

# Working with Google Forms

## Start a Form from a Template

1. On your computer, go to Google [Docs](#), [Sheets](#), [Slides](#), or [Forms](#).
2. At the top right click Template Gallery.
3. Click the template you want to use.
4. A copy of the template will open.

## Add a Question

1. In Google Forms, open a form.
2. Click Add.
3. To the right of the question title, choose the type of question you want.
4. Type the possible responses to your question. To prevent people from not answering, turn on Required.

## Add an Image

You can add an image or YouTube video to your form. You can't add videos to questions, but you can place them before or after a question.

1. In [Google Forms](#), open a form.
2. To add an image, click Add image . To add a video, click Add Video .
3. Choose your image or video and click Select.

## Add a section

Sections can make your form easier to read and complete.

1. In Google Forms, open a form.
2. Click Add Section Section.
3. Name the new section.

## Share your form with collaborators

You can work together on a form by sharing it with collaborators. If you want people to fill out your form instead, learn how to send a form for others to fill out.

1. Send a form for others to edit
2. Open a form in Google Forms.
3. In the top right, click More More.
4. Click Add collaborators.
5. Under "Invite people," type the names or email addresses of the people you want to work with.
6. Click Send.

Note: Whoever you invite will be able to edit any part of your form, including responses and where they are saved.

### View responses by person

See answers by person or, if you allowed people to submit the form more than once, by submission.

1. Open a form in Google Forms.
2. At the top of the form, click Responses.
3. Click Individual.
4. To move between responses, click Previous < or Next > .

Note: To select from a list of responses, click the Down arrow ▼ .

### Turn response notifications on or off

1. Open a form in [Google Forms](#).
2. At the top, click Responses.
3. Click More .
4. Click Get email notifications for new responses.