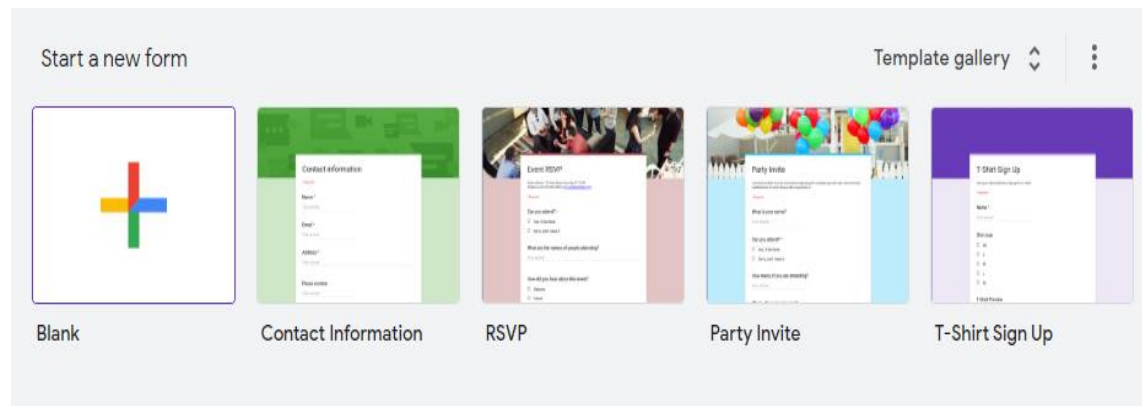


## Creating a Google Form Quickie Set Up

Google Forms is now a full-featured forms tool that comes free with your Google account. You can add standard question types, drag-and-drop questions in the order you like, customize the form with a simple photo or color themes, and gather responses in Forms or save them to a Google Sheets spreadsheet.

### A. Creating your Google form in 1 hour or less

1. Using [Google Forms](#) app is the easiest way to start building a form. Go to <https://docs.google.com/forms/>, then either choose a template or start a blank form.

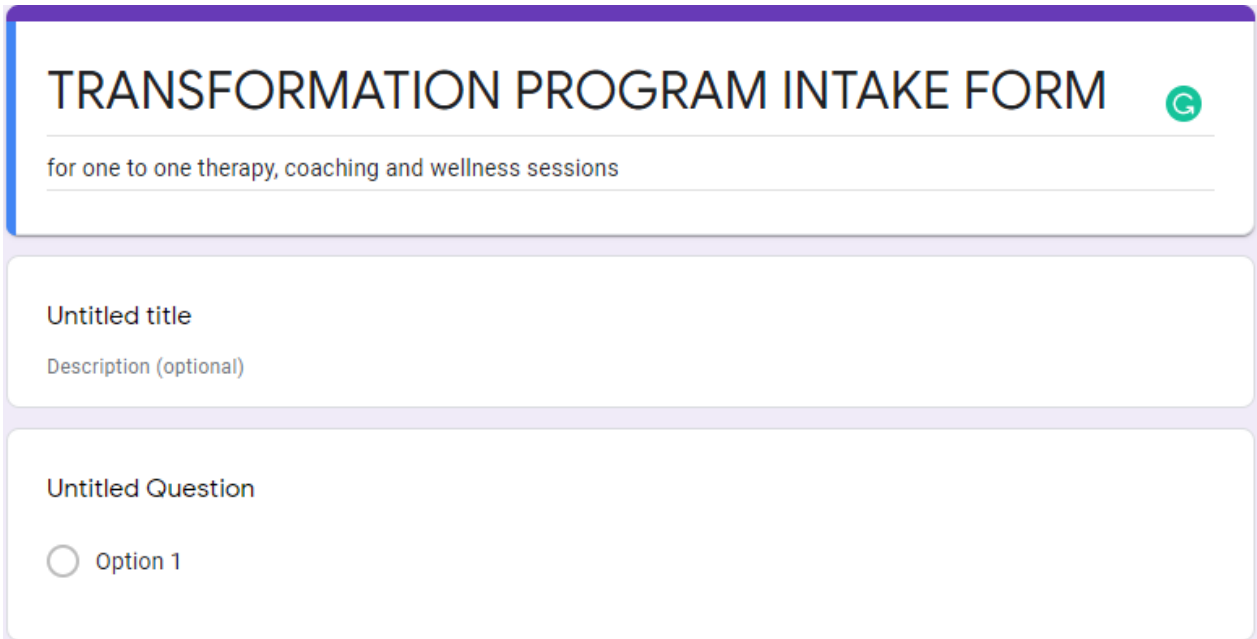


You can click on Template Gallery to view more templates.

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2. After creating a blank form, first of all, give the title of the form. You can add the description as well.



