

INSTRUCTIONS TO CREATE A CUSTOMIZED GOOGLE FORM

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What is the purpose of this document? Provide step by step instructions to create a simple customized form as shown below. Once the data is entered in this form and submitted, it would feed into your Google sheet.

NOTE : You will need a general Google account to follow this document. If you don't have one , you can create it for FREE at <https://account.google.com/>

SNAPSHOT OF THE CUSTOMIZED FORM THAT WE WILL CREATE

This is a Customized Google Form



Contact Info

Name

Email

Tel# (Format 800-777-1234)

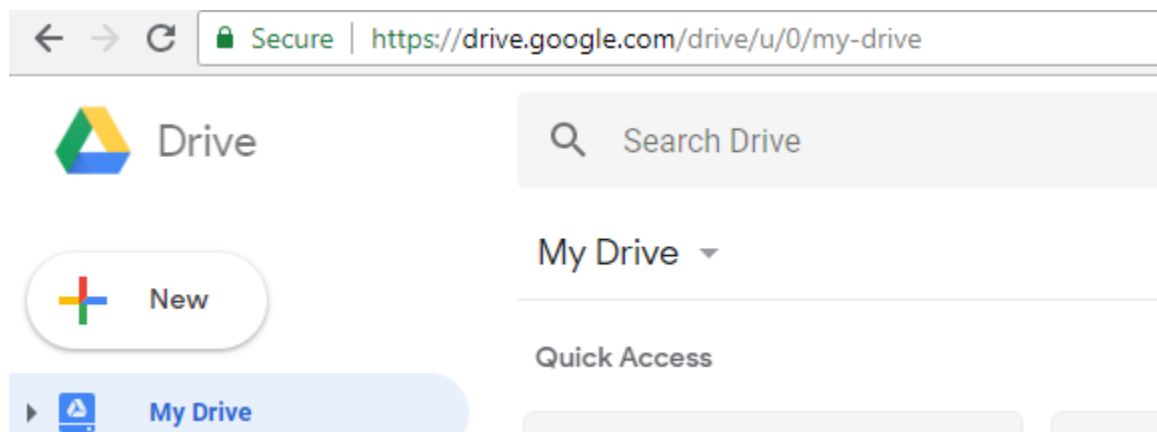
Meal : Select One

Veg - Vegan

SUBMIT

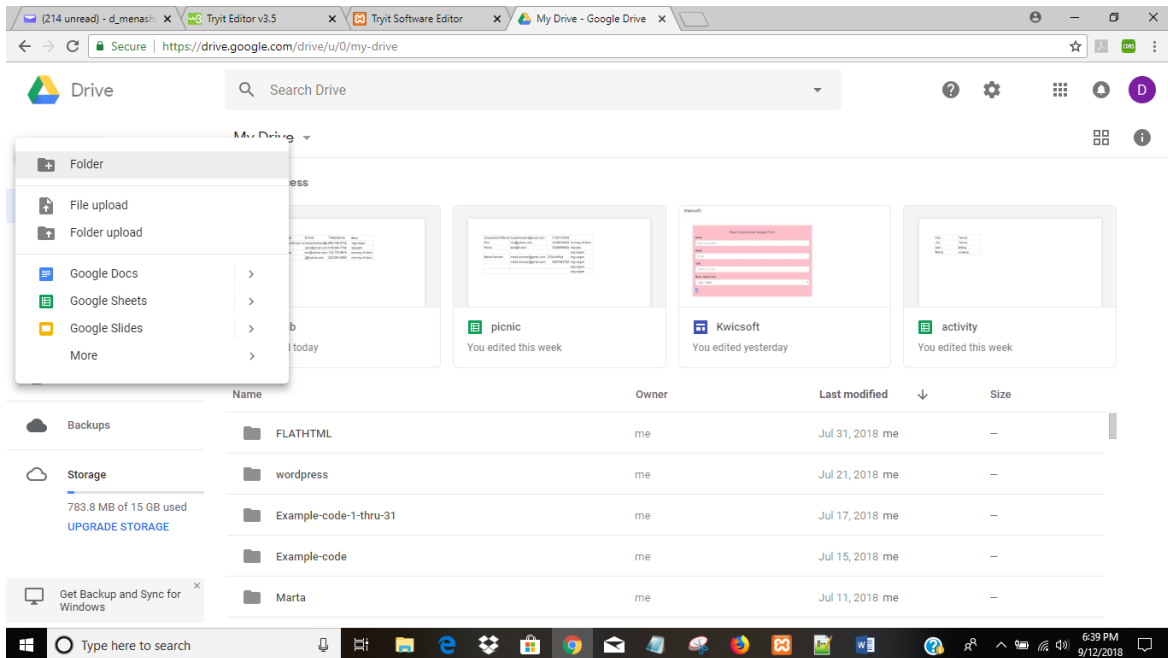
STEP-1 : Create a new Google sheet.

Sign in to your Google account and Login to Google drive <https://drive.google.com/> . You should see a screen as follows.

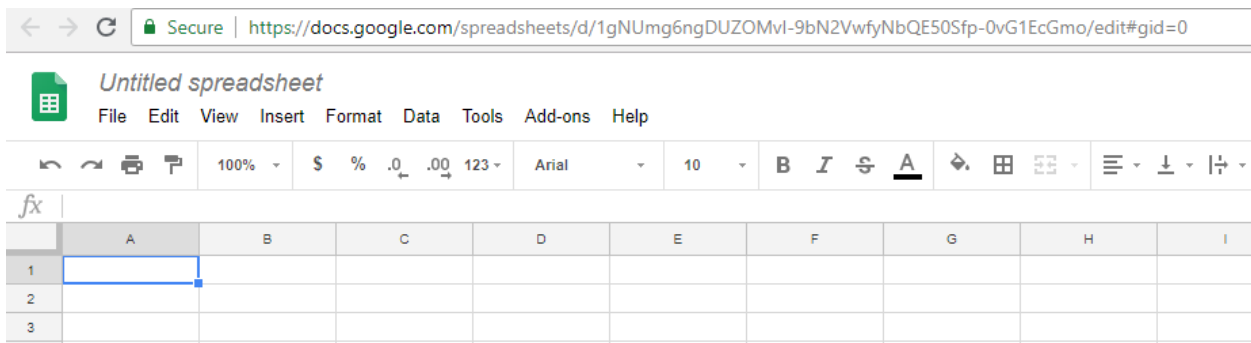


Click on the button 

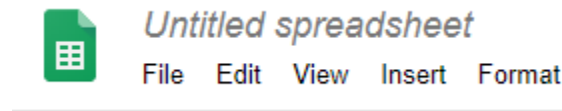
After clicking on new button, a pull-down menu on left would be displayed as shown below. Click on the link Google Sheets.



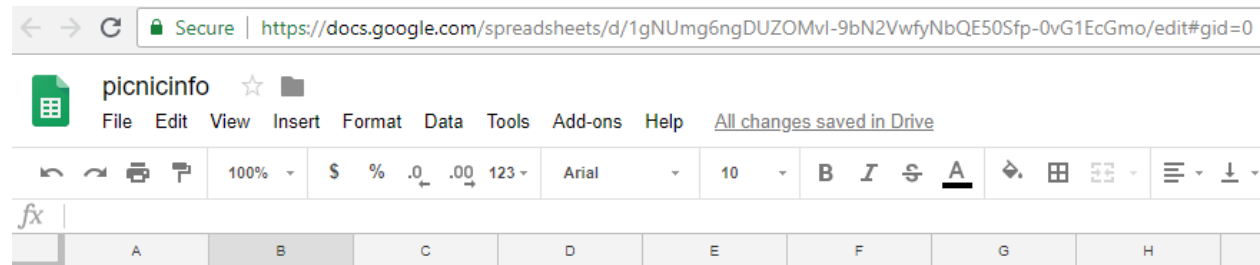
A new blank Google sheet would open as shown below.



