

How to use Google Forms

Step 1: Set up a new form or quiz

1. Go to 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 More and then **Preferences**.
3. Any setting you turn on will be the default for any new form.

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