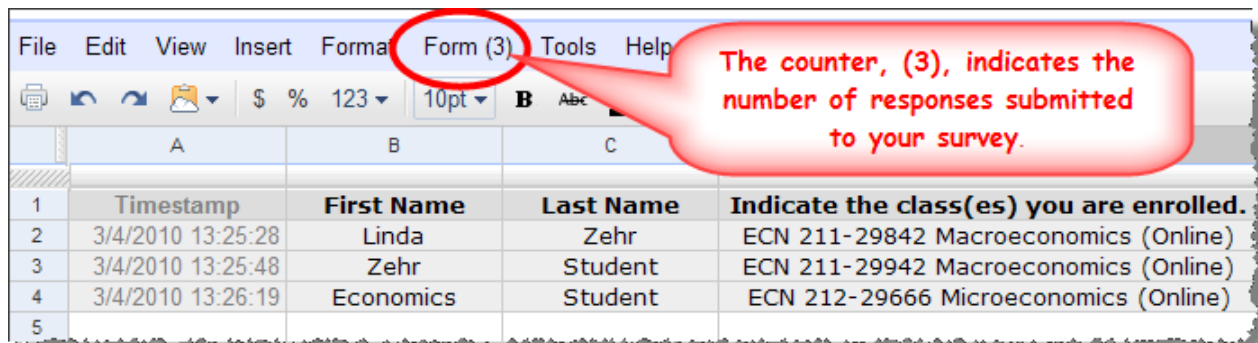# HOW TO RESET/REUSE A GOOGLE FORMS SURVEY

Please note this is a *workaround* to reset/reuse a form. At this time Google does not have a formal procedure to reset the counter, remove data, and reuse (copy) a form.
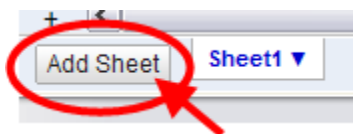
RESETTING THE COUNTER

On the spreadsheet you will see results to your survey. On the Form tab, the counter shows the number of completed responses in parentheses, Form (3). In this example, sample answers have been submitted to test the survey and need to be cleared to return the counter to zero, Form (0).
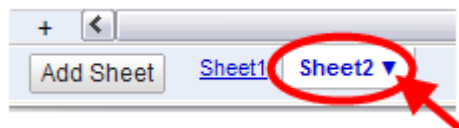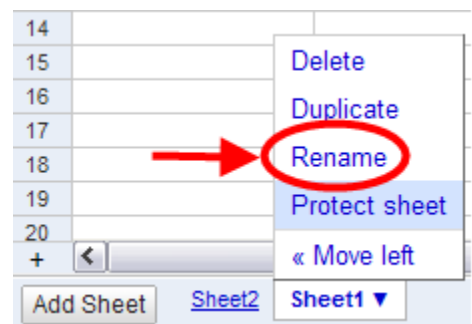

1. On the bottom left corner, click the Add Sheet button to add another spreadsheet.
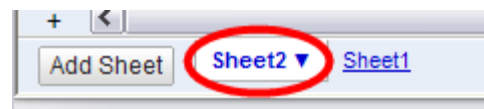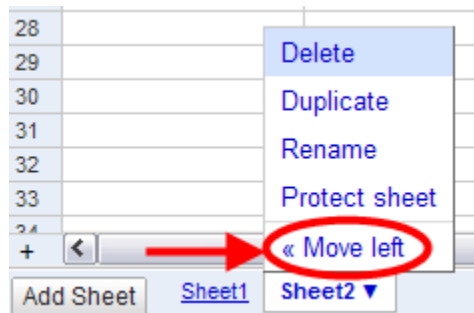