Please rename the sheet to any name of your choice. You can do that by clicking on Untitled spreadsheet as shown below.



For the purpose of this tutorial we would rename the document as **picnicinfo**. The document would like this.



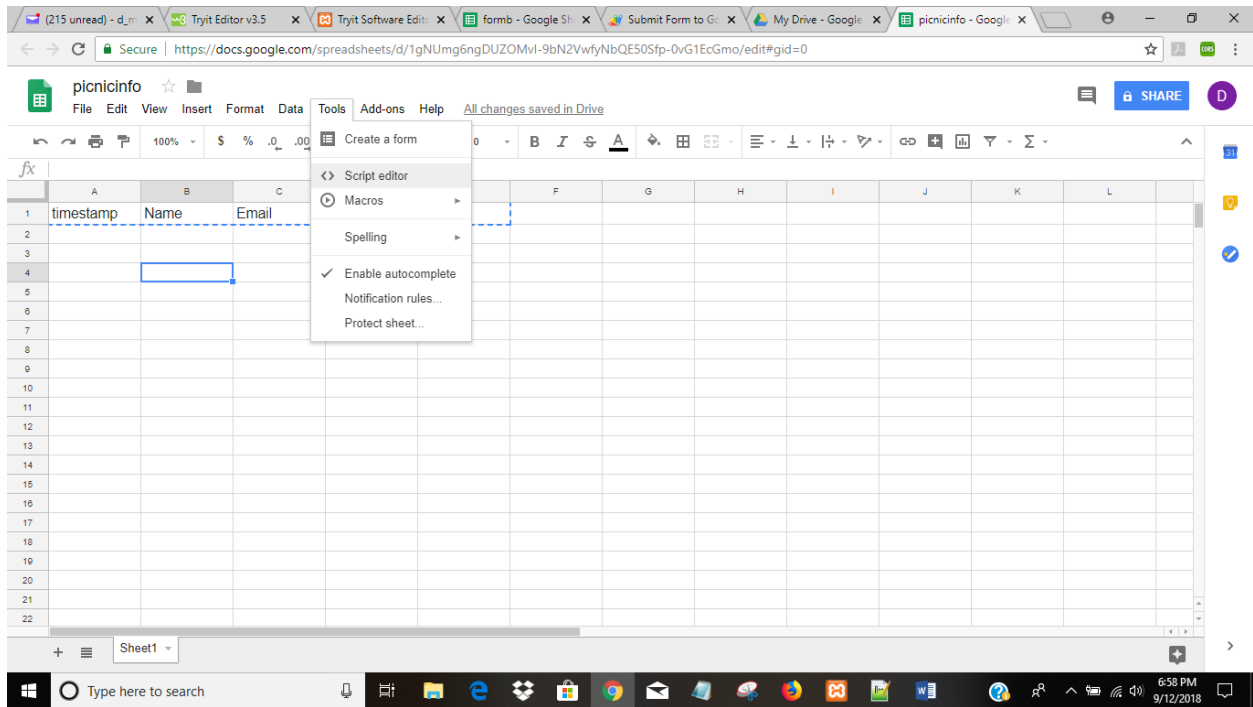
STEP-2 : Create a header record in the Google sheet.

Type in a header record . It should exactly look as shown below.

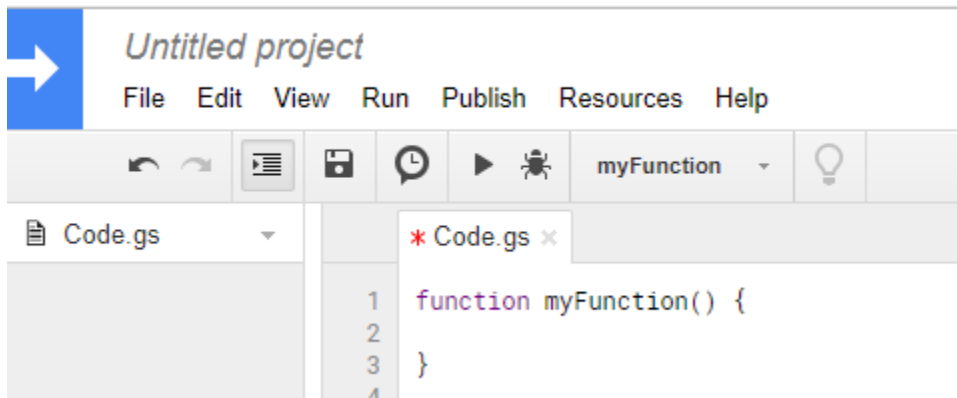
| | A | B | C | D | E |
|---|-----------|------|-------|-----------|------|
| 1 | timestamp | Name | Email | Telephone | Meal |

STEP-3 : Update the Google Script :

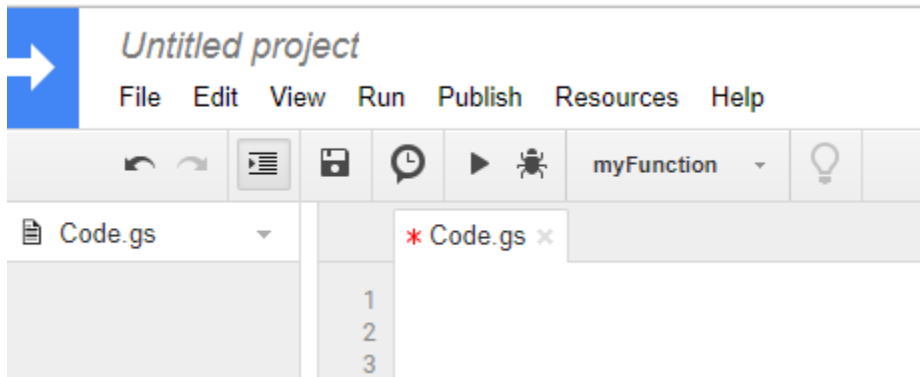
Click on Tools tab and from the pull down menu click on <>Script editor.



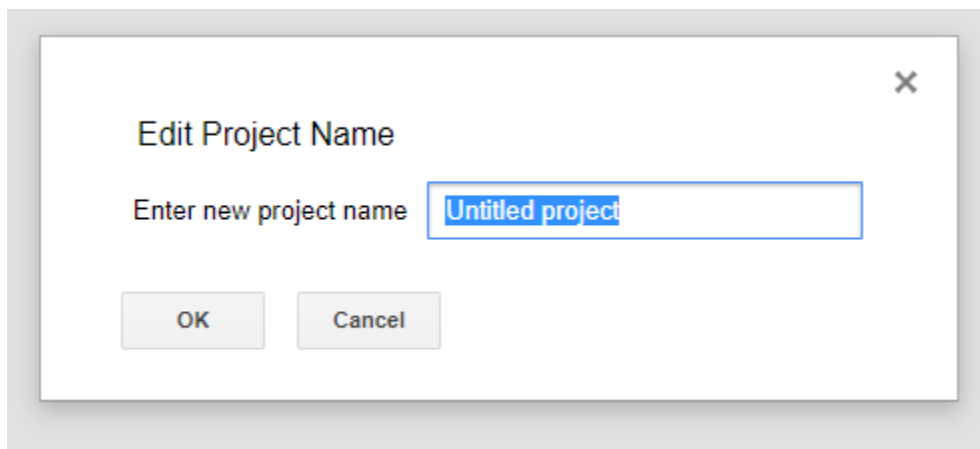
You will see the following screen that has two lines of code. Remove those lines of code.



