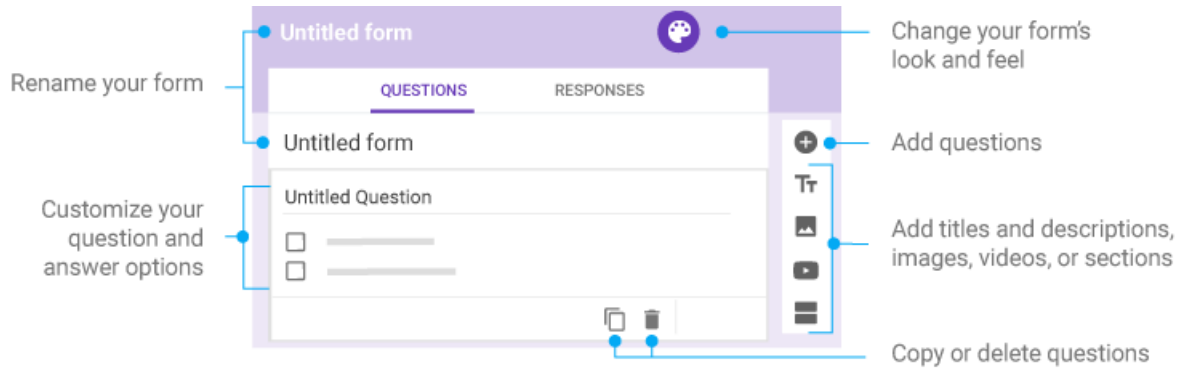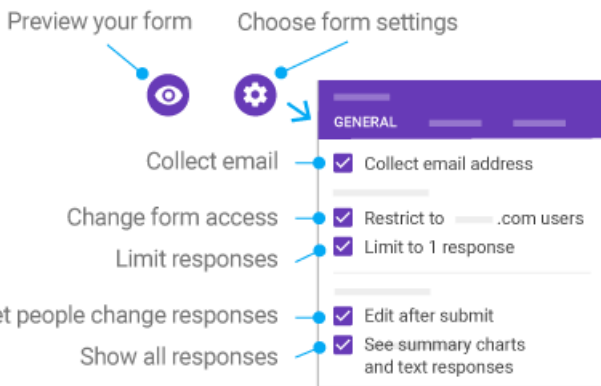# Forms Cheat Sheet

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.
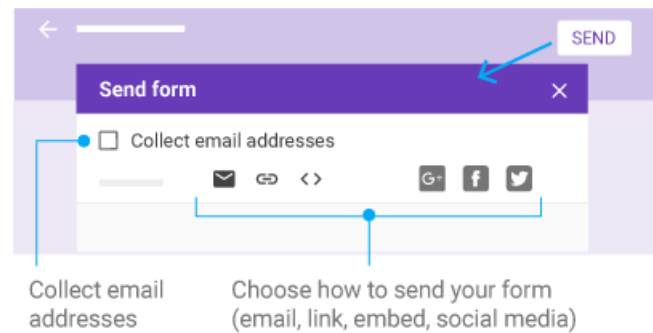
## 1 Create your form.

Rename your form

Customize your question and answer options

Change your form's look and feel

Add questions

Add titles and descriptions, images, videos, or sections

Copy or delete questions

## 2 Choose settings and preview your form.

Preview your form

Choose form settings

Collect email

Change form access

Limit responses

Let people change responses

Show all responses

## 3 Send your form.

Collect email addresses

Choose how to send your form (email, link, embed, social media)

## 4 Analyze responses.

See form responses

Send responses to a spreadsheet

Get notified as new responses come in

Download responses to a CSV file

Delete all responses

See a summary or individual responses

Turn response collection on or off