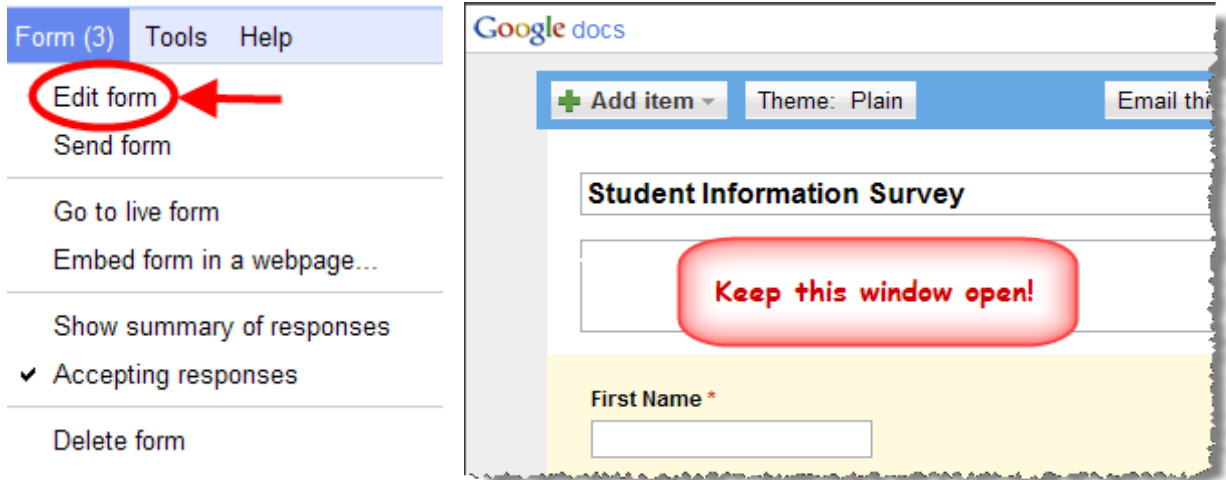2. A new spreadsheet will appear to the right of Sheet 1, named Sheet 2.

Note: The names of the sheets can be renamed by clicking the down arrow and selecting Rename.
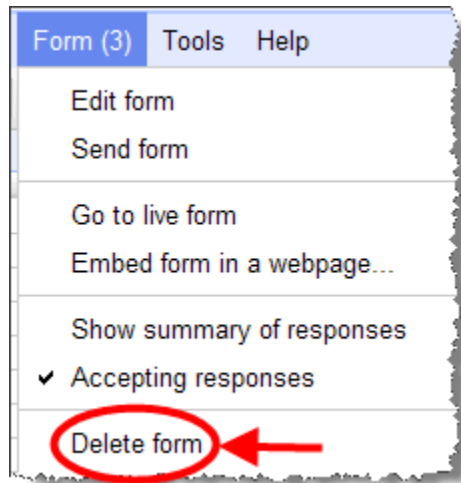
