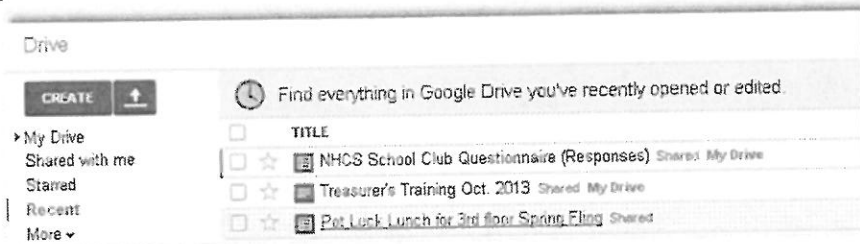


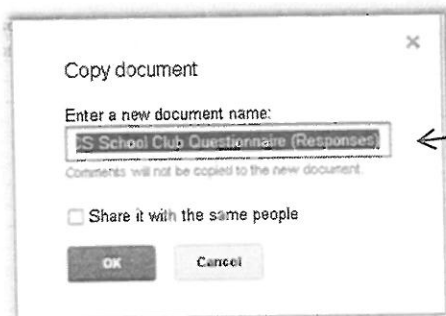
How Do I Copy a Google Form?

A coworker made a Google Form and offered to share it with you. Wonderful! There is no need to recreate the form – just make a copy.

First, have the person who created the form locate the response *spreadsheet* (not the form itself) in Google Drive. *Note:* If you think you might want to share a form, make a copy for yourself first and save the other to use as a template so that you are not sharing responses also.



Share the response *spreadsheet* – either with an individual or with anyone who has the link. In the sharing settings, make sure that they can only *view* and *not edit*. Once the spreadsheet has been shared, the person with whom it was shared should now see it in their Drive.



Open the shared response spreadsheet, click on *File* and choose *Make a copy*. Rename the document.

The newly renamed document is now ready for editing – click on *Form* and choose *Edit form*.

After edits are complete, go back to the response spreadsheet, click on *Form* and choose *Go to live form*. This is the link that you will want to send to respondents. Note – because of the Google update, there may be the original form as well as the "Response" spreadsheet in your Drive.

Hint: To shorten a very long link, use <http://goo.gl/>.

Other Google handouts and videos: <https://sites.google.com/a/nhcs.net/googleapps/>

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