The image shows a digital form interface. At the top, there is a purple header bar with the text "TRANSFORMATION PROGRAM INTAKE FORM" in white, bold, uppercase letters. To the right of the title is a green circular icon with a white 'G'. Below the title is a description: "for one to one therapy, coaching and wellness sessions". Below this is a section with a light purple border containing the text "Untitled title" and "Description (optional)". Below that is another section with a light purple border containing the text "Untitled Question" and "Option 1" with a radio button icon.

A blank form would look like this. You can also choose any template as per your requirements. There are many templates available.

3. All you need to do now is add questions. There are questions options from which you can choose.

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All changes saved in Drive

Star

Questions Responses

## TRANSFORMATION PROGRAM INT

for one to one therapy, coaching and wellness sessions

Untitled title

Description (optional)

Question



Option 1

Add option or [Add "Other"](#)

Short answer

Paragraph

Multiple choice

Checkboxes

Drop-down

File upload

Linear scale

Multiple-choice grid

Tick box grid

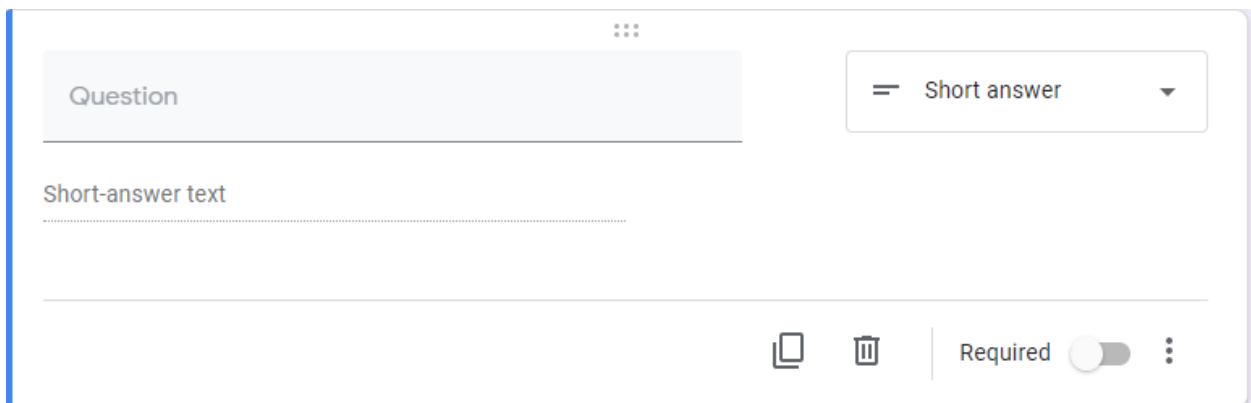
Date

Time

## B. Types Of Questions

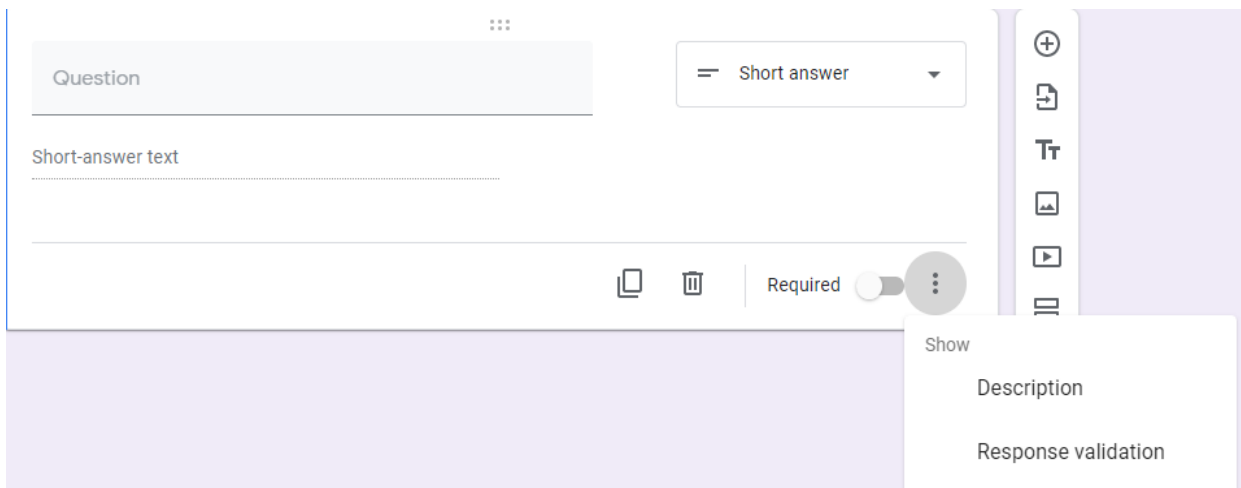
### 1. Short Answer

The best way to collect answers and validate them is by using the short answer question. Such type of questions help you validate the answer too as it has a “Response Validation” option that you can use to validate user responses.



