

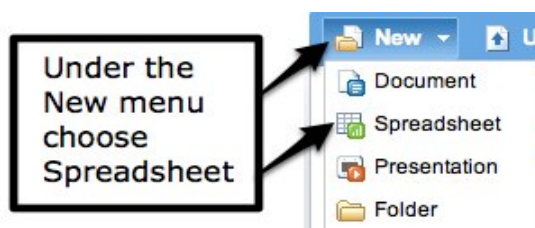
Using Google Spreadsheets to create a form and collect data

<http://docs.google.com>

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1. Open a new spreadsheet and click on the Share tab.



2. Invite people to fill out a form.

Invite people to fill out a form

The screenshot shows the 'Invite people' section of a form editor. At the top, there are three radio button options: 'as collaborators', 'as viewers', and 'to fill out a form' (which is selected and has a 'NEW' tag). Below this is a 'How it works' section with two steps: 1. 'Create a form and invite people to fill it out...' accompanied by a document icon. 2. '...their answers will be automatically added to this spreadsheet.' accompanied by a spreadsheet icon with a pencil. At the bottom, there is a button labeled 'Start editing your form...'. Annotations include a box at the top pointing to the 'to fill out a form' option, and a box at the bottom pointing to the 'Start editing your form...' button.

Invite people:
as collaborators as viewers to fill out a form^{NEW}

How it works:

Create a form and invite people to fill it out...

...their answers will be automatically added to this spreadsheet.

Start editing your form...

Click to start editing your form...

3. Enter your questions.

Edit form [Preview and send](#)

Favorite Foods ← **Give your form a title**

Please let us know about your favorite foods. ← **Give your form a subtitle (optional)**

Question Title What is your favorite fruit? ← **Enter the first question**

Help Text optional Choose only one
This will show up under your question ← **Include additional text (optional)**

Question Type Text
Text
Paragraph text
Multiple choice
Checkboxes
Choose from a list ← **Choose the question type**

Done Discard

[+ Add a question](#)

Save Next, choose recipients »

4. Enter the answer choices.

The screenshot shows the Google Forms question editor interface. The question title is "What is your favorite fruit?". The help text is "Choose only one". The question type is "Multiple choice". The answer choices are "Apple", "Banana", "Kiwi", and "Pear". The interface includes an "Edit" button, a "Done" button, a "+ Add a question" link, and a "Save" button. A "Next, choose recipients" button is also visible.

Use these arrows to change the order of the questions.

Enter the possible answers

Click when you are done

Click to add another question

Save and send survey

5. Send email or post the form Online.

The screenshot shows the "Invite people to fill out this form" and "Preview" screens. The "Invite people" screen includes a "To:" field, an "Invite People" button, and a "Preferences" section. The "Preview" screen shows the form content, including the question "What is your favorite fruit?" and the "Submit" button.

Enter email addresses to invite people to fill out the form.

You can also copy and paste this Web address and send it to people.

Choose your preferences for the email

6. View the results.

Forms example Autosaved on May 11, 2008 8:09:57 PM EDT Automatically Saved

File Edit Sort Formulas Revisions [Set Notification Rules](#)^{NEW} Print Discuss Sh

Format **B** *I* U Abc *F* *tI* Align Insert Delete Wrap Text

This spreadsheet is receiving entries via a form. [Go to live form](#) [Edit or resend form](#)

	A	B	C	D	E
1	Timestamp	What is your favorite fruit?	What is your favorite ice cream flavor?	What is your absolute favorite food?	
2	5/11/2008 20:09:19	Apple	Chocolate	Lobster	
3	5/11/2008 20:09:35	Kiwi	Vanilla	Pancakes	
4	5/11/2008 20:09:57	Kiwi	Chocolate	Turkey	
5					
6					
7					
8					

As people fill out the form, the results will appear in your spreadsheet.