**Google Docs and Making Forms**

Google docs is an online application as known as a web 2.0 application. You can create word processing files, spreadsheets, and slide shows (like PowerPoint). These files are shareable with others so you can work together on it.

Getting Started: You need a google account. Go to docs.google.com. If you do not already have a file you will want to sign up. One note to consider is the email address you use will be given to those you want to share with. It may be a good idea to sign up with different accounts for different purposes.
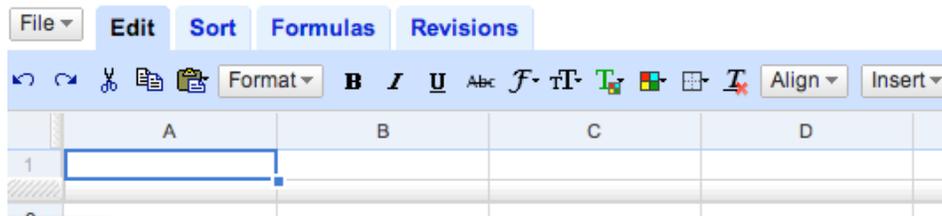
Creating a form:
Start a new spreadsheet.
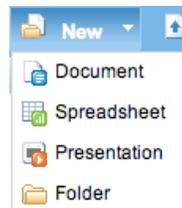
The document opens up as shown below. Enter the questions for your online form in row 1.

After you have entered all of your questions, click on the share tab on the right side of the page. You will be prompted to enter a filename for saving. This name will be displayed on your form.

The next screen gives you several options for sharing your file. You may email people who will be able to view and make changes to your document. Another option is to create a form. After choosing the form option, click the button at the bottom left to start editing your form. This next window gives a preview of your questions.

You can change the style of questions by moving over the question and clicking edit.
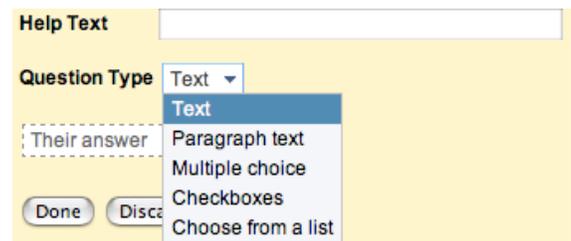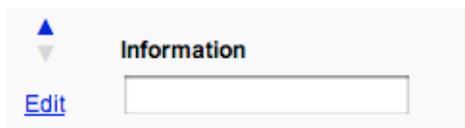
Click Save and then choose recipients. There are two ways to choose recipients.

Invite people to fill out this form

Responses are compiled in a Google spreadsheet for you automatically.

To: [   ]

Choose from contacts

(Invite People)

Preview   Emb

to:
from: Ben Smith <benlottie@mac.com>
subject: **testing**

If you cannot view this form properly, you can fill it out here:
http://spreadsheets.google.com/viewform?
key=p6NT0ZslrW0_NmWmImGTYFg&email=true

Name

On the left side (above), you can email people to fill out the form. On the right side (in the box), is a link to your live form. You can email the link.

TinyURL
When you have a long URL as shown above, you can change it into a much shorter URL. First highlight the long link and copy it.

Go to www.tinyurl.com and paste this long URL into the box.   Click the button and you will be given a short URL you can now use.

Welcome to TinyURL!™

Are you sick of posting URLs in emails only to have it break when sent causing the recipient to have to cut and paste it back together? Then you've come to the right place. By entering in a URL in the text field below, we will create a tiny URL that **will not break in email postings** and **never expires**.

Enter a long URL to make tiny:

[   ] (Make TinyURL!)