The screenshot shows a question editor interface. At the top, there is a text input field labeled "Question" and a dropdown menu set to "Short answer". Below the question field is a "Short-answer text" label followed by a dotted line and a horizontal line. At the bottom right, there are icons for copy and delete, a "Required" toggle switch which is currently turned off, and a three-dot menu icon.

To enter “Response Validation”, click on the three dots at the bottom.



This screenshot is similar to the previous one, but the three-dot menu at the bottom right is open. The menu is titled "Show" and contains two options: "Description" and "Response validation". The "Response validation" option is highlighted in a light purple color.

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You can validate the user's answer by setting it up.

The screenshot shows a configuration interface for a 'Short answer' question. At the top, there is a 'Question' field and a dropdown menu set to 'Short answer'. Below this, the 'Short-answer text' field is visible. A validation rule is configured: 'Number' (selected from a dropdown), 'Greater than', 'Number', and 'Custom error text'. At the bottom right, there are icons for copy and delete, a 'Required' toggle switch which is currently turned on, and a three-dot menu icon.

You can validate these types of data:

- Number
- Text
- Length
- Regular expression

This screenshot is similar to the one above, but with a dropdown menu open over the 'Number' field in the validation rule. The dropdown menu lists four options: 'Number', 'Text', 'Length', and 'Regular expression'. The 'Number' option is currently selected and highlighted.

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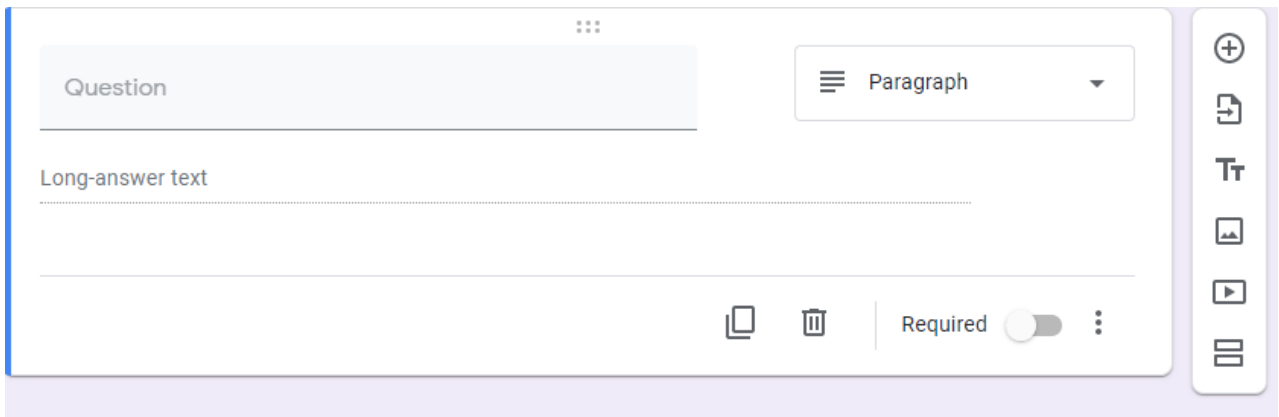
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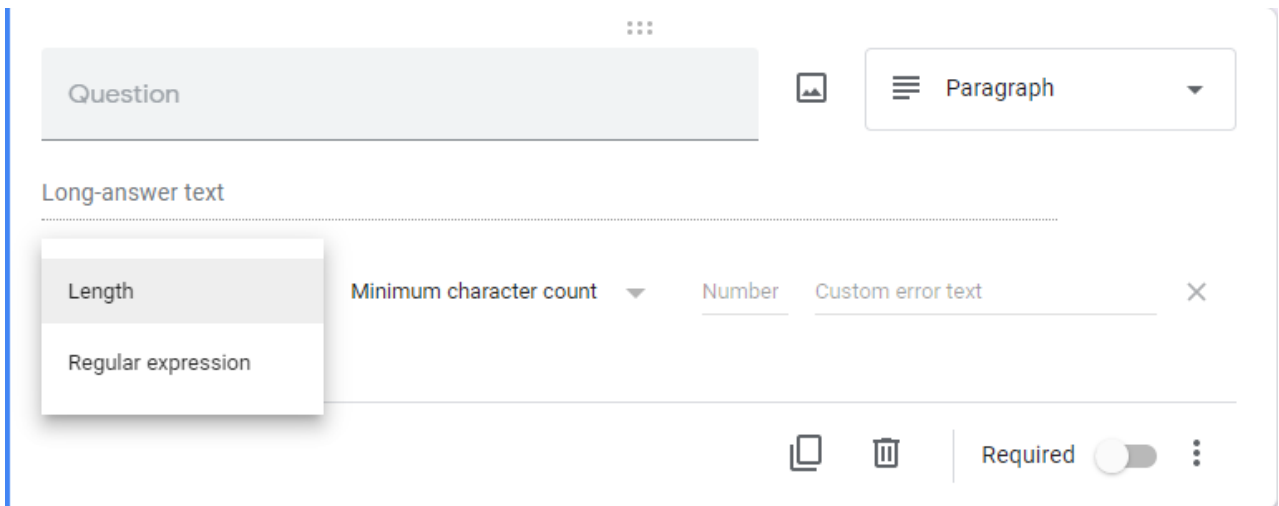
## 2. Paragraph

