

## Finding the Responses to the Google Form

Before sending the form out, set the destination where responses will be stored. In the horizontal toolbar above the form creation area, click the tab titled “Choose response destination.”

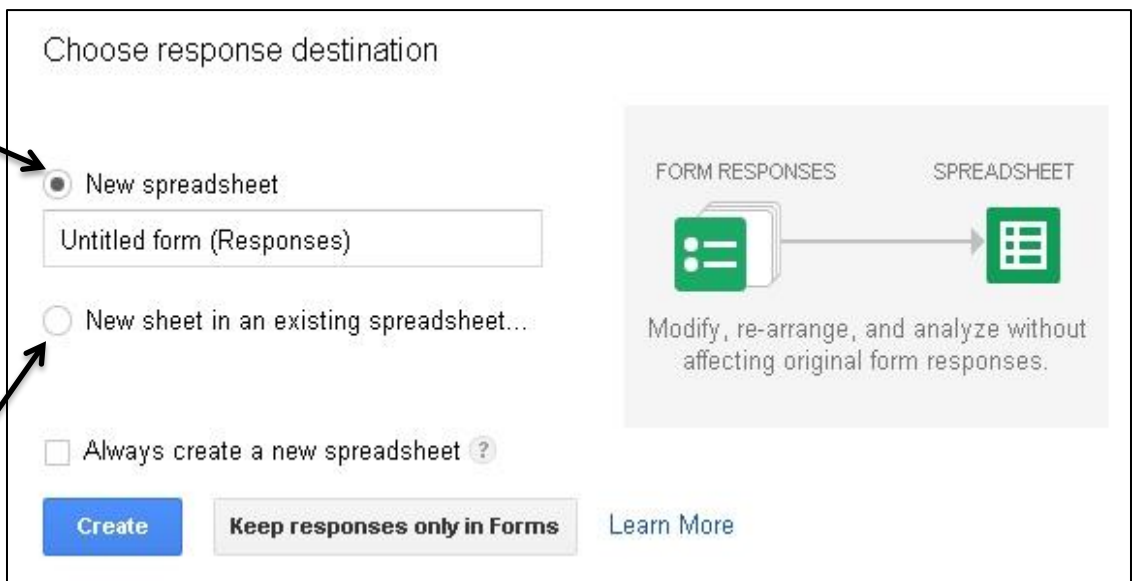


Users have two options. First, to store responses in a new spreadsheet. All spreadsheets will be stored in your Google Drive – just go to [drive.google.com](https://drive.google.com) to find the spreadsheet once it’s created.

Click the button by the “New spreadsheet” box. The spreadsheet takes the same title as the form.

Users can also choose to create a new page in a

spreadsheet that already exists. However, each spreadsheet can only be the destination for one Google Form.

A dialog box titled 'Choose response destination'. It has two radio button options: 'New spreadsheet' (selected) and 'New sheet in an existing spreadsheet...'. Below the first option is a text input field containing 'Untitled form (Responses)'. Below the second option is a checkbox labeled 'Always create a new spreadsheet ?'. At the bottom are three buttons: a blue 'Create' button, a grey 'Keep responses only in Forms' button, and a 'Learn More' link. To the right is a diagram showing 'FORM RESPONSES' (represented by a stack of papers) with an arrow pointing to 'SPREADSHEET' (represented by a grid icon). Below the diagram is the text: 'Modify, re-arrange, and analyze without affecting original form responses.'