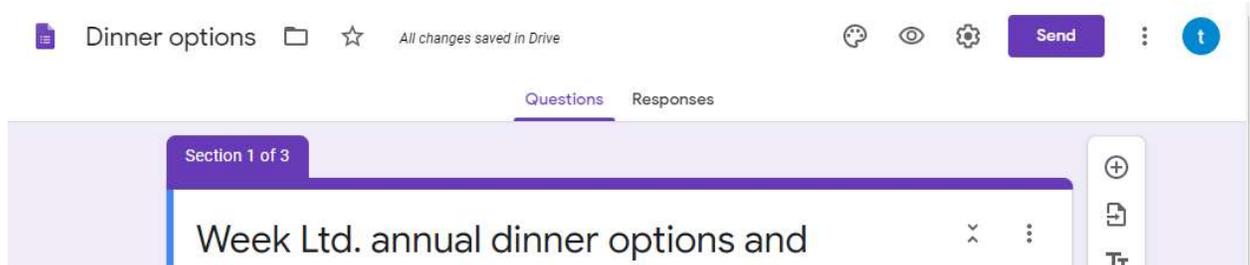




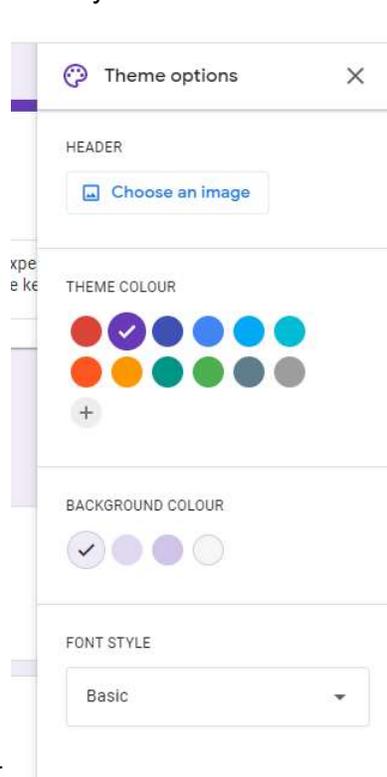
For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account. Also, it is assumed that a google form has been previously created and this will show you how to manage the form, share the form and view form responses.

Here are the basic steps you need to take in order to: manage and share a form

1. Open up the form.



2. At the top right of the area you have some action commands. From left to right these are:
  - a. Customise (canvas icon): use this to customise how the form looks. The capture below demonstrates how you can add a header image, and how you can change



the colour and font.

- b. Preview (eye icon): use this to open a new tab and preview how the questionnaire will look when the participants open it.

- c. Settings (gear icon): use this to configure some options about the form (like collecting email address, requiring people to sign in and limit one answer per person, show progress bar, or treat the form as a quiz and more)

The screenshot shows a 'Settings' dialog box with three tabs: 'General', 'Presentation', and 'Quizzes'. The 'General' tab is selected. It contains several options:

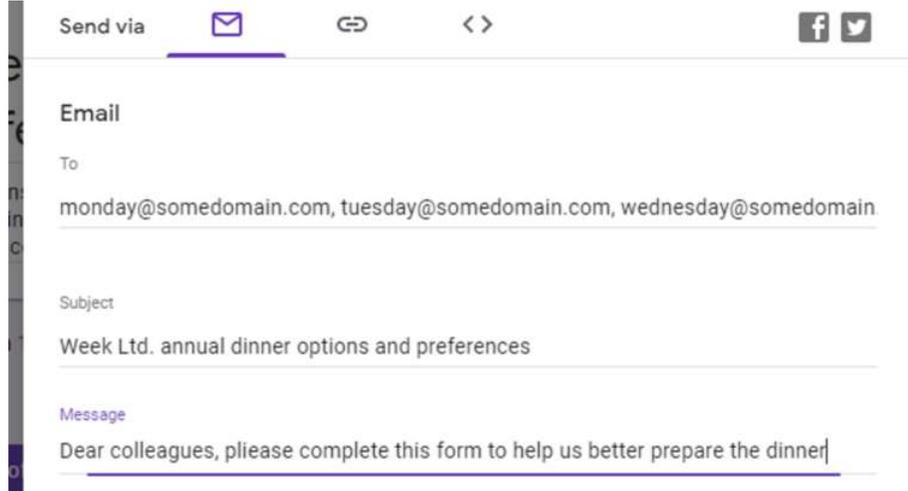
- Collect email addresses
  - Response receipts ?
- Requires sign-in:
  - Limit to 1 response
- Respondents can:
  - Edit after submit
  - See summary charts and text responses