The Paragraph question type is used when you are expecting a longer text from the users. It can contain more than one paragraph.



The screenshot shows the configuration interface for a Paragraph question type. At the top, there is a 'Question' input field and a dropdown menu set to 'Paragraph'. Below the question field is a 'Long-answer text' area with a dotted line indicating the start of the answer. At the bottom, there are icons for copy and delete, a 'Required' toggle switch, and a vertical toolbar on the right with icons for adding, deleting, and editing content.

You can also use answer validation, the same as on the short answer question type, but with limited options. You can only use validation for length and regular expression.



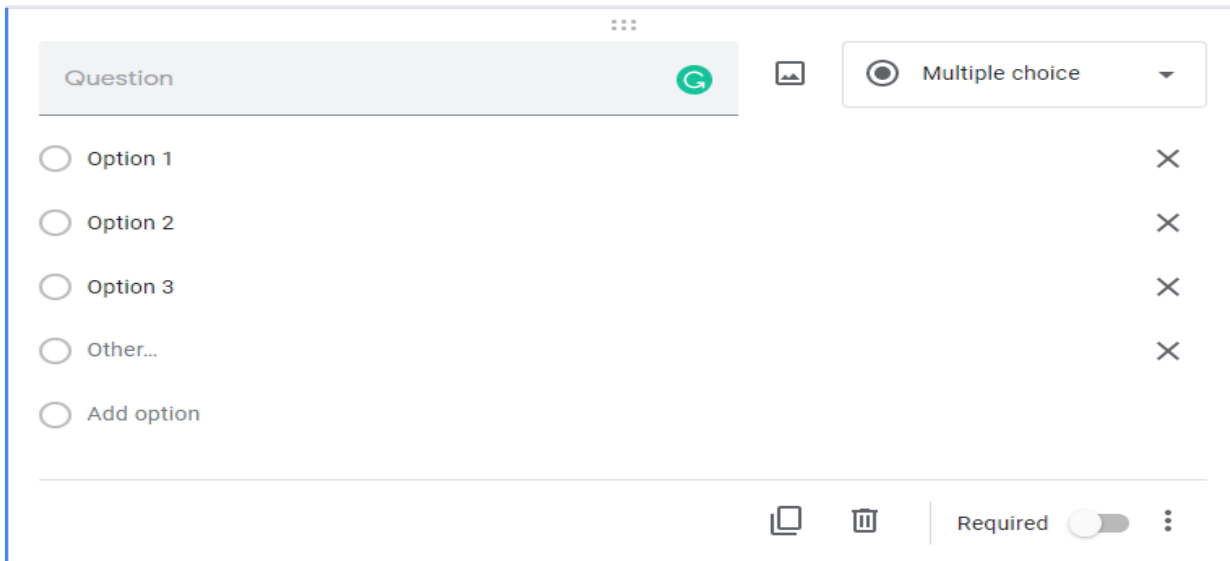
The screenshot shows the configuration interface for a Paragraph question type with validation options. It includes a 'Question' input field, a 'Long-answer text' area, and a validation dropdown menu. The dropdown menu is open, showing 'Length' and 'Regular expression' options. The 'Length' option is selected, and the 'Minimum character count' dropdown is set to 'Number'. There is also a 'Custom error text' input field. At the bottom, there are icons for copy and delete, a 'Required' toggle switch, and a vertical toolbar on the right.

