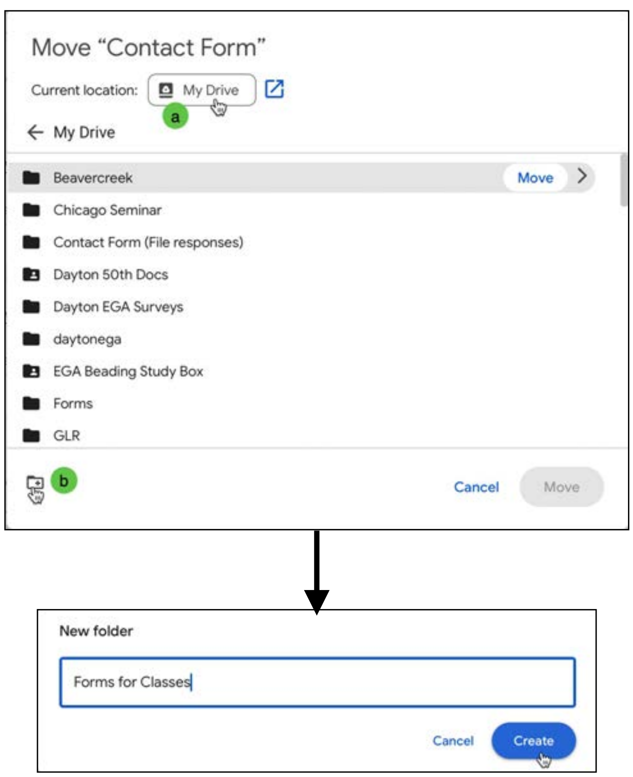
More Advanced: Changing Where Your Form Is Saved

By default, the file will be saved to the main level of your Google Drive. If you click the folder icon to the right of the file's name, you will be able to move the form into a different folder.

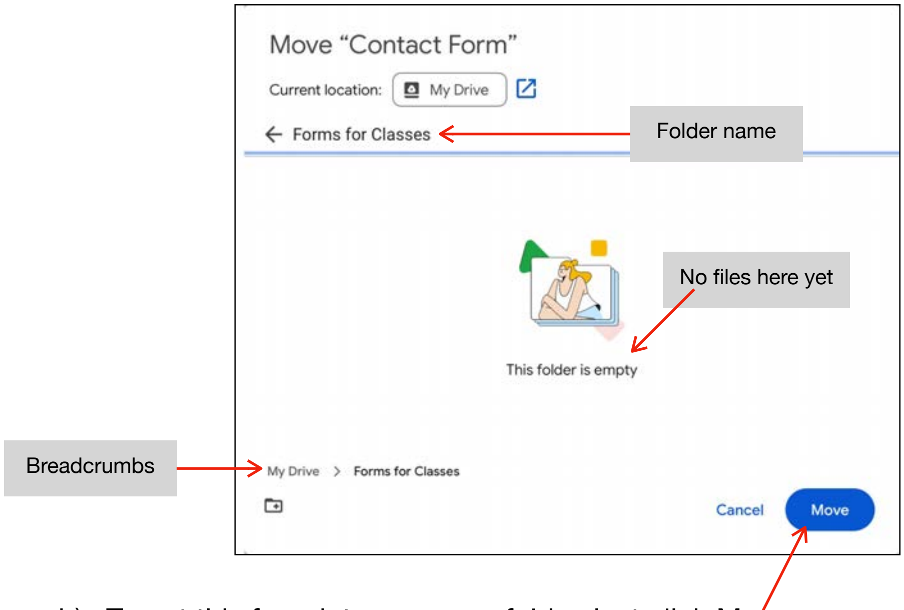
1) You can hover over the folder you want to move it into and then click Move.



2) If you need to create a folder for your form(s), (a) click on the My Drive folder icon at the top, then (b) click the new folder icon in the bottom left corner. Give it a new name and click Create.