3. Next click on Sheet 2, then Move left. Now Sheet 2 is left of Sheet 1 and closest to the Add Sheet button.
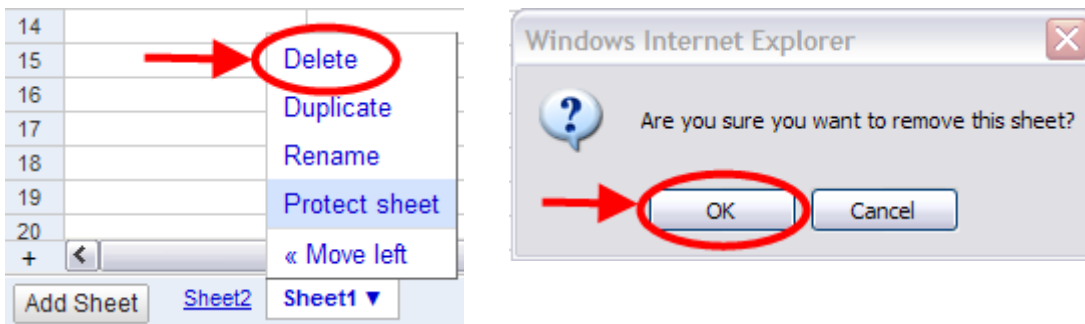
4. On Sheet 2, click the Form tab then Edit form. The editor window must be kept open throughout this process.
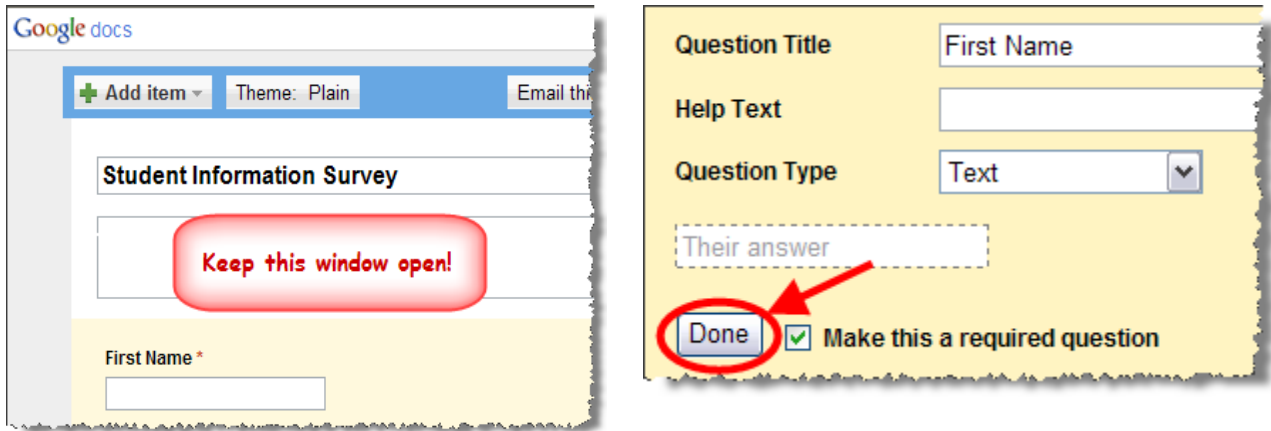

