

Create and Preview a form

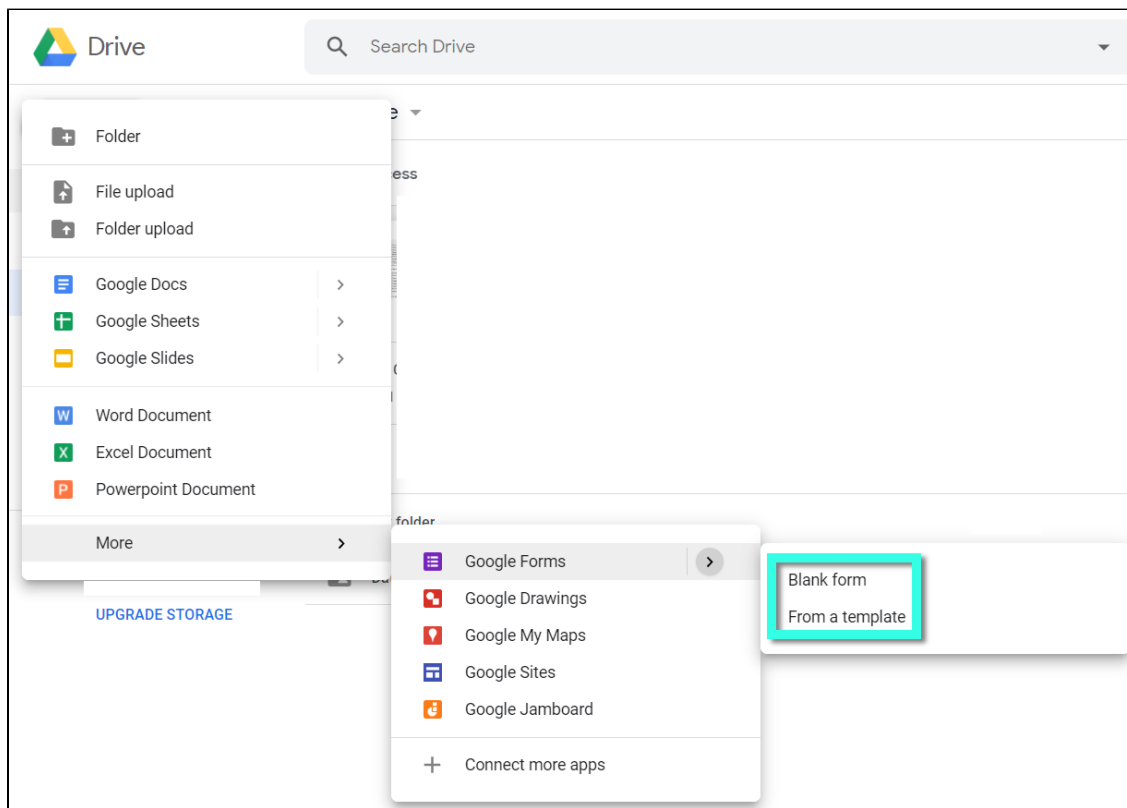
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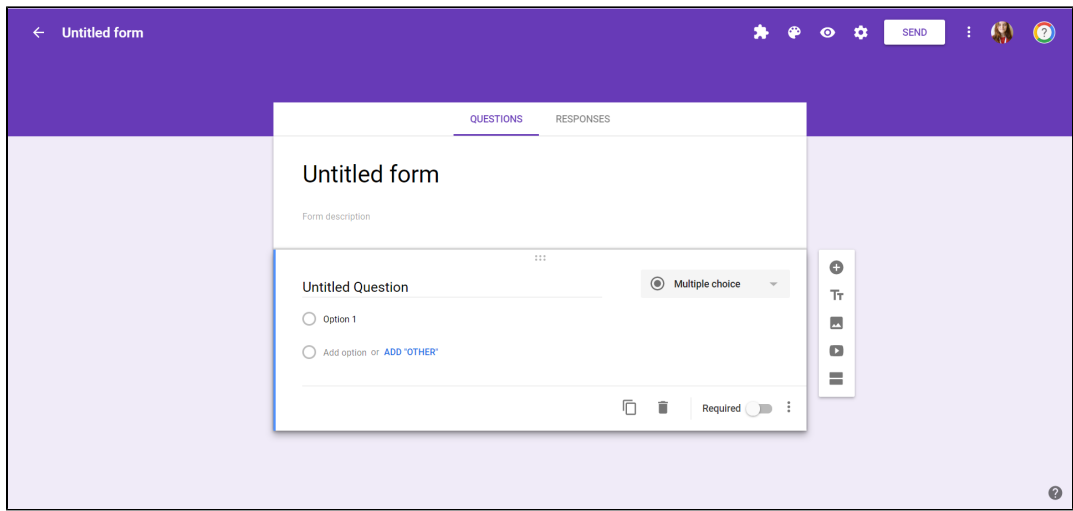
Create a form

To start creating a new form, open your **Google Drive** and follow the path below.

As you can, 2 options are available when you click the arrow at the right of "Google Forms". You can either start with a **Blank Form** or choose a **Template**.



