Good Afternoon

Welcome to Tech Tip Tuesday (T^3) for 5/28/19 T^3

How to use Google Forms **(and Add-Ons)**

Forms is a great tool to collect data, administer an poll, give a quiz and so much more…
[This is the Link to the G Suite Learning Center on Forms](#)

But there is so much more you can do when you add an "Add-on" to Google Forms

Below are some helpful Google Form "Add-ons"

Form Publisher

Form Publisher allows users to transform Google Forms into Google Docs, Sheets, Slides, or PDFs. Without this add-on, you would be left with your data sitting in Google Forms. Now, you can export the data into any format you need to make it more accessible, shareable, and easier to present.

Not only can Form Publisher turn Forms into Google document files, but it can also turn them into Microsoft Office files, such as Word, Excel, and Powerpoint. Form Publisher makes it easy to share files, sending an email notification to all respondents after they submit a form or create one.

Email Notification

The Google Forms Email Notification add-on does exactly what you would expect it to do: sends a notification including Google Forms data directly to your email address after someone completes their submission.

You can use the default message included in the add-on or customize your email notifications. And you don't have to send the emails to yourself, solely. You can designate other email addresses to receive notifications as well.

And if someone fills out a form and attaches a file, that file attachment will be included in the email notification and can be opened directly from your email client without having to navigate back to Google Forms.

FormLimiter

FormLimiter lets you automatically prevent submissions in Google Forms based on a specified number of responses or a certain date, time, or cell value.

No need to worry about closing a form again! formLimiter lets you automatically control access to your Google Forms by automatically shutting off submissions based on a few criteria (which you can set):
When a maximum number of responses are received
When a certain date and time is reached.
When a spreadsheet cell equals a specific value.
You can also customize the messages displayed when any of your limits are reached and set up email notifications to let you know when submissions are closed.

formLimiter is a great tool when you have a tight deadline to gather or a limited offer ("the first X customers to respond get 10% off our amazing new product").

FormRecycler

FormRecycler allows you to "recycle" questions and sections from other Google Forms files and use them in a new form, instead of creating the same questions over and over again from scratch.

You get to select whatever piece of one form you want to recycle into the next, so you could choose one question, nine, or more.

And you can create a new form with fresh questions and recycle old ones afterward; FormRecycler always places recycled questions at the end of the form.

How to install an Add-On

1. Open Google Forms
2. Click the three stacked dots
3. Click "add-Ons"
4. Search for the desired Add-on
5. Click the "+" symbol