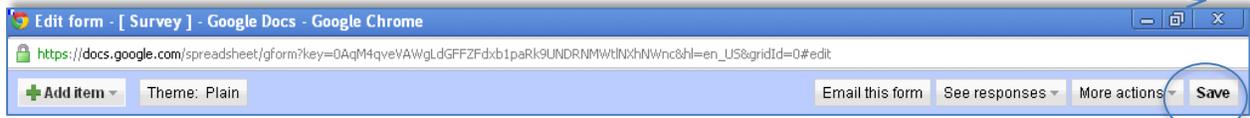


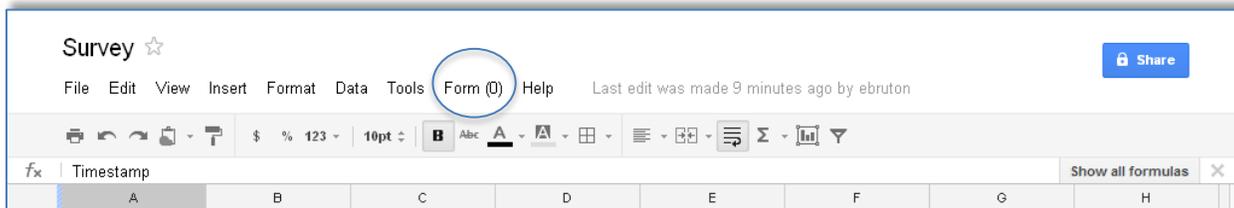


After adding all your questions, make sure the document is saved. Click on the “X” to close.



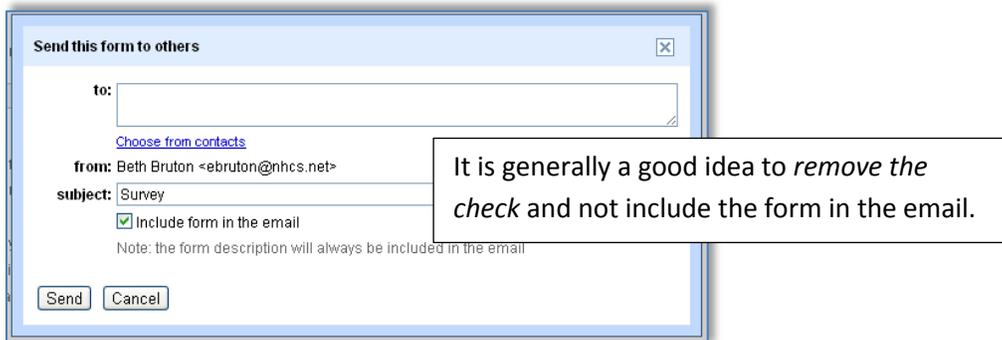
## How do I get back to my form?

Your form should now be listed along with your other Google Docs. Click on the title to open the document. It will open in the spreadsheet view. This is where all the responses will be collected. Click on *Form* – you will have the option to *go to the live form* or to *edit the form*. The form menu item also shows the number of responses.



## How do I send my form to people?

While in the edit form mode, the form can be emailed by clicking on *Email this form*. You will be prompted with the second box below. You can type email addresses or choose from your Google contacts.



**\*\*You can also copy the link from the *Live Form* view and paste it into an email.\*\***

## How do I edit a form question?

Here are some of the things you can do with your questions:

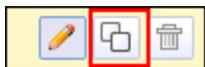
- *Edit*: To edit an existing question, just click the *Edit* button to the right of the question you want to edit.



- *Delete*: To delete a question, click the *Delete* button to the right of the question you want to delete.



- *Duplicate*: To duplicate a question, click the *Duplicate* button to the right of the question you want to duplicate.



## Can I share my spreadsheet so that others can see the responses?

To share the document, click on the *Share* button while in the Spreadsheet view.



## Exporting the spreadsheet

While in the Spreadsheet view, click on *File* and then choose *Download as*. The options for download include CSV, HTML, Text, Excel, Open Office, and PDF.

## Helpful tips

- You can edit the confirmation message that people filling out your form see after submitting their responses. While in the *Edit form* mode, click the *More actions* drop-down menu at the top-right of the form, and select *Edit confirmation*.
- If you want to stop receiving responses, click on *Form* (while in the Spreadsheet view) and take the check mark out from in front of the *Accepting responses* choice.