

BITS & CHIPS

Google Forms · Make easy your first form (I)

A web form is used to collect data such as user surveys or subject tests. Also can be used to add a contact section in a website just in five minutes. To create a form just need to use a Gmail account which gives you access to Google Drive (formerly Google Docs) among other interesting applications like Calendar, Blogger, Google+, etc. If you don't have a Gmail account you can create in one minute at <http://www.gmail.com>

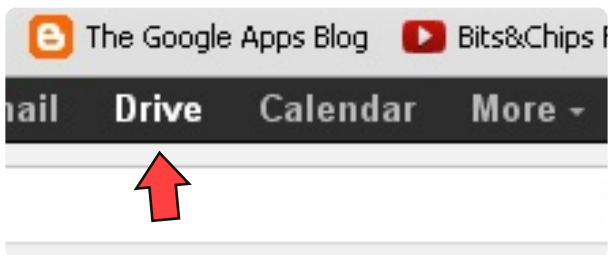


Figure 1. "Drive" option in the tool bar.

Let's create a very simple form to ask your friends if they are coming to your birthday party. The form only needs two fields, one for the name of your friend and another to confirm attendance (checkbox type). Open your Gmail account. Look at the top menu, it shows different tools such as Calendar, Drive, YouTube, Maps, Google+, etc. Click "Drive" option (see Figure 1).

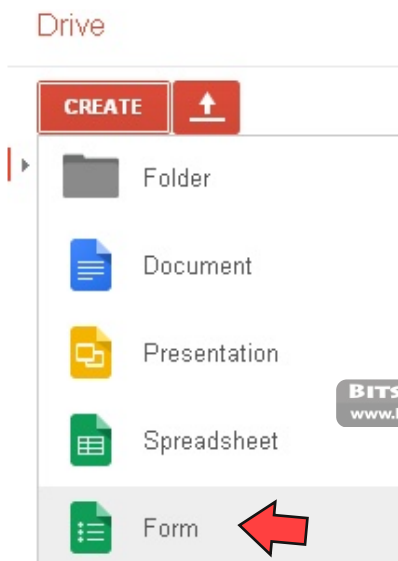


Figure 2. First step to create a form.

If this is your first time using Google Drive on your account, you will see a welcome screen, you can close it using the "x" in the upper right corner. On the left you can see the red button "Create", click and then select "Form" option (see Figure 2).

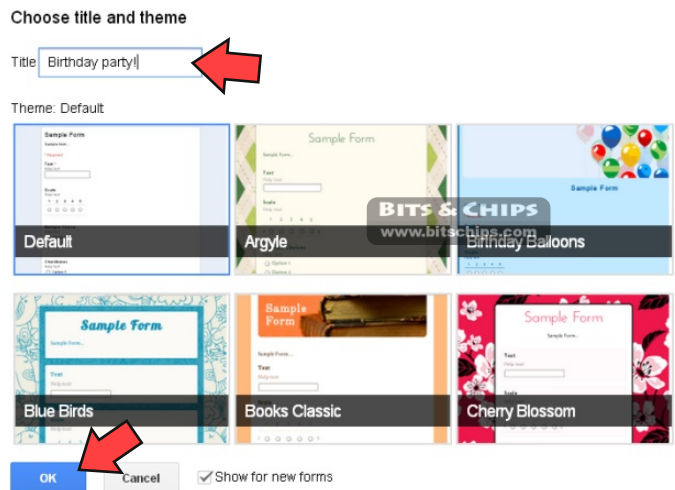


Figure 3. Choosing the form design.

In the next window (see Figure 3) write the form title as "Birthday Party!". Select a template then click "OK". Form editor window is displayed (see Figure 4). Below the title you can include useful information such as user instructions or contact data like phone number or email.

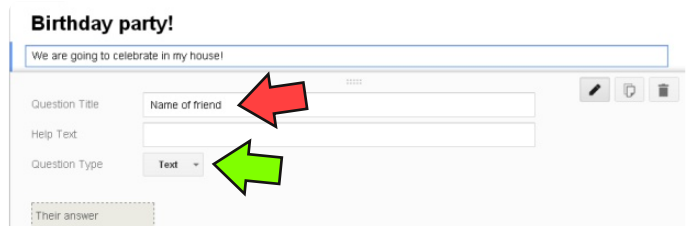


Figure 4. Editing the form.

In the first field (red arrow) write "Name of friend" and select "Text" as question type (green arrow). Then click "Add Item" button to create the second field, type "Assists" and select "Text" as question type to display a checkbox. To test the form click in "View live form" placed just above form title. Create and edit new fields and enjoy.