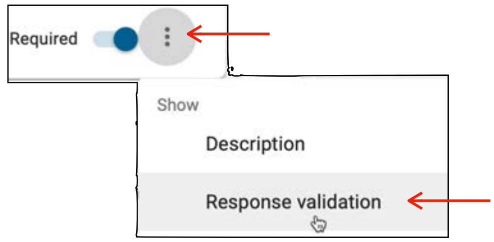
a) The new folder opens up with the name of your new folder showing in some breadcrumbs right above the new folder icon. It also shows there are no files in this folder.



b) To put this form into your new folder, just click Move.

c) At the top of the screen, you will get a message that verifies the move. It also lets you undo the move or just dismiss the message.

More Advanced: Response Validation for an Email Address



1) Using the Short Answer type of question for filling in an email address and then clicking the three vertical dots in as in the screenshot above, we can add a form of validation for the email address. Click on the dots and select *Response validation*.

2) By default, Forms assumes you want to validate a numeric entry.

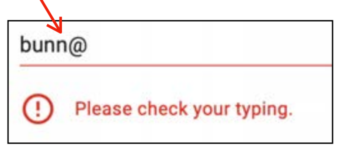
   a) An email address is not a number, so use the drop-down menu to change Number to Text.

   b) The next one automatically gets changed to Contains. Use the drop-down menu to select Email.

   c) The last two get changed to just one field where you enter your *Custom error text*.

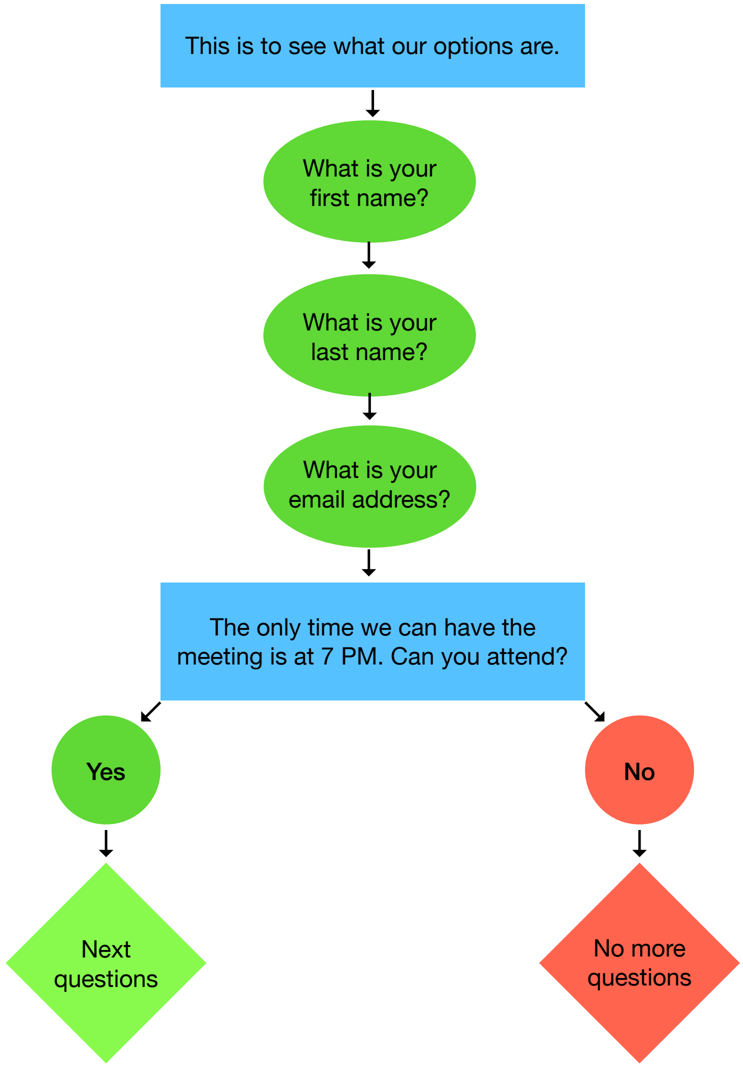
   d) The **x** to the far right is to cancel doing this validation—it will delete it.