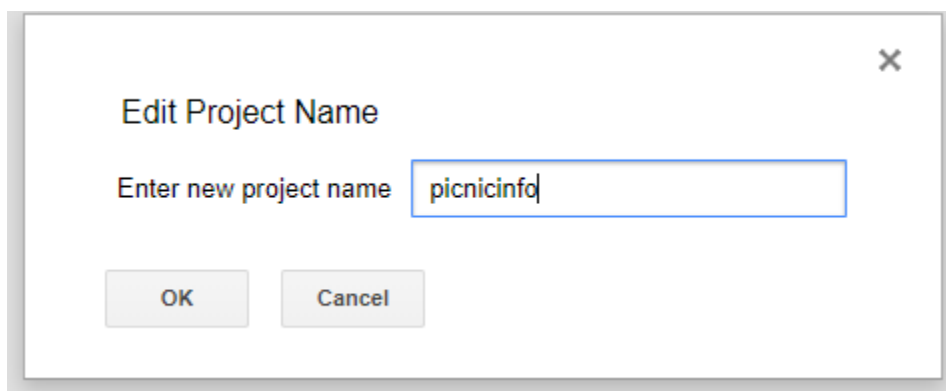
After removing the code your screen should look like this



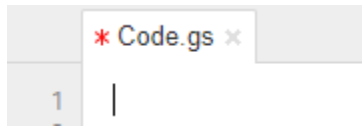
Now Click on the top left next to blue arrow where it says *Untitled project* . Following screen will popup



Enter **picnicinfo** in the box and click OK. As shown belo.



Now put your cursor on the line one as shown below. Copy paste all the code in red as shown below.



```
var sheetName = 'Sheet1'

var scriptProp = PropertiesService.getScriptProperties()

function intialSetup () {
  var activeSpreadsheet = SpreadsheetApp.getActiveSpreadsheet()
  scriptProp.setProperty('key', activeSpreadsheet.getId())
}

function doPost (e) {
  var lock = LockService.getScriptLock()
  lock.tryLock(10000)

  try {
    var doc = SpreadsheetApp.openById(scriptProp.getProperty('key'))
    var sheet = doc.getSheetByName(sheetName)

    var headers = sheet.getRange(1, 1, 1, sheet.getLastColumn()).getValues()[0]
    var nextRow = sheet.getLastRow() + 1
    var newRow = headers.map(function(header) {
      return header === 'timestamp' ? new Date() : e.parameter[header]
    })

    sheet.getRange(nextRow, 1, 1, newRow.length).setValues([newRow])

    return ContentService
      .createTextOutput(JSON.stringify({ 'result': 'success', 'row': nextRow }))
      .setMimeType(ContentService.MimeType.JSON)
  }

  catch (e) {
    return ContentService
      .createTextOutput(JSON.stringify({ 'result': 'error', 'error': e }))
      .setMimeType(ContentService.MimeType.JSON)
  }

  finally {

```

```
    lock.releaseLock()
  }
}
```

After copy pasting , your screen should look as follows. The last line of code should end in line 31.

```
* Code.gs x
1  var sheetName = 'Sheet1'
2  var scriptProp = PropertiesService.getScriptProperties()
3  function intialSetup () {
4    var activeSpreadsheet = SpreadsheetApp.getActiveSpreadsheet()
5    scriptProp.setProperty('key', activeSpreadsheet.getId())
6  }
7  function doPost (e) {
8    var lock = LockService.getScriptLock()
9    lock.tryLock(10000)
10   try {
11     var doc = SpreadsheetApp.openById(scriptProp.getProperty('key'))
12     var sheet = doc.getSheetByName(sheetName)
13     var headers = sheet.getRange(1, 1, 1, sheet.getLastColumn()).getValues()[0]
14     var nextRow = sheet.getLastRow() + 1
15     var newRow = headers.map(function(header) {
16       return header === 'timestamp' ? new Date() : e.parameter[header]
17     })
18     sheet.getRange(nextRow, 1, 1, newRow.length).setValues([newRow])
19     return ContentService
20       .createTextOutput(JSON.stringify({ 'result': 'success', 'row': nextRow }))
21       .setMimeType(ContentService.MimeType.JSON)
22   }
23   catch (e) {
24     return ContentService
25       .createTextOutput(JSON.stringify({ 'result': 'error', 'error': e }))
26       .setMimeType(ContentService.MimeType.JSON)
27   }
28   finally {
29     lock.releaseLock()
30   }
31 }
```

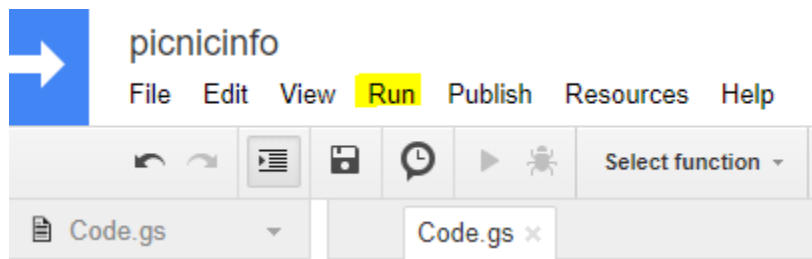
STEP-4 : Save the Google script.

Click on the File tab , next to blue arrow and below picnic as shown below and highlighted in yellow. A pull down menu will appear and click on save.



STEP-5 : Intial Setup

Click on the Run tab as highlighted in yellow. From the pulldown menu click on Run function and then from sub menu click on initialSetup



Following box will comeup.

Authorization required

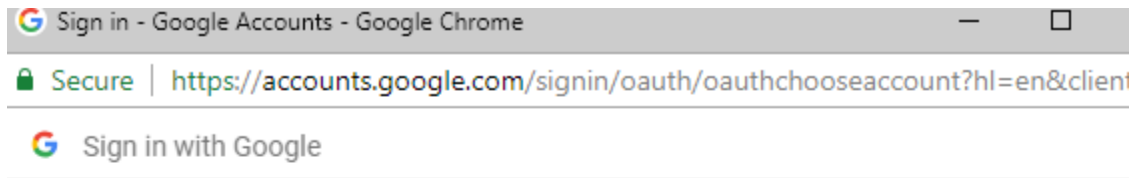
picnicinfo needs your permission to access your data on Google.

Review Permissions

Cancel


Click on Review Permissions


Following box will pop up. Click on your account.



Choose an account

to continue to [picnicinfo](#)

 **Dayanand Menashi**
dayamenashi@gmail.com

 Use another account

Following box will pop up. Now click where it says Advanced as highlighted in yellow below.



This app isn't verified

This app hasn't been verified by Google yet. Only proceed if you know and trust the developer.

If you're the developer, submit a verification request to remove this screen. [Learn more](#)

Advanced

BACK TO SAFETY

Following box will now popup. Click on the bottom left link Go to picnicinfo (unsafe) as highlighted in yellow below



This app isn't verified

This app hasn't been verified by Google yet. Only proceed if you know and trust the developer.

