



5036 City View Drive
Syracuse, NY 13215
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Using your Google Documents and Forms

If your site is setup with forms powered by Google you can access the form information submitted by a visitor after logging onto your account. Visitor information submitted is stored in a Google spreadsheet document assigned to that form.

Accessing your Google Documents

- 1 After logging onto your Google Account you can access your documents from the Google web site by selecting Documents from the Google menu.

[Web](#) [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Mail](#) [more ▾](#)

- Books
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Viewing a Document

1 A page with all of your documents will be listed.

Mail [Calendar](#) [Documents](#) [Web](#) [Reader](#) [more](#) ▾

Google docs [Show search options](#)
[Browse template gallery](#)

All items

- Owned by me
- Opened by me
- Shared with me
- Starred
- Hidden
- Trash
- Items by type ▾
- More searches ▾

▼ My folders
No folders.

► Folders shared with me

All items

▾

☆ Name

EARLIER THIS WEEK

☆ Contact Us

2 Clicking on the Title of the Google document in the list will display the Google document in a format similar to Microsoft documents.

Mail [Calendar](#) [Documents](#) [Web](#) [Reader](#) [more](#) ▾ Old version | yourName@yourAccount.com | Settings ▾ | Sign out

Google docs Contact Us Updated 3 hours ago by kperigo ▾

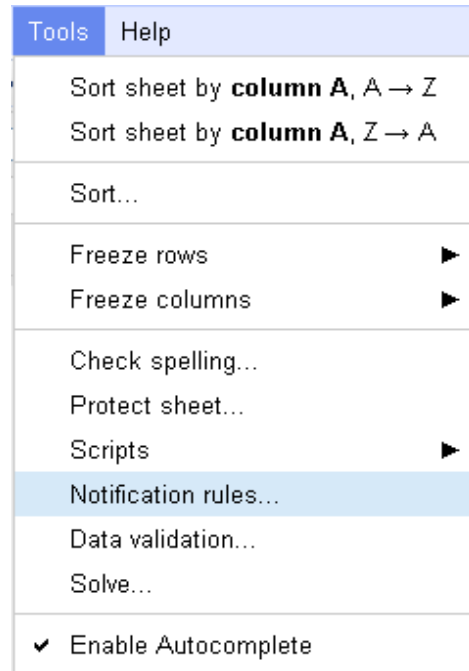
File Edit View Insert Format Form (7) Tools Help

Formula: ▾

	A	B	C	D	E	F	G	H	I	J	
1	Timestamp	First Name	Last Name	Email	Phone Number	Address	City	State	Zip Code	Comment	SIS
2	9/11/2010 6:36:57	test	test	test	test	test	test	test	test	test	

3 The documents can be viewed from any location as long as you have internet access.

- 4 If the Google document is connected to a web form, such as a “Contact Us” form, on your website then you can have Google send an email to you every time the document is updated. This can be done by clicking on the Notification rules.... on the Tools Drop down Menu.



- 5 Then select the options that you want to be notified for on the Set Notifications Rules interface. Click the Save button to save the notification rules to your document.

