

## Exporting Google Forms as PDF and Quick Import into Microsoft Forms

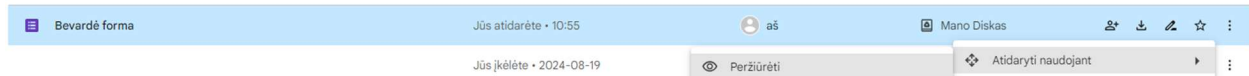
### 1. Exporting Google Forms as PDF

#### 1. Open Google Forms

- Go to [Google Forms](#) and log in with your Google Workspace account.

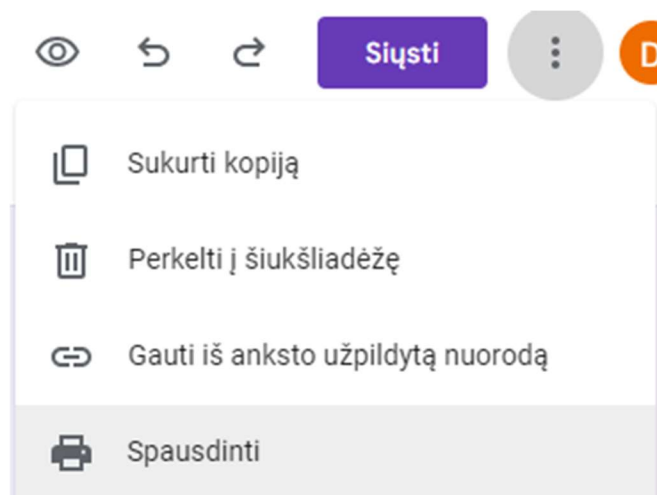
#### 2. Select the Form to Export

- Click on the form you wish to export.



#### 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

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## Printer

Save as PDF



## Layout

Portrait

Landscape

## Pages

All

[More settings](#)

[Print using system dialog...](#) (Ctrl+Shift+P)

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Save

Cancel

#### 4. Review the PDF

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

## 2. Quick Import into Microsoft Forms

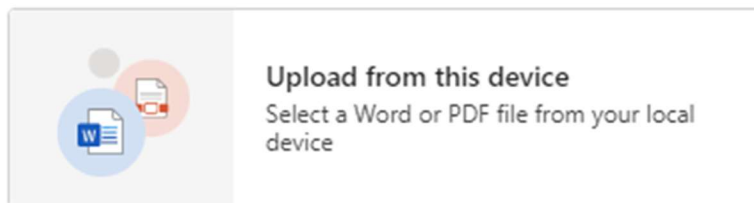
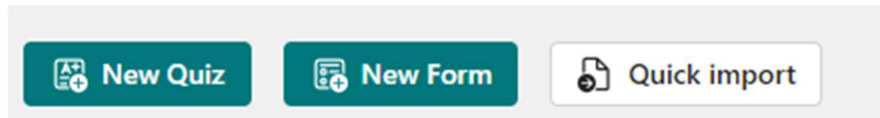
### 1. Access Microsoft Forms

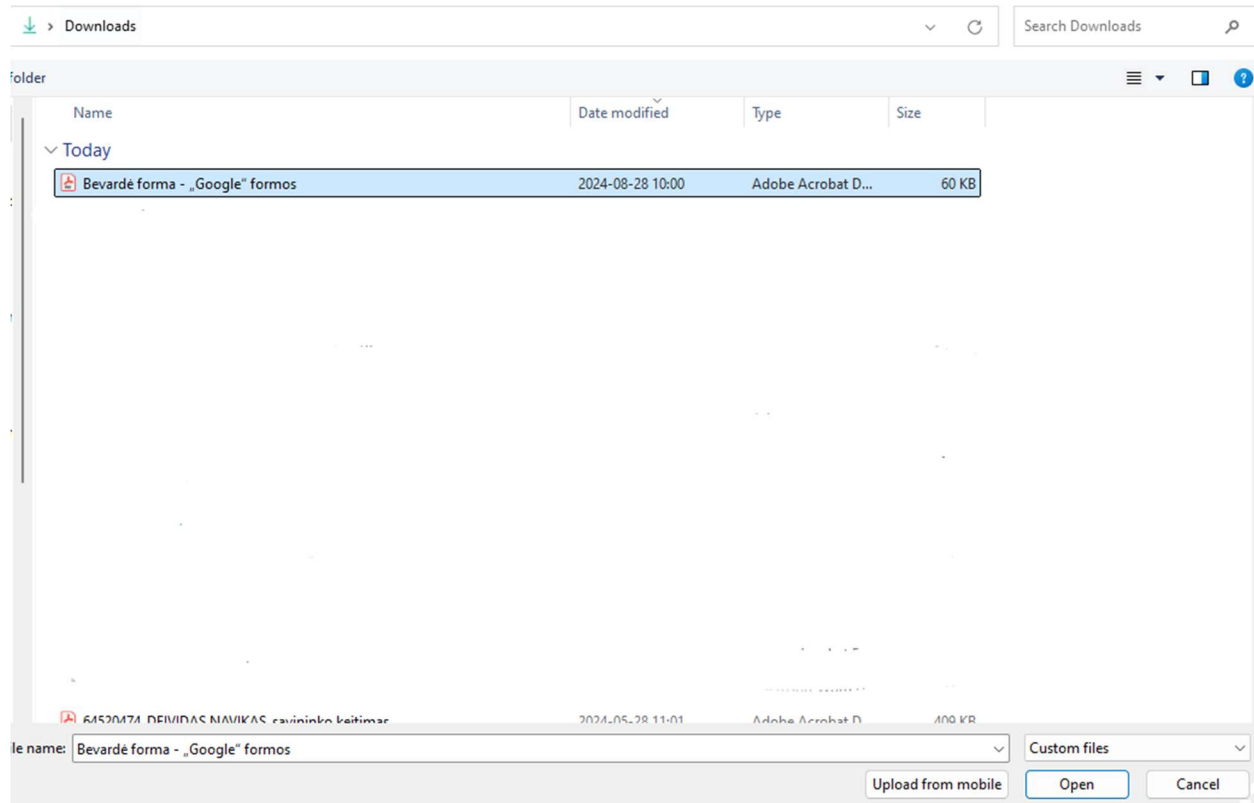
- Go to [Microsoft Forms](#) and sign in with your Microsoft account.
- Click Forms on the top of the left screen.



### 2. Import the exported forum

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





### 3. Preview and Share

- Once you've imported the form, click **Preview** to check how it looks.