   NOTE: This will NOT compare the two email addresses someone enters into your form, nor will it catch a spelling error (*e.g.* gml.com instead of gmail.com), but it will catch formatting errors. It will be up to you to decide if you want to use this or not.



More Advanced: Sections

You can divide up a form so that based on a question, it will **branch** to a different question. Diagrammed, a simple one might look like this:

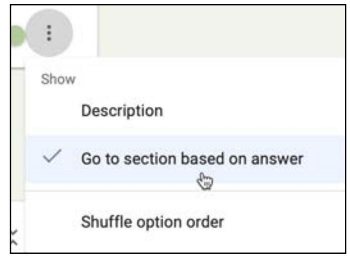


So how do we make the Yes side continue, but the No side stop? The answer is something called a **Section**. The section button is the last button on the floating toolbar that shows on the right side of a question that you are working on.

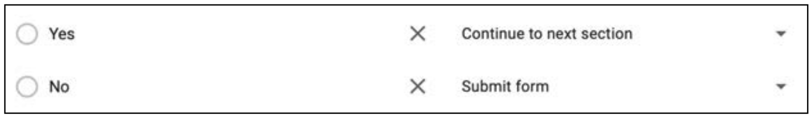
1) In the example above, after the last question you see in the blue box is entered, click the *Add Section* button and give the new section a name. Adding a description is usually a good idea, but it's optional.

2) Go back to the previous Yes/No question ("Can you attend?") and click on the **More** button in the lower right corner. This is where you begin to set up how the response to the question is going to dictate where the survey goes next.

a) Select *Go to section based on answer*.



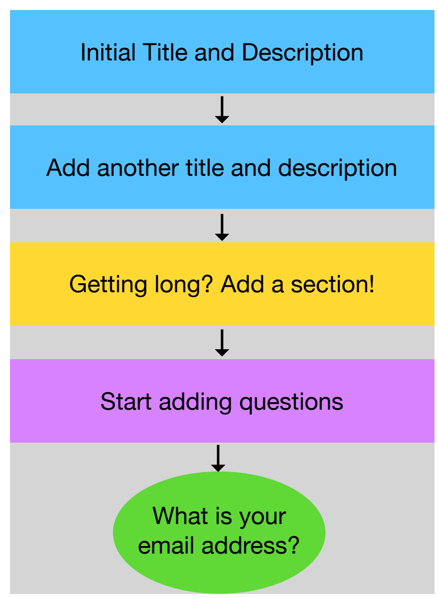
b) Next to the Yes/No options you now have to choose what action each response will trigger. For the Yes, select *Continue to next section*. For the No, select *Submit form.* So after responding to the question, they will have to click Next, and Google Forms will take them to where you just determined what they will see next..



c) After clicking Next, if someone said Yes to the question, then the form will simply go to the next section, which will contain the next question(s). If someone said no, the form will take them to a page where they would just click Submit (it will say "Click Submit to finish") and they would be finished with the form.

You can do all kinds of branching using sections and Multiple Choice questions. Note that this does <u>not</u> work with any of the other kinds of answers—only with the Multiple Choice types of questions. **Note:** You have to preview your form to see how the sections affect how your form looks and behaves.

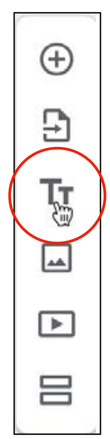
Another Section Use



Sometimes you have a long form—maybe you have a long description of an upcoming class. Instead of having someone scroll and scroll and scroll through a form, you can introduce a section to break it up.

In the example on the right:

1) Start your form as described at the beginning of this document.



2) Perhaps you now want to describe an upcoming class, so from the floating toolbar to the right, select the *Add Title and Description* tool (the double Ts).

3) Put in a title, add a description, a picture, links, lists—all the details. This can get a bit long, so to break it up, add a section.

   When someone visits the form and they get to the end of the description in #2, the form will have them click Next to continue. It will then go to another page.

4) Continue adding questions, descriptions, pictures…

You can add a section any time you want someone to continue to another page.