At the bottom right, there are 'Cancel' and 'Save' buttons.

- d. Send (button): use this share to the form, i.e. let people know where it is so that they can participate. As you can see from the capture below, you can email people, or create a link and send them the link, or you can embed the form in a webpage (that's the < > symbol).

The screenshot shows a 'Send form' dialog box with a close button (X) in the top right corner. It has a 'Send via' section with three options: 'Email' (selected), 'Link', and 'Embed'. There are also social media icons for Facebook and Twitter. The 'Email' section is expanded, showing fields for 'To', 'Subject', and 'Message'. The subject is 'Week Ltd. annual dinner options and preferences'. The message is 'I've invited you to fill in a form:'. There is an option to 'Include form in email' which is currently unchecked. At the bottom, there is an 'Add collaborators' button, a 'Cancel' button, and a 'Send' button.

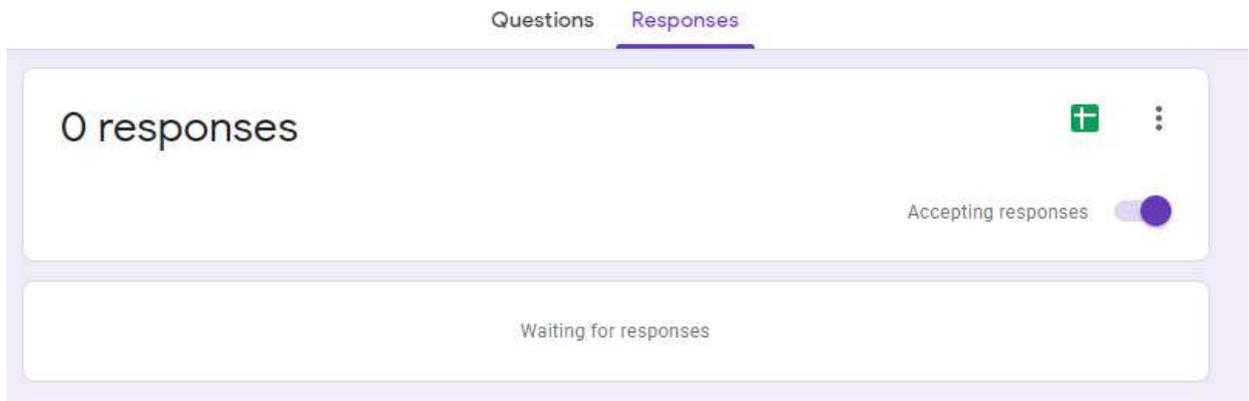
The capture below demonstrates the sending of an email invitation to every employee of the company and customising the message that is included.



3. One more aspect to explain is the 'Add collaborators' link at the bottom left. This has to do with you giving access to the form so it can be edited by other individuals.
4. Of-course the aim of the form is to collect and view responses. To manage this you have to switch to the 'Responses' view at the top of the form area



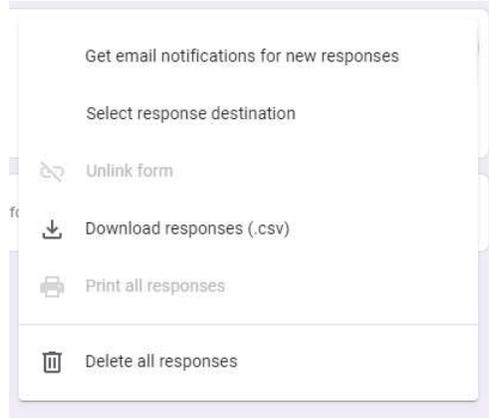
5. Click the 'Responses' link. The form loads and looks like the capture below. As you can see there are no responses yet but you can use the other controls to manage the form.



