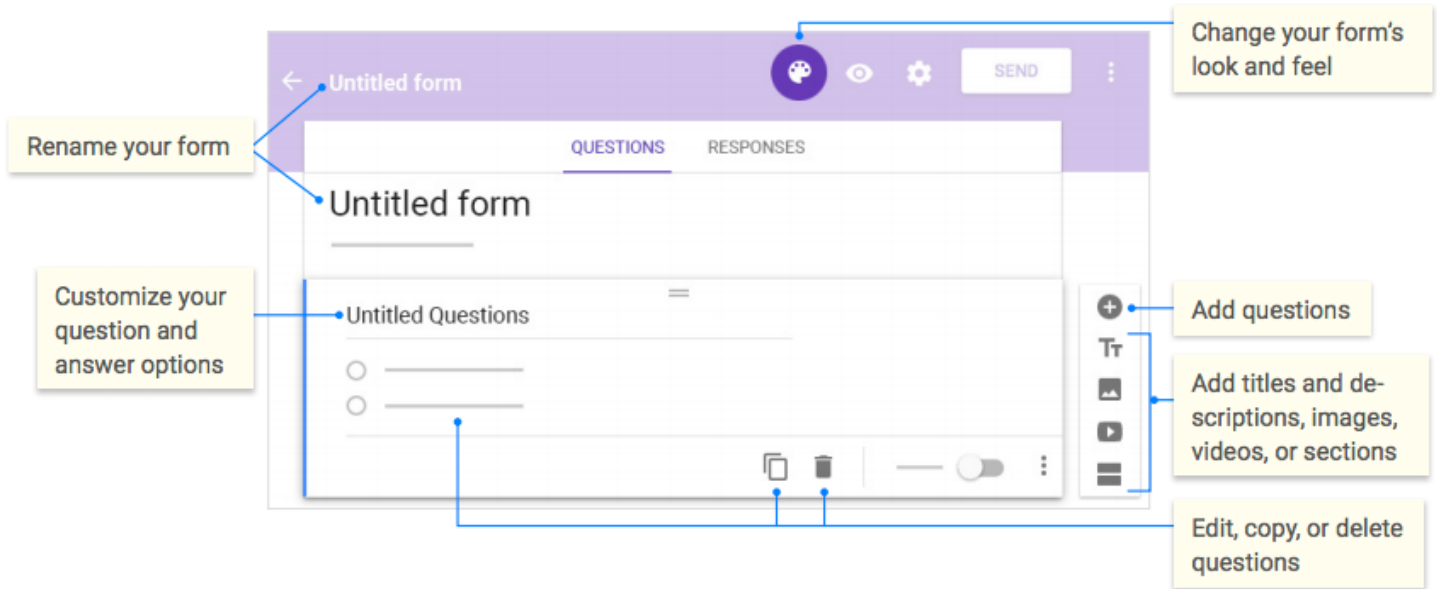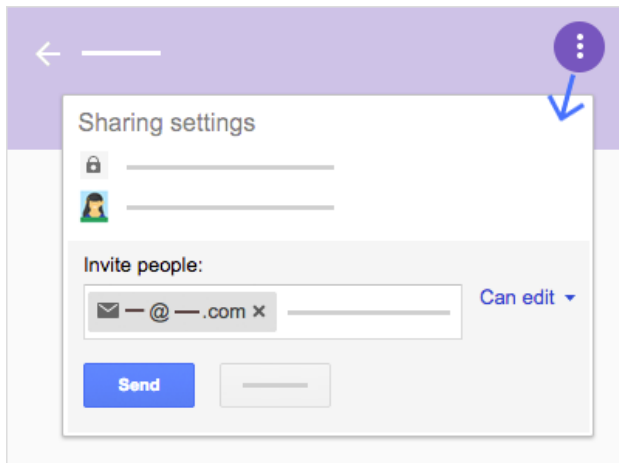## Forms Cheat Sheet

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

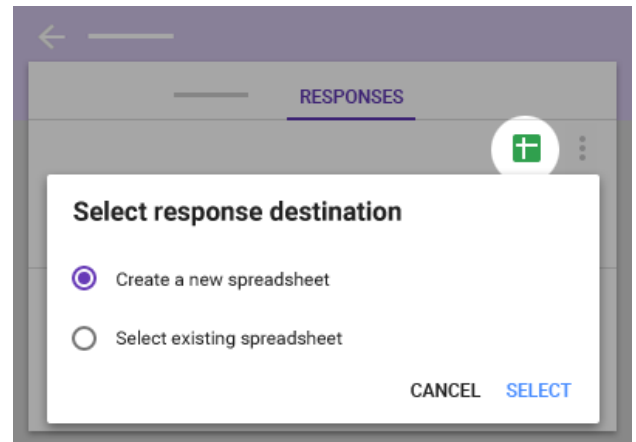Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.
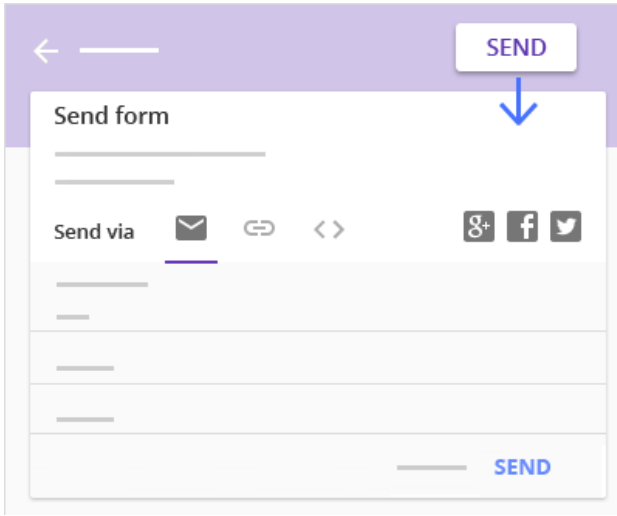
1 Build your form.

Change your form's look and feel

Rename your form

Customize your question and answer options

Add questions

Add titles and descriptions, images, videos, or sections

Edit, copy, or delete questions

Untitled form

QUESTIONS   RESPONSES

Untitled form

Untitled Questions

2 Share and collaborate on your form.

Sharing settings

Invite people:

✉ — @ — .com ✕   Can edit ▼

Send

3 Choose where to collect your responses.

RESPONSES

Select response destination

◉ Create a new spreadsheet

○ Select existing spreadsheet

CANCEL   SELECT

Forms Cheat Sheet

4 **Preview and send your form.**

5 **View and analyze responses.**