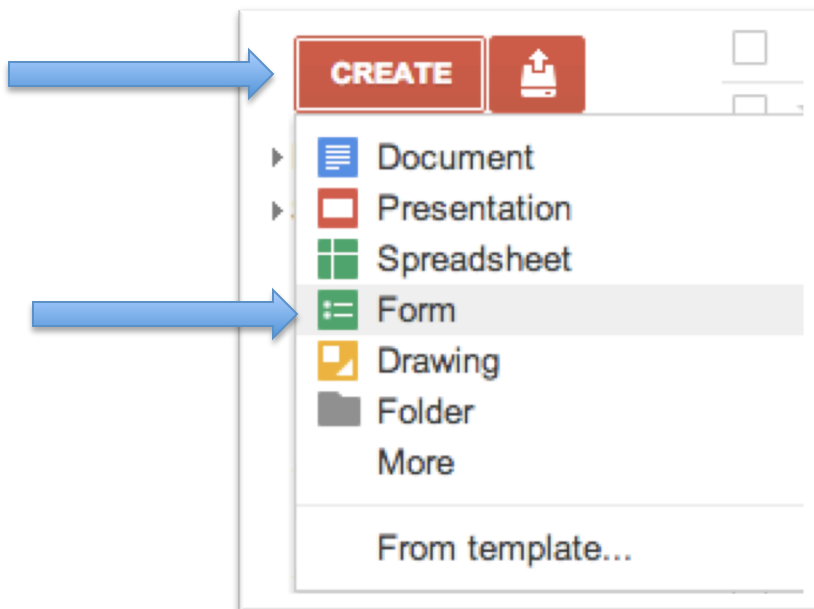




Creating Forms

Step 1: Create a new post in your dashboard. Open a new tab and go to Google Drive (drive.google.com) or click on “Drive” at the top of your gmail screen.

Step 2: Click on “Create” on the left side of the screen and choose “Form” from the drop-down menu.



Step 3: Enter the title of the form in the top field.

Step 4: Enter the question and choose what kind of question it will be. Click “done” when you’re finished with the question.

