

# How to use Google Forms

## Step 1: Set up a new form or quiz

1. Go to [forms.google.com](https://forms.google.com).
2. Click Blank Add .
3. A new form will open.

[Create a form from Google Drive](#)

[Create a form in Google Sheets](#)

## Step 2: Edit and format a form or quiz

You can add, edit, or format text, images, or videos in a form.

- [Edit your form](#)
- [Create a quiz with Google Forms](#)
- [Choose where to save form responses](#)

## Step 3: Send your form for people to fill out

When you are ready, you can [send your form to others](#) and collect their responses.

# Edit your form

After you've created a form, you can add and edit up to 300 pieces of content, like questions, descriptions, images, and videos. To organize your form by topic, you can add up to 75 sections.

## Add questions, headers & sections

[Add a question](#)

[Add image or video](#)

[Add a section](#)

[Duplicate a question, image, or section](#)

[Reuse questions from previous forms](#)

## Delete or edit items

To edit a question, header, or description, click the text you want to change.

[Delete a question, image, or section](#)

[Reorder a section](#)

[Undo an action](#)

## Randomly order questions and answers

You can have questions and answers appear in a different order for everyone who fills out your form.

**Note:** Questions and answers will only be shuffled once per email address. Make sure each address is entered separately and not sent to a Google Group.

[Shuffle question order](#)

[Shuffle answer choices](#)

# Change your default settings

To make every new form use the same settings:

1. In [Google Forms](#), open a form.
2. At the top, click More Moreand then**Preferences**.
3. Any setting you turn on will be the default for any new form.

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