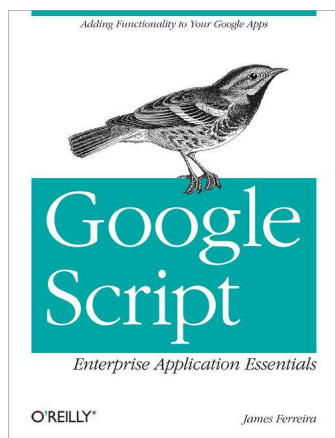


Welcome to making forms the easy way using Google Apps

{%Instruction:This is an automated template example.%}

Dear {%Your Name%},



This document is an example of what you may see in an online template. You can write templates right in the Google Docs editor using “keys” such as what you see above for your name. Collect several of your business process templates together in a Docs collection and use keys in the places you would like your staff to respond to questions. Special “Instruction” keys are used to add information to the form and will be removed in the viewer’s copy of the document.

Once you have your templates ready, simply add a script gadget to your cooperate Google Sites page. The script builds a user interface and allows the viewer to choose a which template to use. Choosing a template will run a process that builds a web form using the keys in the selected template. The viewer fills out the web form and clicks submit creating a copy of the template with the keys replaced by the information they entered.

Your templates can contain all the rich formatting you love to use but without the trouble of buying special software or learning to use it.

Next up, a bit of fun to show you how this works

If you have ever been a kid, you likely filled out a Mad lib. Let’s give that a try in here in this template.

{%Instruction:Please fill in the words below for your mad lib example.%}

{%Exclamation%}! he said {%Adverb%} as he jumped into his convertible {%Noun%} and {%Verb%} off with his {%Adjective%} wife.

{%Instruction:An **exclamation** is the act of exclaiming; outcry; loud complaint or protest. Examples include Ouch and Dang. %}

{%Instruction:A **noun** is the name of a person, place or thing. Examples include umbrella, sidewalk, telephone and policeman. %}

{%Instruction:An **adjective** describes someone or something. Examples include creative, red, ugly and short.%}

{%Instruction:A **verb** is an action word. Examples include run, jump, swim and fly.%}

{%Instruction:An **adverb** tells how something is done. It modifies a verb, and usually ends in "ly." Examples include greedily, rapidly, modestly and carefully.%}

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