If you're the developer, submit a verification request to remove this screen. [Learn more](#)

[Hide Advanced](#)

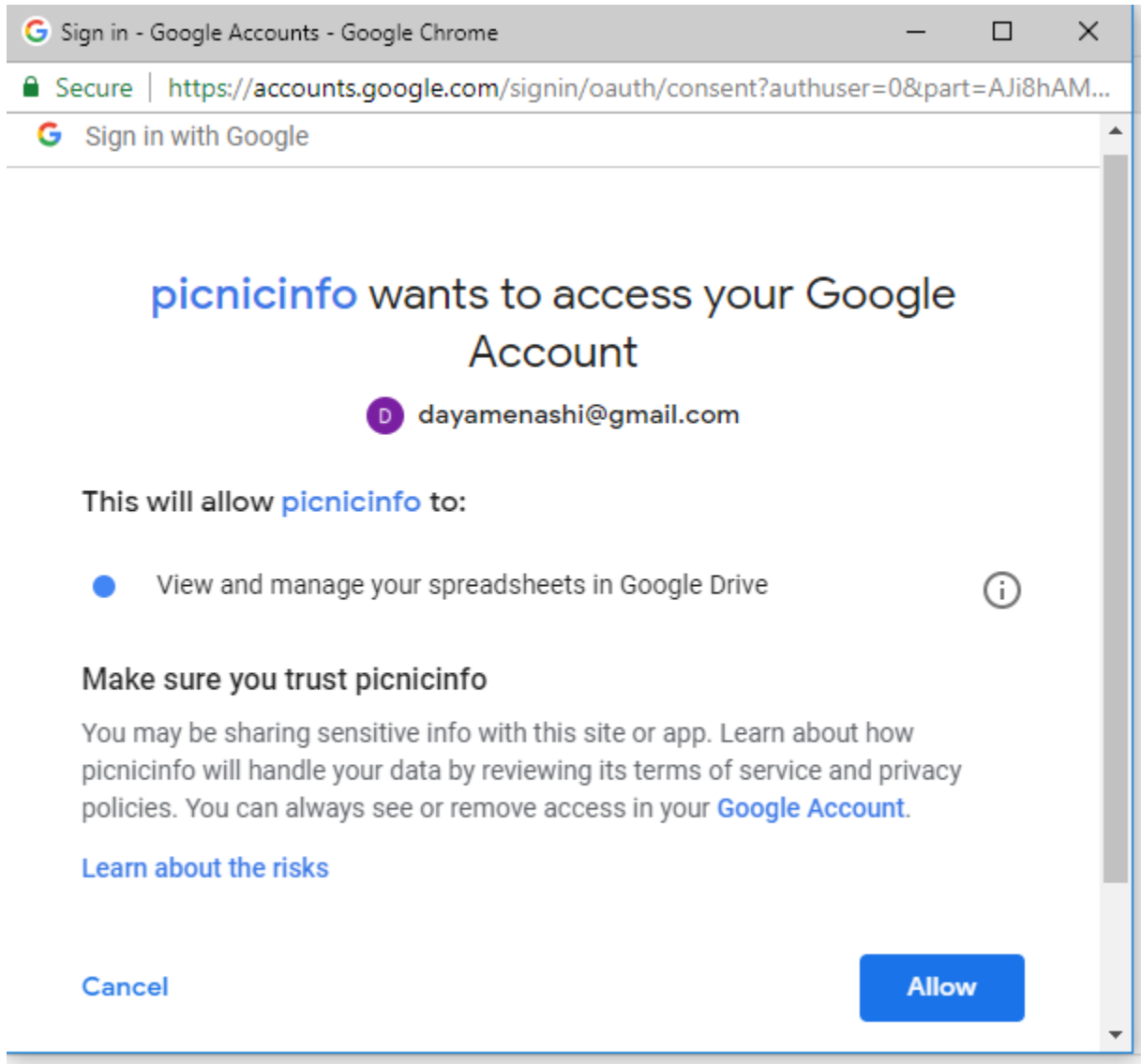
[BACK TO SAFETY](#)

Google hasn't reviewed this app yet and can't confirm it's authentic. Unverified apps may pose a threat to your personal data. [Learn more](#)

[Go to picnicinfo \(unsafe\)](#)

Allow

Following Box will popup. Now click on the button that says




The image shows a browser window with the title "Sign in - Google Accounts - Google Chrome". The address bar shows a secure connection to "https://accounts.google.com/signin/oauth/consent?authuser=0&part=Aji8hAM...". Below the address bar is a "Sign in with Google" button. The main content of the dialog box is a consent screen for "picnicinfo" to access the user's Google Account. The account email is "dayamenashi@gmail.com". A single permission is listed: "View and manage your spreadsheets in Google Drive". Below this, there is a section titled "Make sure you trust picnicinfo" with explanatory text and a link to "Learn about the risks". At the bottom, there are "Cancel" and "Allow" buttons.

Sign in - Google Accounts - Google Chrome


Secure | <https://accounts.google.com/signin/oauth/consent?authuser=0&part=Aji8hAM...>

Sign in with Google

picnicinfo wants to access your Google Account

 dayamenashi@gmail.com

This will allow **picnicinfo** to:

- View and manage your spreadsheets in Google Drive 

Make sure you trust picnicinfo

You may be sharing sensitive info with this site or app. Learn about how picnicinfo will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

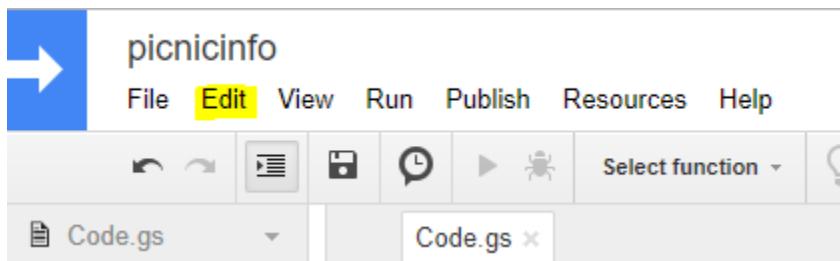
Cancel Allow

After clicking on the Allow button that box will be closed and you will be back to the script screen.

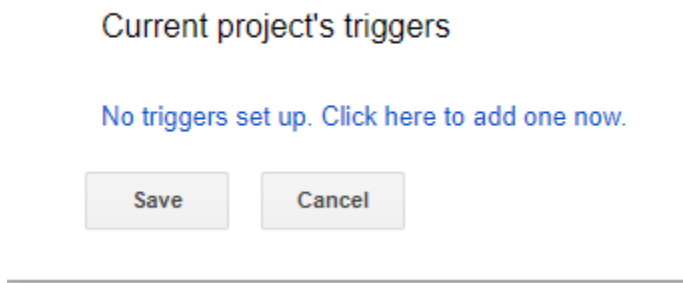
STEP-6 : Create Trigger

Click on Edit tab as shown below, a pull down menu will appear.

Click where it says **Current project's triggers**



The following box will appear.



As we can see that there are no triggers, hence we will add one. Click on where it says [Click here](#)

Once we click, then following box will appear.

Current project's triggers

| Run | Events | | |
|---|--|---|---|
| <input type="text" value="initialSetup"/> | <input type="text" value="Time-driven"/> | <input type="text" value="Hour timer"/> | <input type="text" value="Every hour"/> |

[notifications](#)

[Add a new trigger](#)

Change the dropdown values to the following

Run : doPost

Events : From spreadsheet Onform submit.

After changing the values your box should look as follows. Now click Save.

