

Forms Cheat Sheet

Create, edit, and update forms and quizzes—all from your mobile or web browser.

Manage event registrations, create a quick opinion poll, and much more with Google Forms.

1 Create your form.

Rename your form - Callout to the 'Untitled form' title at the top.

Customize your question and answer options - Callout to the question editor area.

Change your form's look and feel - Callout to the theme palette icon.

Add questions - Callout to the plus sign icon in the right sidebar.

Add titles and descriptions, images, videos, or sections - Callout to the icons for adding content in the right sidebar.

Copy or delete questions - Callout to the copy and delete icons at the bottom of the question editor.

2 Choose settings and preview your form.

Preview your form - Callout to the eye icon.

Choose form settings - Callout to the gear icon.

Collect email - Callout to the 'Collect email address' checkbox.

Change form access - Callout to the 'Restrict to .com users' checkbox.

Limit responses - Callout to the 'Limit to 1 response' checkbox.

Let people change responses - Callout to the 'Edit after submit' checkbox.

Show all responses - Callout to the 'See summary charts and text responses' checkbox.

3 Send your form.

Collect email addresses - Callout to the 'Collect email address' checkbox.

Choose how to send your form (email, link, embed, social media) - Callout to the sharing icons (email, link, embed, social media).

4 Analyze responses.

See form responses - Callout to the 'RESPONSES' tab.

Send responses to a spreadsheet - Callout to the plus icon in the top right.

Get notified as new responses come in - Callout to the 'Get email notifications for new responses' option.

Download responses to a CSV file - Callout to the 'Download responses (.csv)' option.

Delete all responses - Callout to the 'Delete all responses' option.

See a summary or individual responses - Callout to the 'SUMMARY' and 'INDIVIDUAL' tabs.

Turn response collection on or off - Callout to the 'Accepting responses' toggle switch.