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## 3. Multiple Choice Question

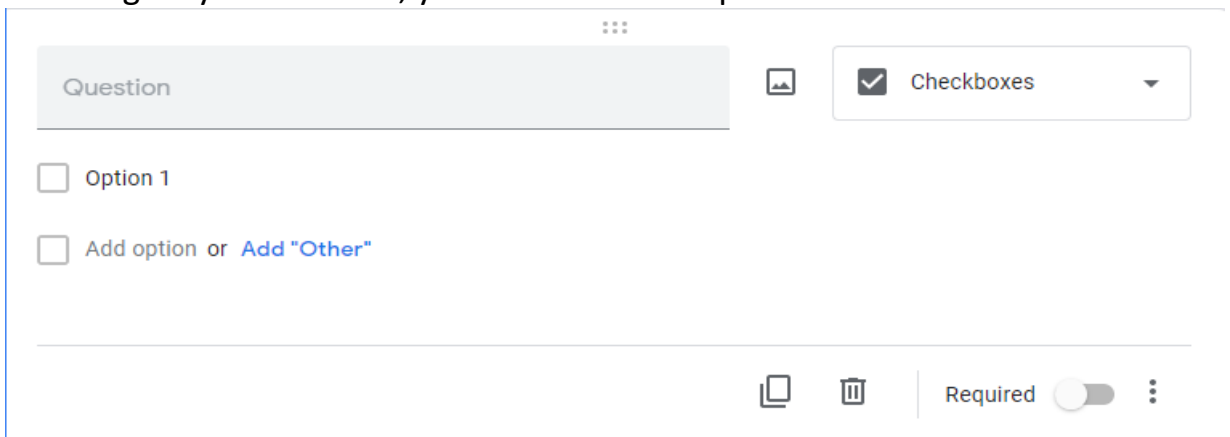
This is the default option in Google Forms. You can choose MCQ from the list and add as many options as you wish to by clicking on Add Option.



The screenshot shows a Google Form question interface. At the top, there is a question input field with a placeholder "Question" and a green "G" icon. To the right of the question field is a dropdown menu set to "Multiple choice". Below the question field, there are five radio button options: "Option 1", "Option 2", "Option 3", "Other...", and "Add option". Each option has a small "X" icon to its right. At the bottom of the question card, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off.

## 4. Checkboxes

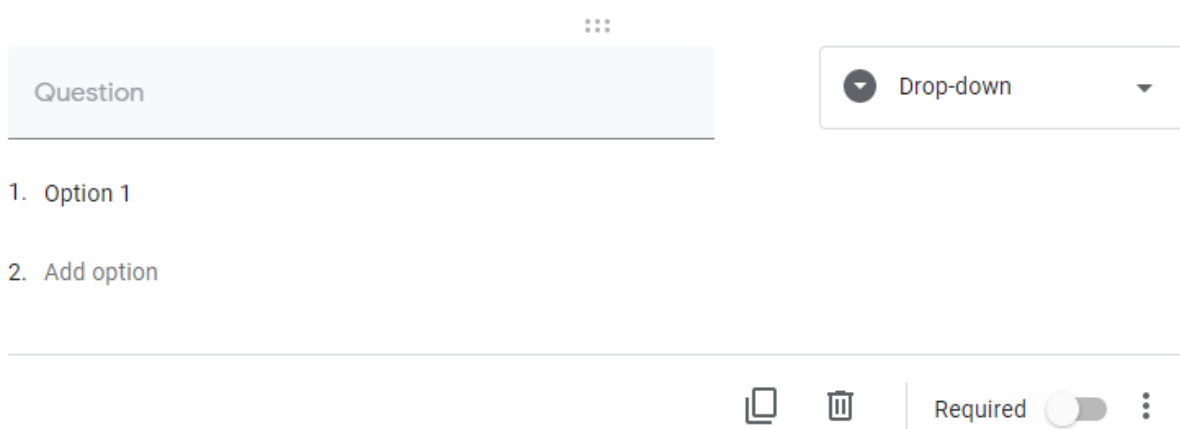
This question type is similar to the multiple-choice question type, but instead of selecting only one answer, you can select multiple answers.



The screenshot shows a Google Form question interface. At the top, there is a question input field with a placeholder "Question". To the right of the question field is a dropdown menu set to "Checkboxes". Below the question field, there are two checkbox options: "Option 1" and "Add option or Add 'Other'". At the bottom of the question card, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off.

## 5. Dropdown

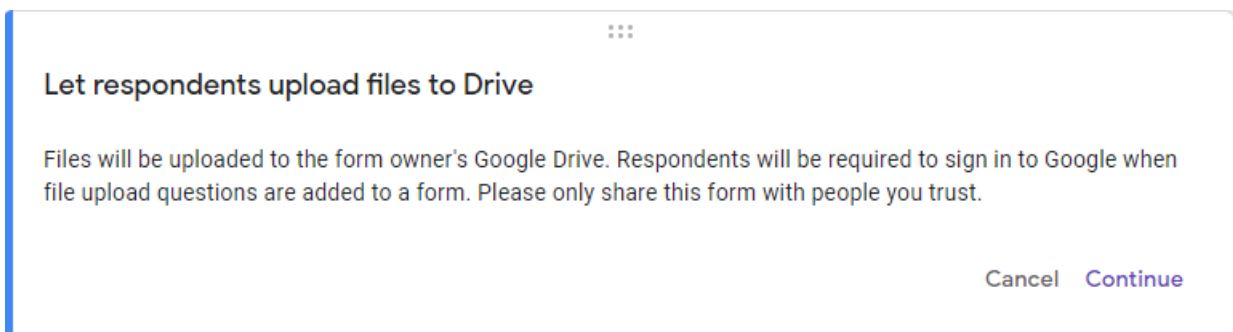
This question type is more like a multiple-choice question type, but instead of displaying all the options, it displays a dropdown list with all the options. You can use this type of question over multiple choice question type if you have a lot of options and you want to save space.