✕

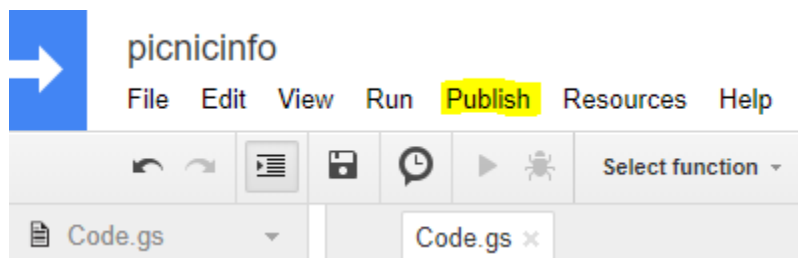
Current project's triggers

| Run | Events | | |
|-------------------------------------|---|---|-------------------------------|
| <input type="text" value="doPost"/> | <input type="text" value="From spreadsheet"/> | <input type="text" value="On form submit"/> | notifications |

[Add a new trigger](#)

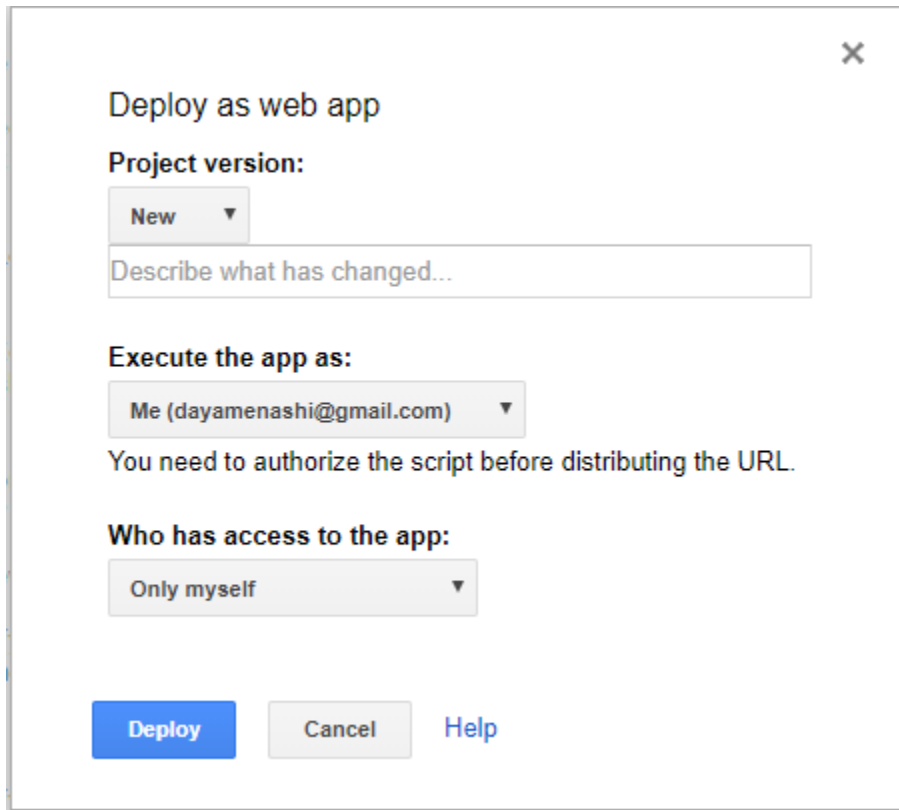
STEP-7 : Publish your script

Click on the Publish tab as highlighted in yellow below. In the pulldown menu click on the first item that says **Deploy as web app**



Following box should pop up. Change the following :

1. In the box under New, type **Initial version**
2. In the bottom where it say **Who has access to the app** select **Anyone, even anonymous**



Deploy as web app

Project version:

New ▼

Describe what has changed...

Execute the app as:

Me (dayamenashi@gmail.com) ▼

You need to authorize the script before distributing the URL.

Who has access to the app:

Only myself ▼

Deploy Cancel Help

Your box should look as follows

×

Deploy as web app

Project version:

New ▼

Initial version|

Execute the app as:

Me (dayamenashi@gmail.com) ▼

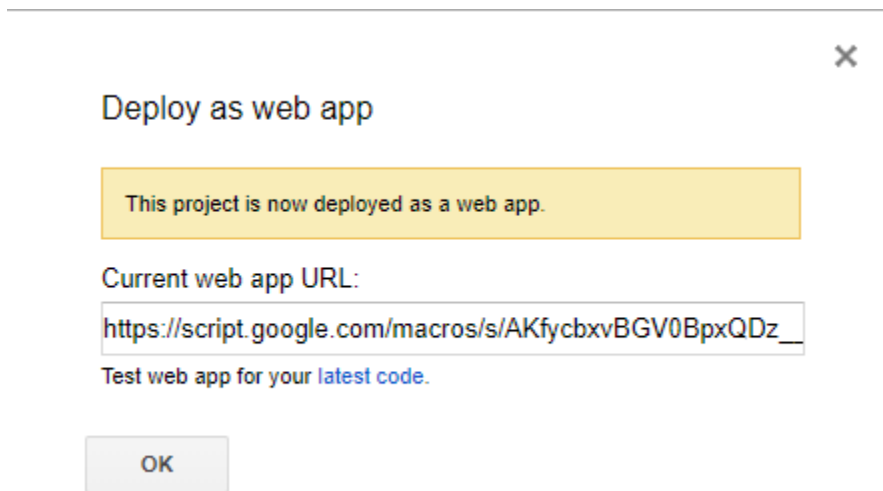
You need to authorize the script before distributing the URL.

Who has access to the app:

Anyone, even anonymous ▼

[Deploy](#) [Cancel](#) [Help](#)

Now click on the blue button that says Deploy. Following box should pop up.



CAUTION : Don't Click OK now.

First copy paste the Current web app URL in a notepad.

It should look something like this, ending with exec.

`https://script.google.com/macros/s/AKfycbxvBGV0BpxQDz__UXI2dd0VRIwCzqF8PVEzoe13xv34itxVWHv8/exec`

This is a very important piece of information as we will use URL in the Form web page that will be shown in next step.

Now click OK box.

The popup should disappear.

STEP-8 : Create Form web page.

Open a New Notepad file in your PC. Copy paste the code shown in red below. **Replace the yellow highlighted part with your web app URL that we created in STEP-7.** Make sure that after replacing the URL in your code . the URL is still enclosed within single quotes.

```
<!DOCTYPE html>
<html lang="en">
<head>
  <title>Basic Customized Google Form</title>
  <meta charset="utf-8">
  <meta name="viewport" content="width=device-width, initial-scale=1">
  <link rel="stylesheet"
href="https://maxcdn.bootstrapcdn.com/bootstrap/3.3.7/css/bootstrap.min.css">
  <script src="https://ajax.googleapis.com/ajax/libs/jquery/3.3.1/jquery.min.js"></script>
  <script src="https://maxcdn.bootstrapcdn.com/bootstrap/3.3.7/js/bootstrap.min.js"></script>
</head>
<body>

<div class="container">
  <h4>This is a Customized Google Form
  <p>
  <div class="col-md-12 shadow p-4 mb-4 border border-primary" style="background-
color:pink">
  <p> </p>
  <h4 align="center">Contact Info</h4>
  <form name="contact">
    <div class="form-group">
      <label for="Name">Name</label>
      <input type="text" name="Name" class="form-control" id="Name" required>
    </div>
    <div class="form-group">
      <label for="Email">Email</label>
```

```
<input type="email" name="Email" class="form-control" id="Email"
pattern="^[^\s]+@[^\s]+\.[^\s]+" required>
</div>
<div class="form-group">
  <label for="Telephone">Tel# (Format 800-777-1234)</label>
  <input type="text" name="Telephone" class="form-control" id="Telephone"
pattern="^\d{3}-\d{3}-\d{4}$" required>
</div>

<div class="form-group">
  <label for="Meal">Meal : Select One</label>
  <select class="form-control" name="Meal" id="Meal">
    <option value="veg-vegan">Veg - Vegan</option>
    <option value="veg-gen">Veg - eggsok</option>
    <option value="nonveg-chicken">Non Veg-Only Chicken</option>
    <option value="nonveg-red-meat">Non Veg-Red Meat</option>
  </select>

</div>
<button type="submit">SUBMIT</button>
<p> </p>
</form>
```

```
<script>
const scriptURL =
'https://script.google.com/macros/s/AKfycbxvBGV0BpxQDz\_\_UXI2dd0VRIwCzqF8PVEzoe13xv34itxVWHv8/exec'
const form = document.forms['contact']
form.addEventListener('submit', e => {
  e.preventDefault()
```

```
fetch(scriptURL, { method: 'POST', body: new FormData(form)})
// .then(response => console.log('Successmmm!', response))
// .catch(error => console.error('Error!', error.message))
    .then(response => success())
    .catch(error => console.error('Error!', error.message))
})
function success() {
document.getElementById("status").innerHTML = "Form Submitted to Google sheet.";
clear();

}

function clear () {
document.contact.Name.value="";
document.contact.Email.value="";
document.contact.Telephone.value="";
}

$(document).ready(function(){
    $("input").focus(function(){
        $(this).css("background-color", "#cccccc");
    });
    $("input").blur(function(){
        $(this).css("background-color", "#ffffff");
    });
});
</script>
</div>
```

```
<p> </p>
```

```
<p id="status"></p>
```

