

# How-To Online Questionnaires using Google Docs

So easy it doesn't really need a *how-to*.

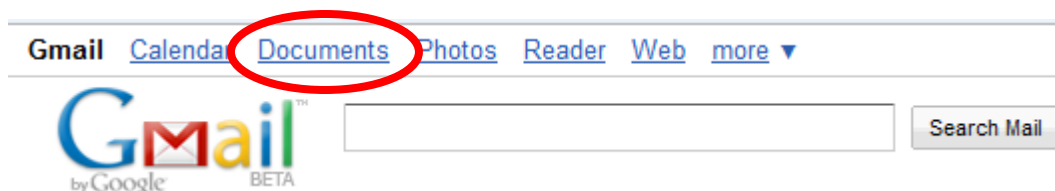
## If you do not yet have a Google account

Sign up at [www.gmail.com](http://www.gmail.com) (it's fast, easy and free)

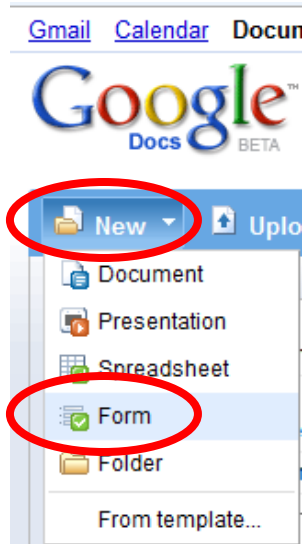
## Setting up your online survey

**Step 1:** Log into your Gmail account

**Step 2:** Click on 'Documents'



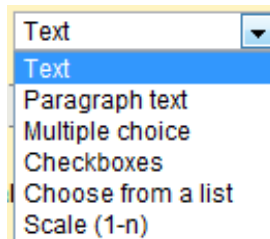
**Step 3:** Select New → Form





**Step 4:** Input title and introduction

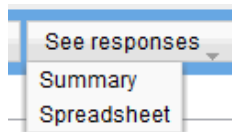
**Step 5:** Create and edit your questions; question types:



**Step 6:** Select theme

**Step 7:** Email it out to potential respondents

**Step 8:** See responses (summary or spreadsheet)



**Step 9:** Copy response spreadsheet into SPSS and analyze!

**Don't forget to save!!**