This will be your starting screen on a Blank Form:



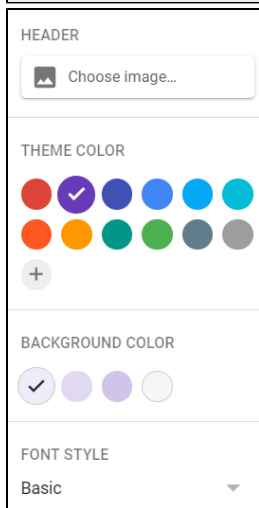
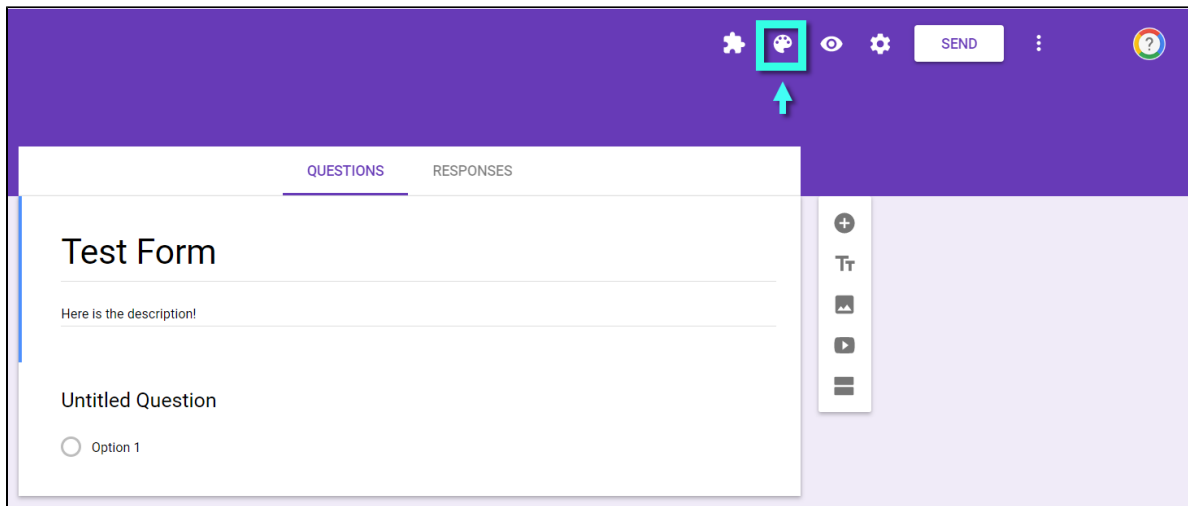
Anytime you need to update text in your form, simply click on the default text and it will become editable.

Start by giving it a **Name**.

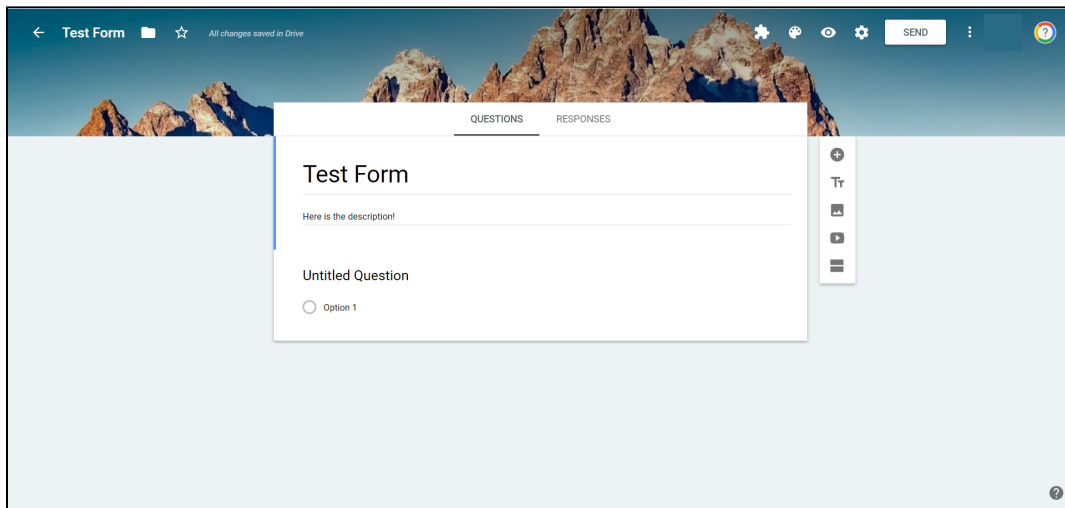
You may add a **Description** under the name (this is optional).

You may also change the **Banner Image**, **Theme**, **Background Color** or **Font Style** (these are optional).

To do this, click the color palette icon at the top menu, as seen below.

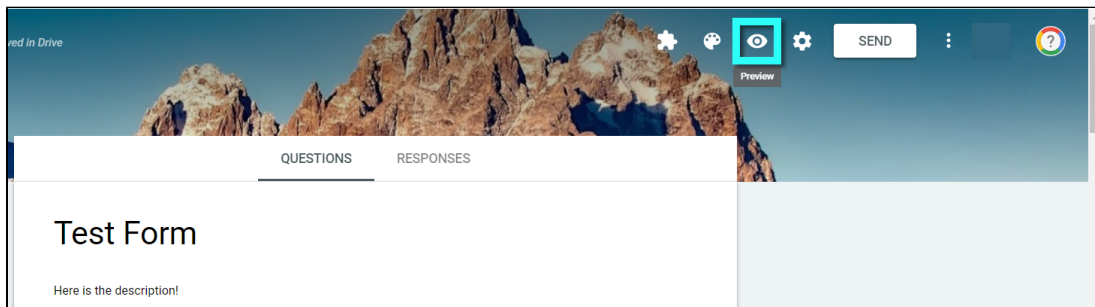


Here is a test preview of the possible changes:



Preview the form

At the top of your form, click the "Preview" icon as seen below.



This will open in a new tab, however, if it doesn't, simply click the "Edit this form" icon at the right top corner to go back to edit mode.