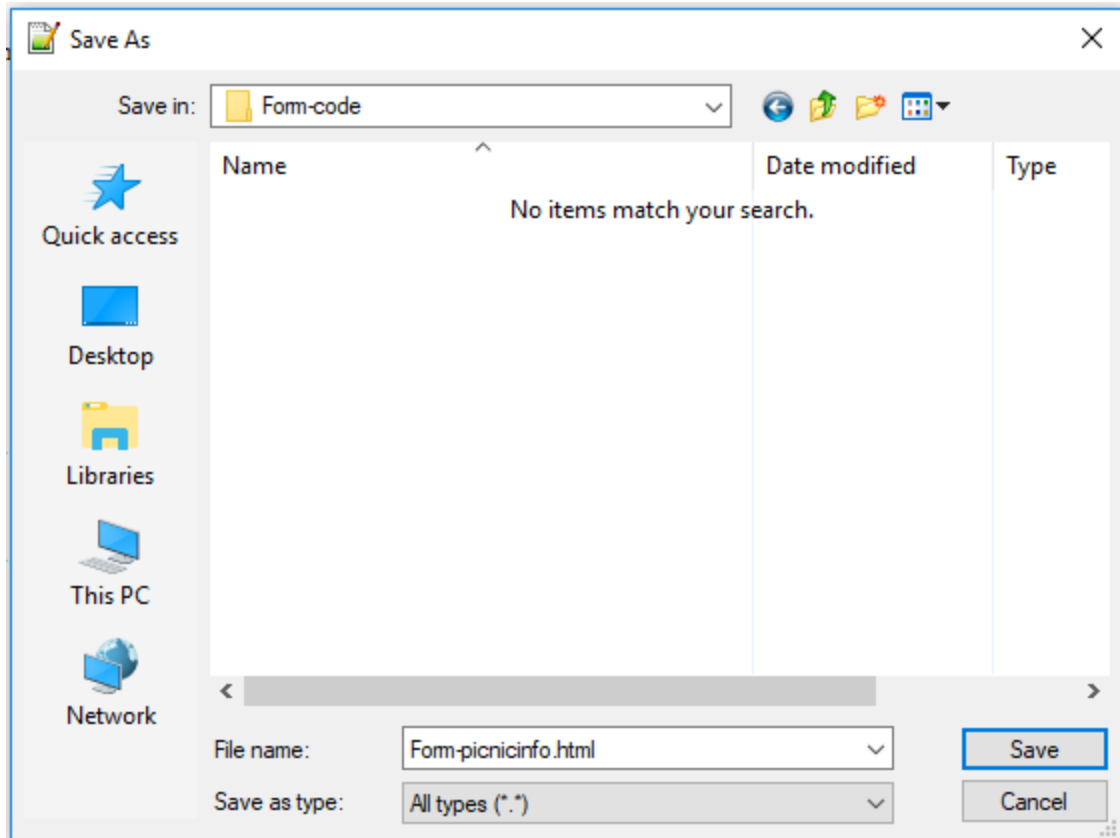
```
</div>
```

```
</body>
```

```
</html>
```

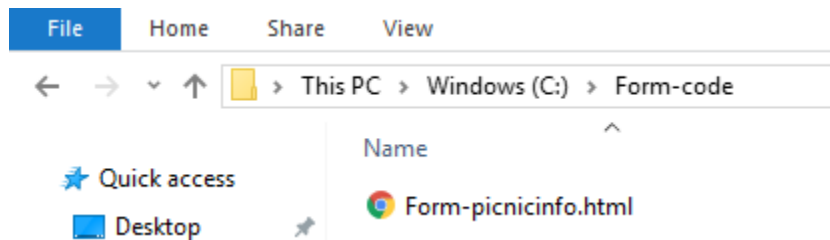
Create a new folder called Form-code in the C:\ drive of your machine (*assuming you are using Windows*) Save this file as **Form-picnicinfo.html** in your machine as shown below.

NOTE : While saving the file Save as type dropdown field should have All types(*.*)

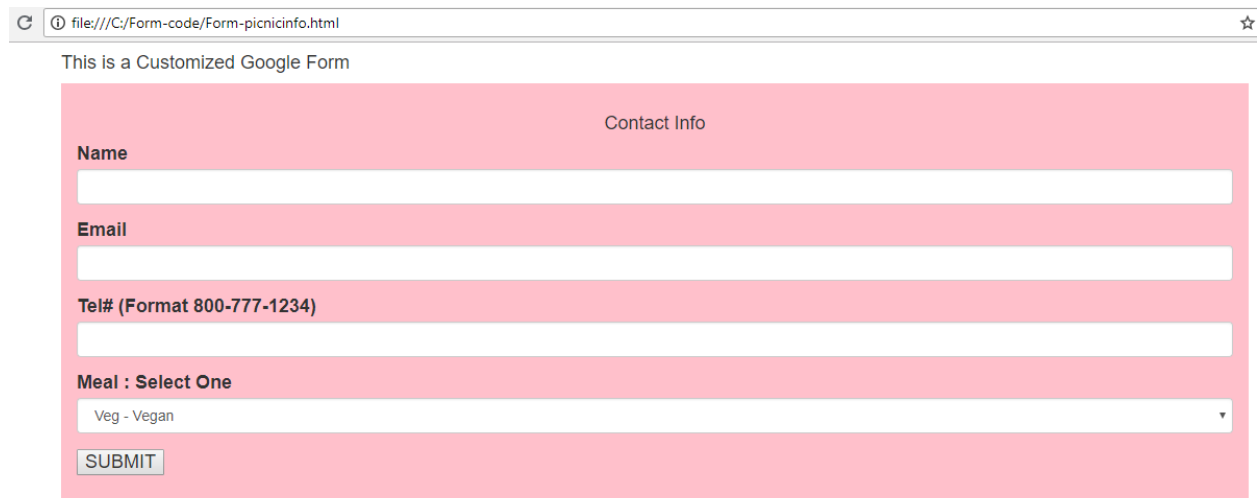


STEP-9 : Test the Form

Go to the Form-code folder that we created in STEP-8. It should look as below.