The screenshot shows a question editor interface. At the top, there is a text input field containing the word "Question" and a three-dot menu icon. To the right of this field is a dropdown menu currently set to "Drop-down". Below the question field, there are two options listed: "1. Option 1" and "2. Add option". At the bottom of the editor, there are icons for copying and deleting, a "Required" toggle switch which is currently turned on, and a three-dot menu icon.

## 6. File Upload

This question type enables users to upload a file with their answers in Google Form. After choosing File Upload, the new window appears as:



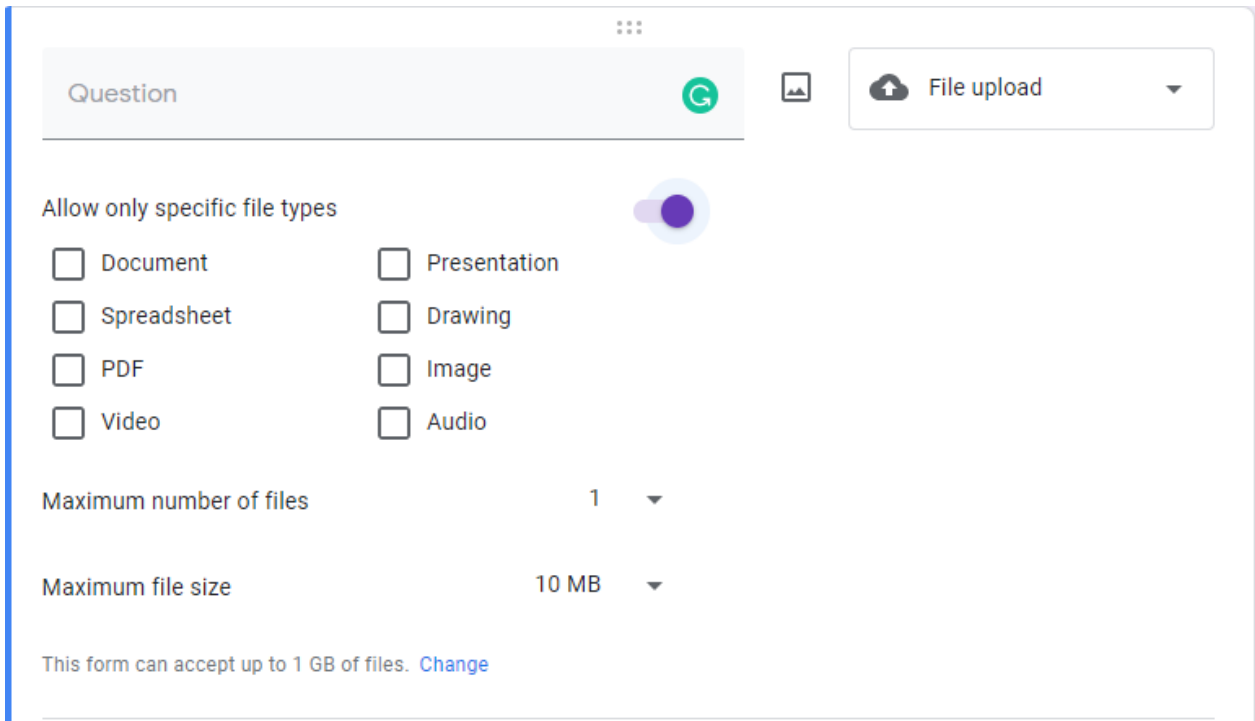
The screenshot shows a dialog box with a title "Let respondents upload files to Drive". Below the title, there is a paragraph of text: "Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Please only share this form with people you trust." At the bottom right of the dialog box, there are two buttons: "Cancel" and "Continue".



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Click on Continue.



The screenshot shows a configuration panel for a 'Question' type. At the top, there is a 'Question' header with a green 'G' icon and a 'File upload' button with a cloud icon. Below this, a toggle switch labeled 'Allow only specific file types' is turned on. Underneath, there are two columns of checkboxes for file types: Document, Spreadsheet, PDF, Video, Presentation, Drawing, Image, and Audio. Below the checkboxes, there are two dropdown menus: 'Maximum number of files' set to '1' and 'Maximum file size' set to '10 MB'. At the bottom, a note states 'This form can accept up to 1 GB of files. [Change](#)'.

