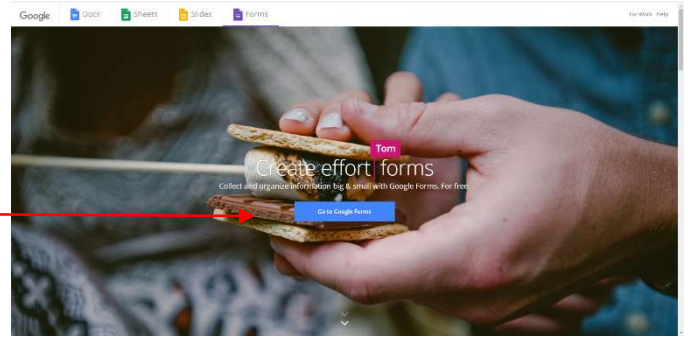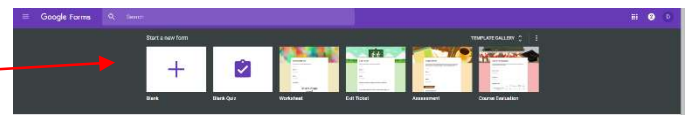# How to create a Google Form

1. Open an internet browser and go to "forms.google.com. Sign in with your grantiesd.org credentials.
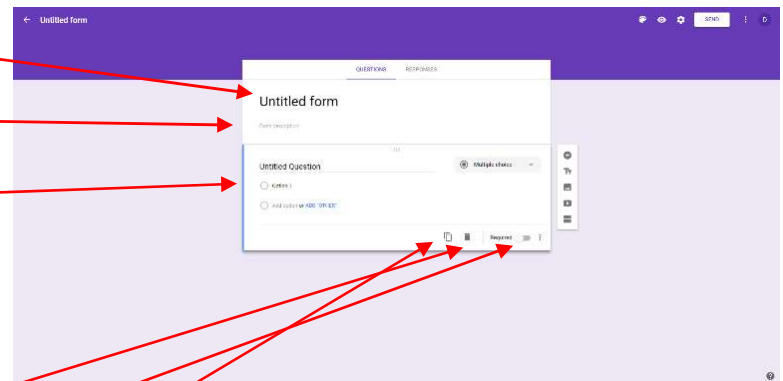


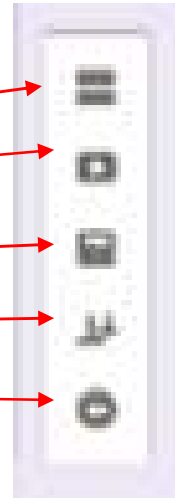2. Select the type of form you would like to create.



3. Begin building your form.
    a. Add a title.
    b. Add description of the form.
    c. Add questions and answers.
    d. Change the settings for the questions.
        i. Delete Questions.
        ii. Require questions.
        iii.
        iv. Duplicate a question.

4. Adding content to your form.
   a. Add multiple sections.
   b. Add videos.
   c. Add images.
   d. Add sections titles.
   e. Add new question.

5. Edit the settings for the form.
   a. Change the background.
   b. Preview the form.
   c. Edit settings
   d. Sharing
      i. Who can find the form.
      ii. Send to specific people.
      iii. Add collaborators.