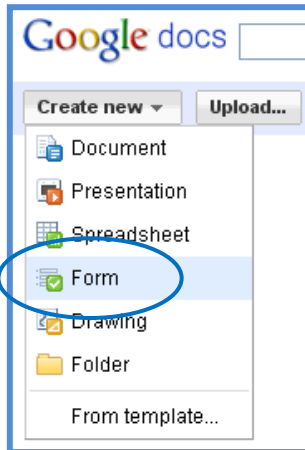




Quick Start - Google Forms

Login: <http://docs.google.com>

(Your docs are always stored at this site. Your Google Docs login also works for Gmail, Google Calendar, etc.).



Create a new form by clicking 'create new' in the top left of the screen, and selecting 'form' from the menu. A new window opens with your blank form. Behind the scenes, a new spreadsheet has automatically been created in your Google Docs list. This spreadsheet will be where your submitted form is stored.

The screenshot shows the Google Forms editor interface. At the top, there is a toolbar with a '+ Add item' button, 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Saved'. Below the toolbar is a text input field for the 'Form Title' (currently 'Untitled form'). Underneath is a text area for 'Directions or explanation'. The main content area is divided into question blocks. The first block, 'Sample Question 1', has a 'Question Title' field, a 'Help Text' field, and a 'Question Type' dropdown menu set to 'Text'. Below the dropdown is a dashed box for 'Their answer'. To the right of the question title are three icons: a pencil (edit), a duplicate icon, and a trash can. Below the question block are 'Done' and 'Make this a required question' checkboxes. A second question block, 'Sample Question 2', is partially visible. At the bottom, a dark bar contains a URL: 'You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dEIZREx5RHRnUHRpY2NEOGR5T1ZUNnc6MQ>'. Blue callout boxes with arrows point to various elements: 'Form Title' points to the title field; 'Directions or explanation' points to the text area; 'Choose a question type' points to the dropdown menu; 'Click the pencil icon to edit, the middle icon to duplicate a question, or the trash can to delete a question' points to the icons; 'Double-click this area to edit a question' points to the question title; and 'Google Forms automatically creates a URL to send to your survey takers' points to the URL bar.