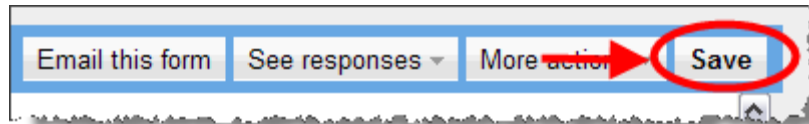5. Now click on the Form tab then Delete form.

6. Return to the Sheet 1 tab and Delete Sheet 1. Click OK in the next window.
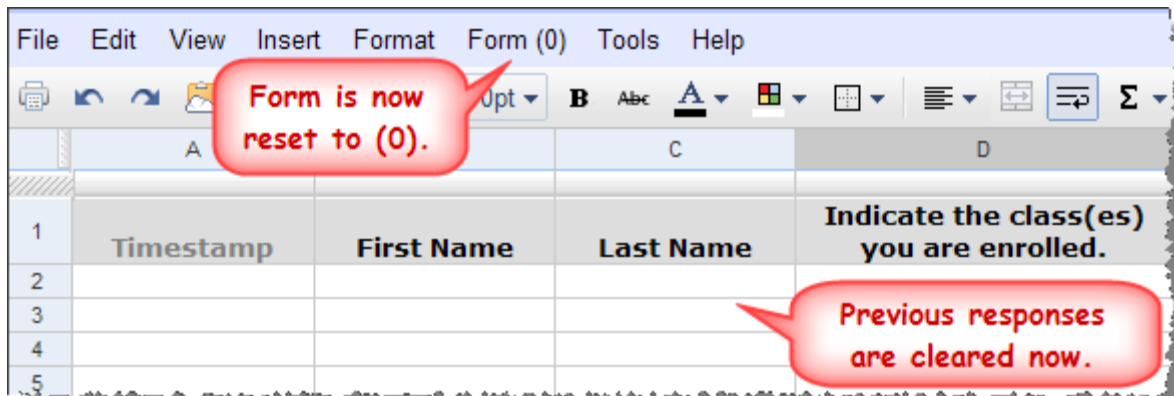
7. Go to the form editor window that has been left open. Select any question, hover over and click on the pencil ✏️ icon to open the editor. Note: Edits do not need to be made to the question, we are only opening the editor to save the form. Now, click Done.
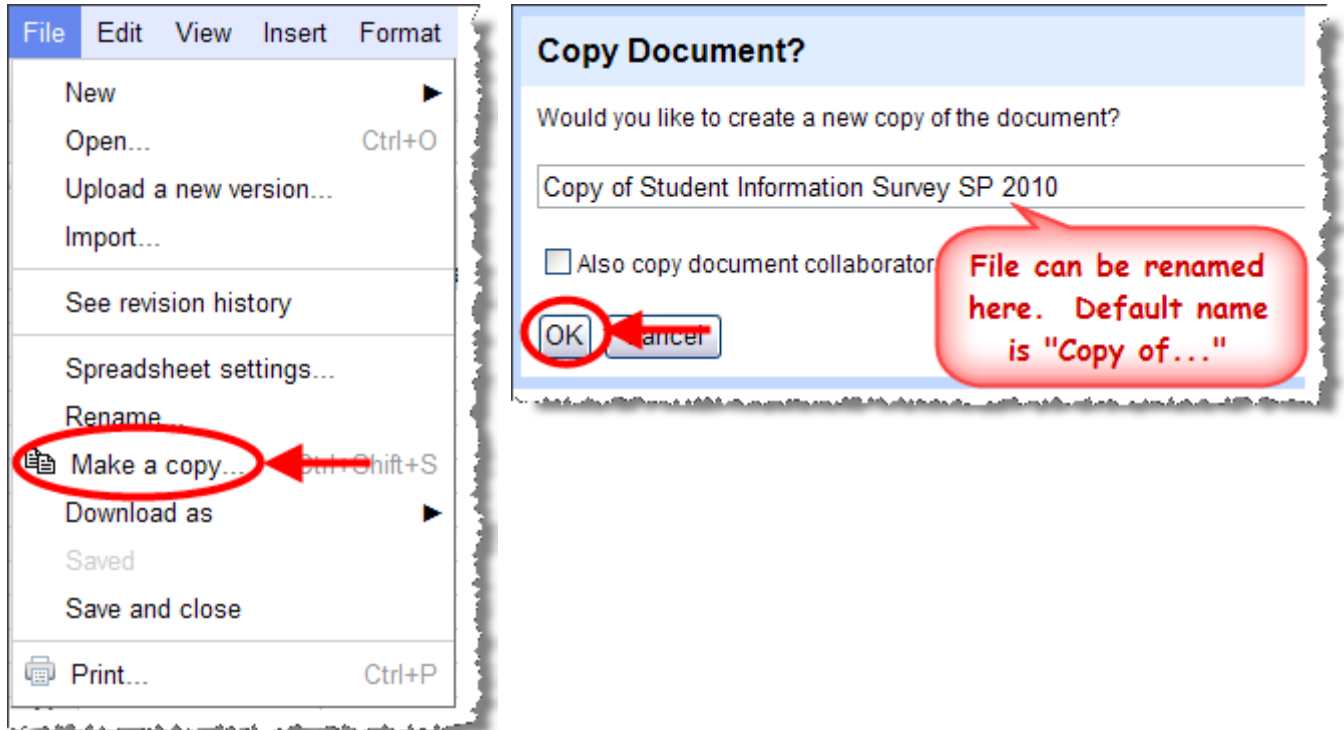

8. Click Save.

9. You will then see the spreadsheet refresh with the questions and counter is now zero, Form (0).

REUSING (COPYING) THE SURVEY

Surveys can be copied and reused. Once copied, you will need to reset the counter and clear data using the instructions above.

1. Select the spreadsheet you want to reuse (copy). Click File tab then Make a copy. In the next window, you can rename your file. Default file name is "Copy of …"

2. Now follow the directions above to reset the counter and clear data.