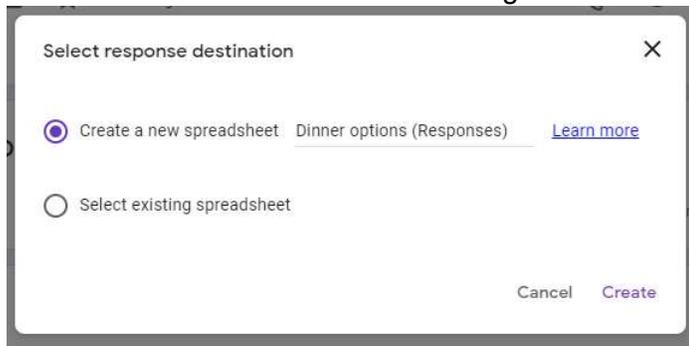
- a. One very important control to be aware of is the 'Accepting responses' which in the above capture is set to on. This means that the form is open and anyone that has a link to the form can complete it. If this control is switched to off then the form is closed and not accepting responses
- b. Above you can see the little green icon. This is also very important and gives access to a very useful functionality of forms and sheets. All the data and replies

of the responses can be linked to a google sheet and therefore be available for further processing.

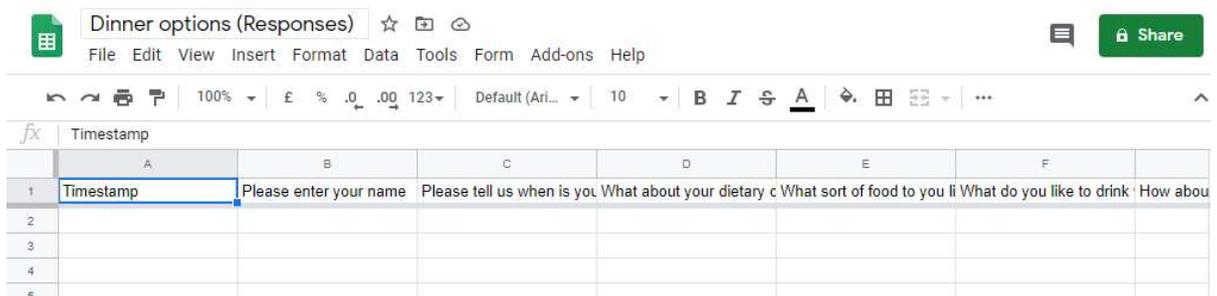
- c. The 'more' icon (three dots) provides access to more management functions with text descriptions that are self-explanatory. It is worth noting that the last option is the one to use if you want to 'RESET' your form and delete all current responses.



6. To link the form with a spreadsheet, click the green icon. A dialog asks if you want to create a new sheet or link to an existing one. Most commonly we select new.



7. If you click 'Create' then sheets will create a new worksheet, link it with the form, populate the columns of the sheet with the options in the questions and then open up the sheet for editing. See the capture below (after I clicked 'Create').



- a. In column A, sheets will keep a timestamp with information (date and time) when the form was submitted
- b. In column B onwards, the questions of the form are used as headings for the responses.

8. The capture below demonstrates the responses' sheet with one response submitted (I have also formatted the text to wrap so we can see the questions and answers.

A	B	C	D	E	F	G
Timestamp	Please enter your name	Please tell us when is your birthday	What about your dietary options or needs	What sort of food to you like?	What do you like to drink with your food?	How about desserts?
02/07/2020 18:38:36	James VWho	20/03	I am lactose intollerant	European and Mediterranean cuizine	Water, juice or soft-drinks	Chocolate based



The link between a form and the responses sheet is a very useful feature. Being able collect the information and have it readily available for further manipulation and processing is very effective in data management.