## 7. Linear Scale

This question type lets your users select a number value in the range defined in the question. This type of question is generally used in measuring the rating level of satisfaction.

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⋮

Question G



Linear scale ▼

1 ▼ to 5 ▼

1 Label (optional)

5 Label (optional)

---


  | Required  ⋮

## 8. Multiple Choice Grid

This is similar to the Linear Scale. The option of Multiple Choice Grid Question helps you to collect more answers in one question. The difference is that the answers are collected as Column names as opposed to numbers in linear scale.



⋮

Question G

 Multiple-choice grid ▼

Rows	Columns
1. Row 1	<input type="radio"/> Column 1
2. Add row	<input type="radio"/> Add column

---

  | Require a response in each row  ⋮

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## 9. Tick Box Grid

This question type is similar to the multiple-choice grid type, except over here you can select more than one field for each row.

The screenshot shows the editor for a 'Tick box grid' question. At the top, there is a 'Question' input field with a green circular icon to its right. To the right of the question field is a dropdown menu currently set to 'Tick box grid'. Below this, the editor is divided into two columns: 'Rows' and 'Columns'. Under 'Rows', there is a list with '1. Row 1' and '2. Add row'. Under 'Columns', there is a list with an unchecked checkbox next to 'Column 1' and another unchecked checkbox next to 'Add column'. At the bottom of the editor, there are icons for copy and delete, followed by a toggle switch for 'Require a response in each row' which is currently turned off, and a three-dot menu icon.

## 10. Date

The date question type will enable you to collect the date and time from the user. In the default format, it will only ask for the date, but from the three-dot menu, you can select the option to ask for the time as well.

The screenshot shows the editor for a 'Date' question. At the top, there is a 'Question' input field with a green circular icon to its right. To the right of the question field is a dropdown menu currently set to 'Date'. Below the question field, there is a text input field with the placeholder text 'Day, month, year' and a calendar icon to its right. At the bottom of the editor, there are icons for copy and delete, followed by a toggle switch for 'Required' which is currently turned off, and a three-dot menu icon.

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Question Date

Day, month, year Required

Show

- Description
- Include time
- Include year

### Let us create a form now:

Here I will be choosing the Paragraph.

**TRANSFORMATION PROGRAM INTAKE FORM** G

for one to one therapy, coaching and wellness sessions

Ques 1: What are your dreams, wishes, prayers and goals? \*

Long-answer text

- If the question entered by you is mandatory, then switch on the “Required” field at the bottom of the question.

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- Click on the + icon to add a New Question.

**TRANSFORMATION PROGRAM INTAKE FORM**  
for one to one therapy, coaching and wellness sessions

Ques 1: What are your dreams, wishes, prayers and goals?

Paragraph

Long-answer text

Required

- You can add as many questions as you wish to.
- After adding all the questions, click on the “Send” button at the top right corner.

☆ All changes saved in Drive

Questions Responses

Ques 9: What are the 3 priorities you want to focus on in this program? \*

Long-answer text

Ques 10: What are your expectations from your coach/trainer? \*

Long-answer text

Send

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- After clicking on Send, you need to choose how you wish to make your form reachable to your clients. You may send it by email.

Send form

Collect email addresses

Send via     

Email

To


Subject

TRANSFORMATION PROGRAM INTAKE FORM

Message

I've invited you to fill in a form:

Include form in email

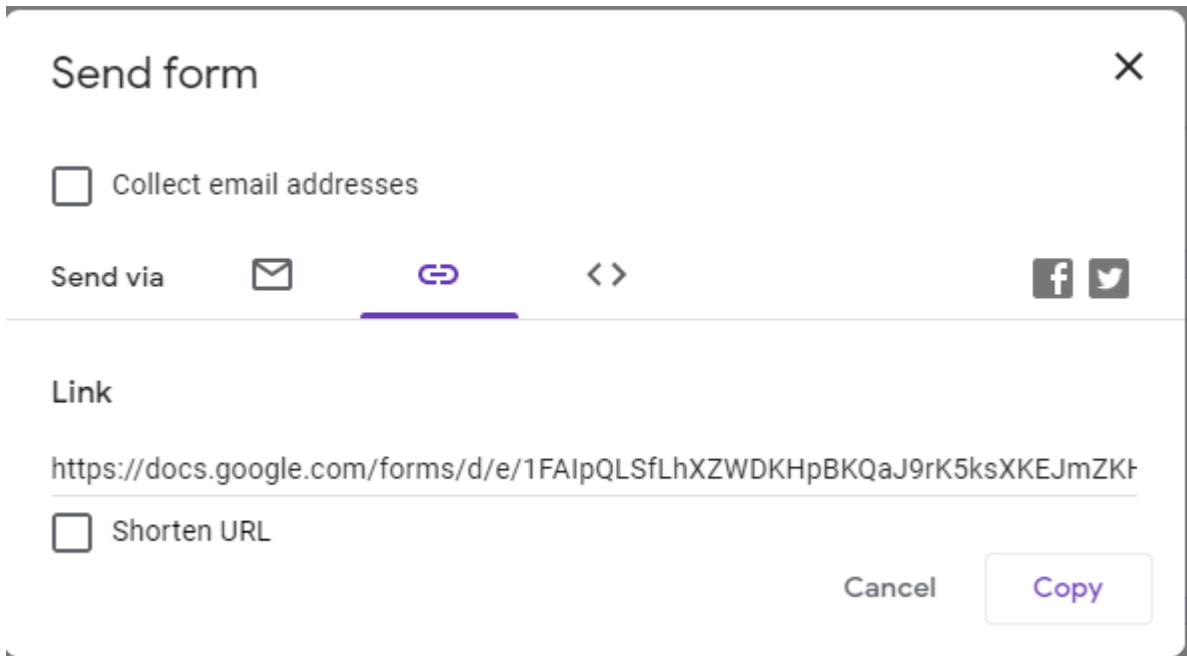
 Add collaborators

Cancel Send

- Enter the email ids and the message that you like to send your form.
- You can also send the form as an attachment.

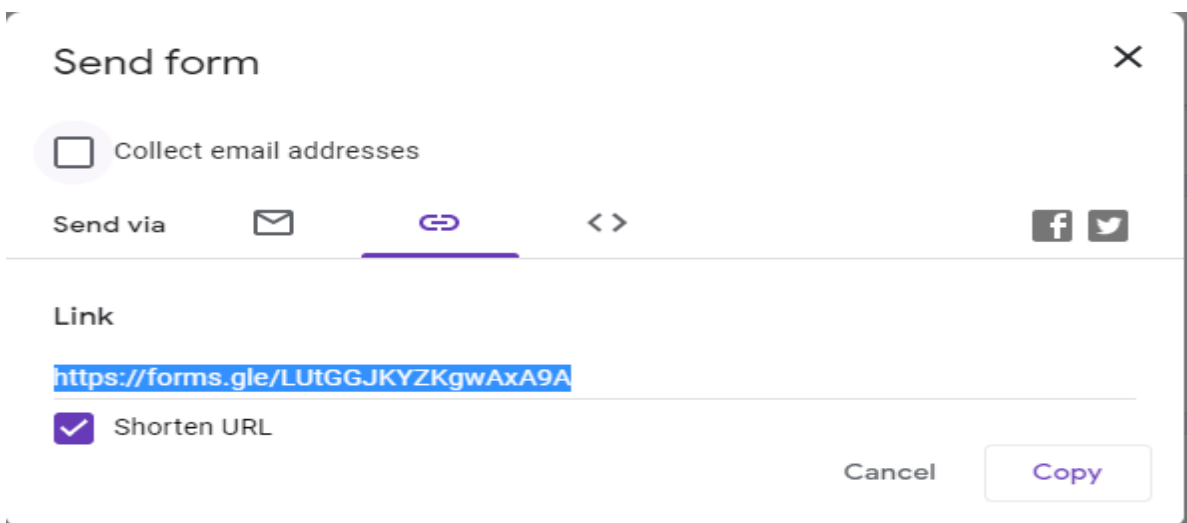
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The screenshot shows a 'Send form' dialog box with a close button (X) in the top right corner. Below the title, there is a checkbox labeled 'Collect email addresses' which is unchecked. Underneath, the 'Send via' section has three options: an envelope icon, a link icon (which is highlighted with a purple underline), and a code icon. To the right of these are social media icons for Facebook and Twitter. The 'Link' section contains a text field with the URL <https://docs.google.com/forms/d/e/1FAIpQLSfLhXZWDKHpBKQaJ9rK5ksXKEJmZKt>. Below the text field is a checkbox labeled 'Shorten URL' which is unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Copy'.

- You can copy the URL and share it. You can even shorten the URL if you want to.



This screenshot is similar to the one above, but with the 'Shorten URL' checkbox checked. The URL in the text field is now <https://forms.gle/LUtGGJKYZKgwAx9A>, which is highlighted in blue. The 'Copy' button is still present at the bottom right.






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- You can also embed the form as an HTML Code where you want to.

### Send form

Collect email addresses

Send via     

---

#### Embed HTML

```
<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSfLhXZWDKHpBKQaJ9rK5
```

Width  px | Height  px

Cancel

Now you are ready to go with Google Forms!!