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Learn more at the Google Docs Editors Help Center Customize your design Use an theme with your organization's branding In Google Forms, open a form. Click Customize theme . Under "Themes," click a theme. Note: Organization-branded themes appear only if your administrator makes them available. Create sections Sections can make your form easier to read and complete. Each section starts on a new page. In Google Forms, open a form. Click Add Section . Name the new section. Tips: To move questions into a section, at the top of a question, click Drag . To reorder sections, at the top of a section, click More Move section. Change the color or header In Google Forms, open a form. Click Customize theme . Optional: Under "Color," you can choose a theme color and background color for your form. To add a custom color, click Add custom color . To add your own photo as a theme, under "Header," click Choose image. Click Close . You can view your new theme and continue to edit your form. Change the font In Google Forms, open a form. Click Customize theme . Below "Text," you can change the font style for headers, questions, and text. Choose the text style you want to edit, then change the font and size. Click Close . Learn more at the Google Docs Editors Help Center Control and monitor access Allow access from outside your organization By default, access is restricted to people inside your organization. People must sign in with their email address to access your form. To share a form with people outside your organization: Open a form in Google Forms. At the top of the form, click Settings. Next to "Responses," click the Down arrow . Turn off Restrict to users in [your-company.com] and its trusted organizations. Collect email addresses of participants Record the email addresses from people who fill out your form. When someone takes your survey, they will be required to enter their email address before they submit the form. Collect verified emails Important: Respondents must confirm their Google Account email address gets collected with their response. The confirmation displays on each page of the form. Open a form in Google Forms. At the top, click Settings. Next to "Responses," click the Down arrow . Under "Collect email addresses," select Verified. Collect emails manually Open a form in Google Forms. At the top, click Settings. Next to "Responses," click the Down arrow . Under "Collect email addresses," select Responder input. Review your form Preview it yourself At any time, you can preview your form to see what the changes look like. At the top right, click Preview . The preview opens in a new window. To edit the form, click Edit or go back to your editing window. Send it to collaborators for review Before sending your form, you can let people review and edit it. Whoever you invite can edit any part of your form, including responses and where they are saved. Open a form in Google Forms. 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