Double click and open the file Form-picnicinfo.html. The form should appear as shown below.

A screenshot of a web browser window. The address bar shows the file path: file:///C:/Form-code/Form-picnicinfo.html. The page content is a customized Google Form titled 'Contact Info'. The form has a pink background and contains the following fields: 'Name' (text input), 'Email' (text input), 'Tel# (Format 800-777-1234)' (text input), and 'Meal : Select One' (dropdown menu with 'Veg - Vegan' selected). A 'SUBMIT' button is located at the bottom of the form.

Let us input the following test data and click on the SUBMIT button

Name : James Bond

Email : bond@yahoo.com

Tel# 888-007-1234

Meal : Non Veg-Red Meat

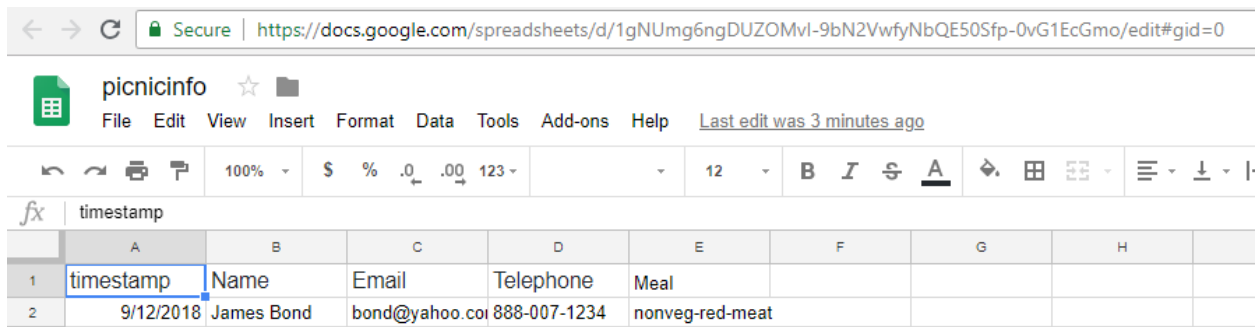
After you hit SUBMIT button, in about 5 seconds you will see the message **Form Submitted to Google sheet** as shown below

SUBMIT

Form Submitted to Google sheet.

The data entered in the form should have fed the Google Sheet Picnicinfo that we created in STEP-1

So let us open the Google Sheet. Following is the snapshot of the Google Sheet, we can see that the info entered in the Form has fed to the Google Sheet. As shown below.



The screenshot shows a Google Sheet interface. The title bar reads 'picnicinfo' with a star icon and a folder icon. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. The status bar indicates 'Last edit was 3 minutes ago'. The toolbar shows various editing tools like undo, redo, print, and text formatting options. The spreadsheet grid has columns A through H and rows 1 and 2. Row 1 contains headers: 'timestamp', 'Name', 'Email', 'Telephone', 'Meal'. Row 2 contains data: '9/12/2018', 'James Bond', 'bond@yahoo.coi', '888-007-1234', 'nonveg-red-meat'.

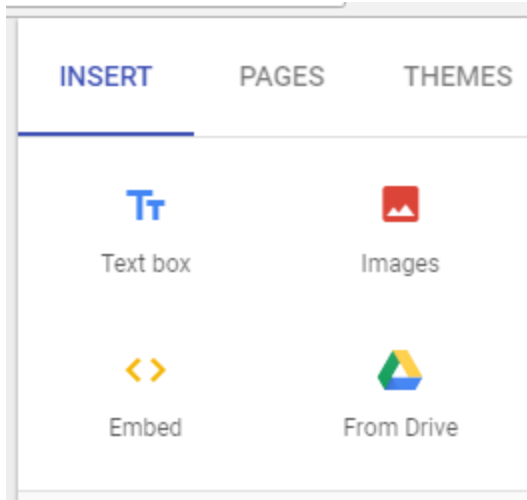
| | A | B | C | D | E | F | G | H |
|---|-----------|------------|----------------|--------------|-----------------|---|---|---|
| 1 | timestamp | Name | Email | Telephone | Meal | | | |
| 2 | 9/12/2018 | James Bond | bond@yahoo.coi | 888-007-1234 | nonveg-red-meat | | | |

CONGRATULATIONS !!! you have successfully created a Customized Google Form that you can deploy in your web site and share it with others to get your required data.

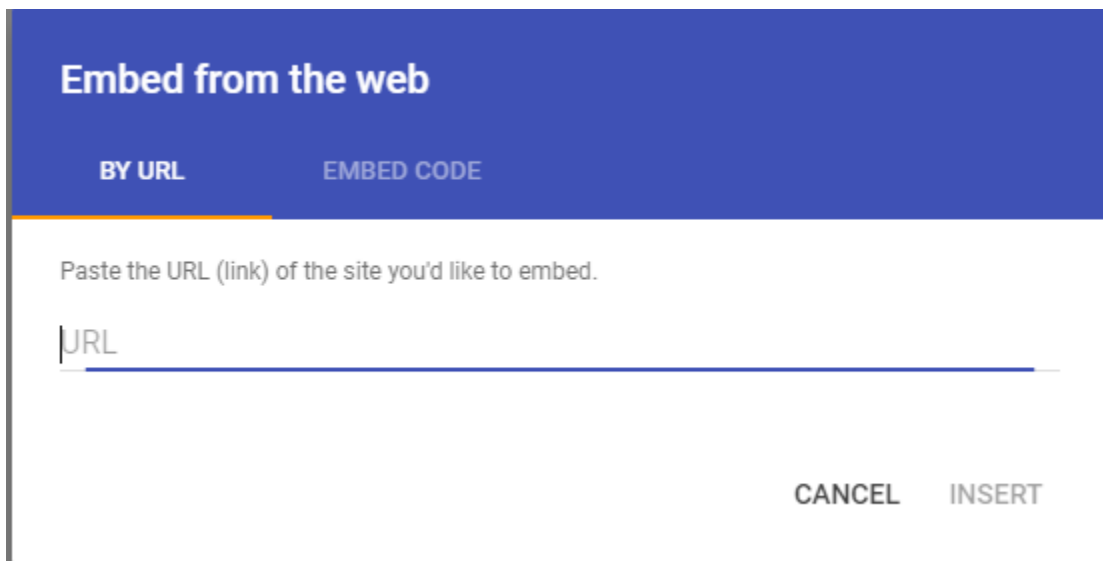
If you don't have a website, you can create a simple one for FREE at <http://sites.google.com> Within 5 minutes you should have a basic website like the following that I created for demo of this tutorial <https://sites.google.com/view/kwicsoft>

Once the basic website is ready then we will insert the Form code as shown below.

STEP-1 : In the right bar you will see the < > Embed button as shown below. Click on that.



It will pop up the following box. Click on the second tab that says EMBED CODE



You should now see the following box

Embed from the web

BY URL **EMBED CODE**

Paste the HTML code from the site you want to embed.

```
|<html> code goes here
```

CANCEL **NEXT**

Now copy paste all code for Form-picnicinfo.html (Red code from STEP-8). Once you have copy pasted all the code then the NEXT button should become active and look as shown below.

Embed from the web

BY URL

EMBED CODE

Paste the HTML code from the site you want to embed.

```
<p id="status"></p>
  </div>
</body>
</html>
|
```

CANCEL

NEXT

Click on the NEXT button now. You should see the following box popup.

