



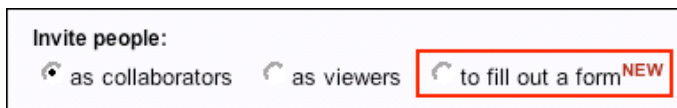
Features: Creating forms

You can create a form from any spreadsheet. Just follow these instructions:

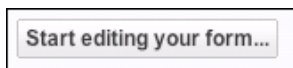
1. Open a new spreadsheet.
2. Save the spreadsheet.
3. Click the **Share** tab.



4. Under 'Invite people:' choose the radio button **to fill out a form**.



5. Click **Start editing your form...**



In the form template that opens, you can add any questions and options you'd like.

6. Click the **Next, choose recipients** tab. Here, you can add email addresses, a custom confirmation message, and choose whether you want people to see the responses.
7. When you're finished, click **Send**.

How do I...

[...duplicate a question?](#)

[...embed a form?](#)

[...create multiple choice questions?](#)

[More things you can do with forms:](#)

[Additional tips:](#)