Exporting Google Forms as PDF and Quick Import into Microsoft Forms

1. Exporting Google Forms as PDF

1. Open Google Forms

• Go to <u>Google Forms</u> and log in with your Google Workspace account.

2. Select the Form to Export

• Click on the form you wish to export.

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3. Print the Form as PDF

- Click on the **three dots** (More options) in the upper right corner of the form editor.
- Select **Print** from the dropdown menu.
- In the print dialog, change the destination to **Save as PDF**.
- Click Save and choose the location on your computer where you want to save the PDF.



Print



Total: 1 page

Printer



More settings \checkmark

Print using system dialog... (Ctrl+Shift+P)



4. Review the PDF

• Open the PDF file to ensure it has saved correctly.

2. Quick Import into Microsoft Forms

1. Access Microsoft Forms

- Go to Microsoft Forms and sign in with your Microsoft account.
- Click Forms on the top of the left screen.



2. Import the exported forum

- Click on **Quick import** to import a new form.
- Click Upload from this device
- \circ Select the form that was exported.
- Click Open.





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3. Preview and Share

 \circ $\,$ Once you've imported the form, click $\ensuremath{\text{Preview}}$ to check how it looks.