



Create, simultaneously edit, and analyze surveys with your team, right in your browser.

Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

1 Build your form.

Callouts for building a form:

- Rename your form
- Add section headers, page breaks, images, or videos
- Change your form's look and feel
- Customize your question and answer options
- Add more questions
- Edit, copy, or delete questions

2 Share and collaborate on your form.

File menu options:

- Sharing settings
- Invite people:
- Send
- Cancel

3 Choose where to collect your responses.

Responses (22) menu options:

- Choose response destination
- ☐ New spreadsheet
- ☒ New sheet in an existing spreadsheet...
- Choose
- Keep responses only in Forms

4 Preview and send your form.

Send form options:

- Link to share
- Embed
- ☐ Short Url
- Share link via:
- ☒ Send form via email:
- Looking to invite other editors to this form? [Add collaborators.](#)
- Done

5 View and analyze responses.

View responses options:

- Survey (Responses)
- Form
- Show summary of responses