Embed from the web

BY URL

EMBED CODE


This is a Customized Google Form

Contact Info

Name

Email

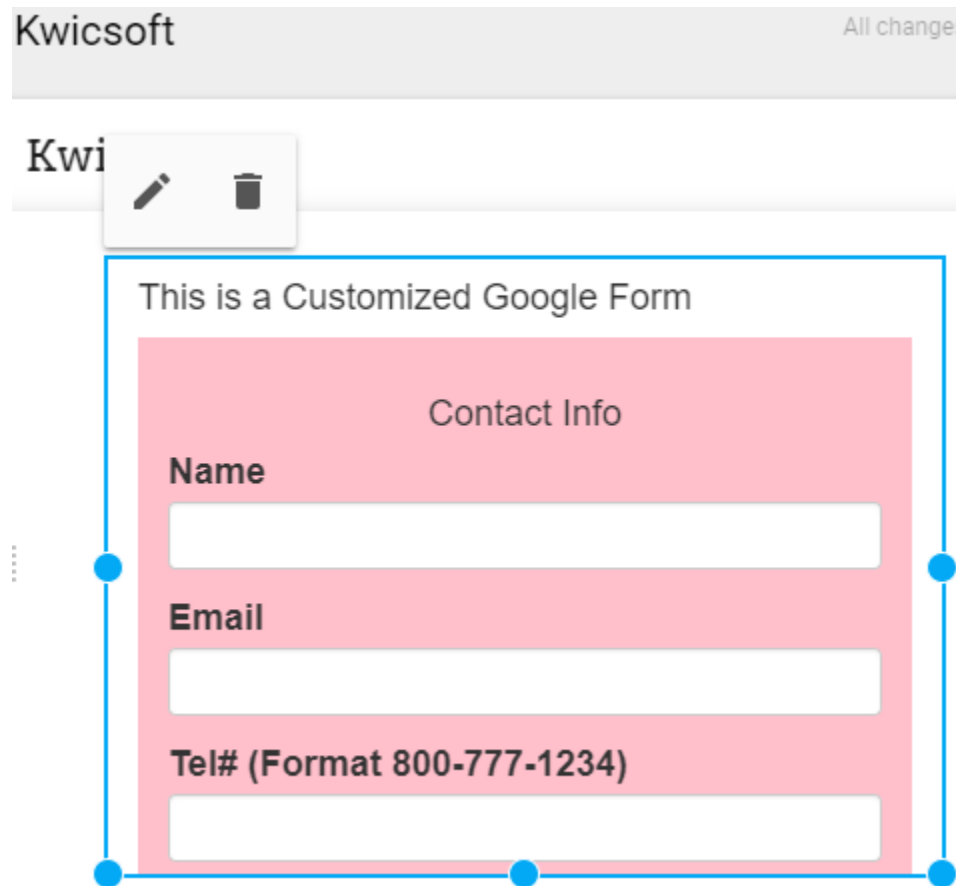
Tel# (Format 800-777-1234)

 Don't see what you expect?

CANCEL

INSERT

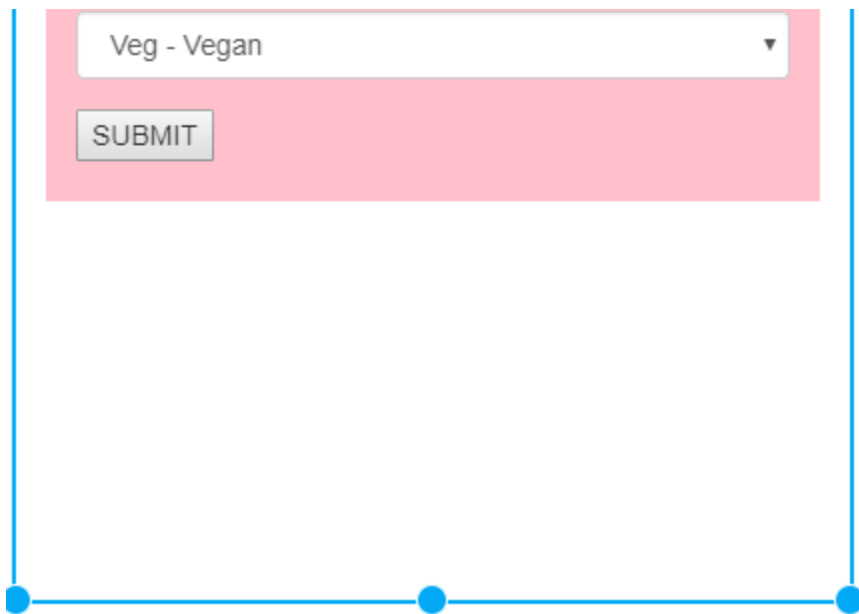
Click on INSERT button. You would see the following kind of box appear. This shows that the code was inserted properly.



The screenshot shows a web editor interface. At the top, there is a header bar with the text "Kwicsoft" on the left and "All changes" on the right. Below the header, there is a sub-header area with the text "Kwi" and two icons: a pencil and a trash can. The main content area contains a customized Google Form. The form has a title "This is a Customized Google Form" and a subtitle "Contact Info". It contains three input fields: "Name", "Email", and "Tel# (Format 800-777-1234)". The form is enclosed in a blue border with four blue circular handles at the corners, indicating it is being dragged or resized. A vertical dotted line is visible on the left side of the form.

Now we need to drag the blue dotted box from the bottom to enlarge it so that all the form is visible. This we are doing because Google site has inserted the code in a Frame and we are increasing the size of the Frame so that the users don't have to scroll down to view the entire form.

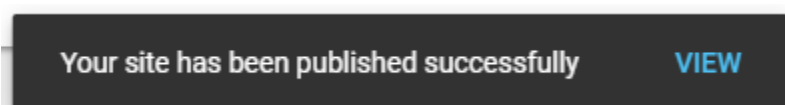
Drag the blue box enough so that there is enough space at the bottom for the Form output message to appear. You might have to drag in two steps as the initial dragging might stop after the end of form. You can release the cursor and then continue dragging. The Blue box should look as follows



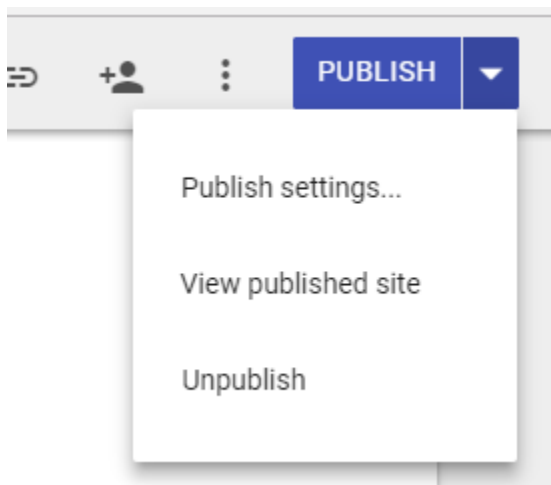
Once dragging is complete Click on the blue PUBLISH button as shown below



In few seconds a message at the bottom should pop as shown below



Click on the down arrow button next to publish and click on the link View published site



In our case the following URL is opened <https://sites.google.com/view/kwicsoft/home> in the new tab. In your case it will be similar URL. Instead of Kwicsoft it would have your websites's name.

Your Google website should now have your customized Google Form ready to use and should look as follows.

NOTE : If you are accessing your Google site on the phone and submitting the form, then you might not see the Form message right away. You will need to scroll down to see the message.



Kwicsoft

This is a Customized Google Form

Contact Info

Name

Email
Tel# (Format 800-777-1234)
Meal : Select One

Veg - Vegan ▼

Hope this tutorial was helpful in achieving your goal. If you have any questions then please E-mail me with the subject : **Question on Google Form** .

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