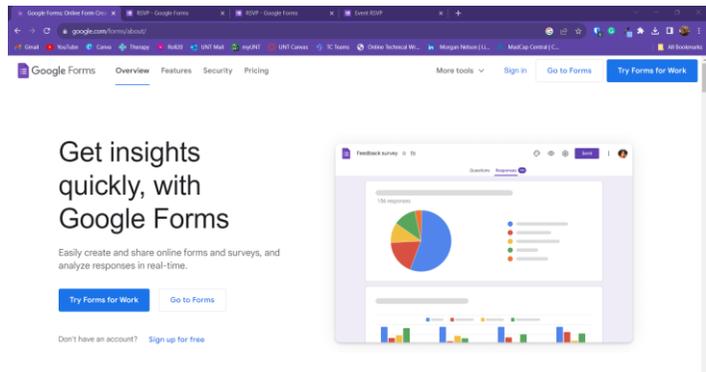
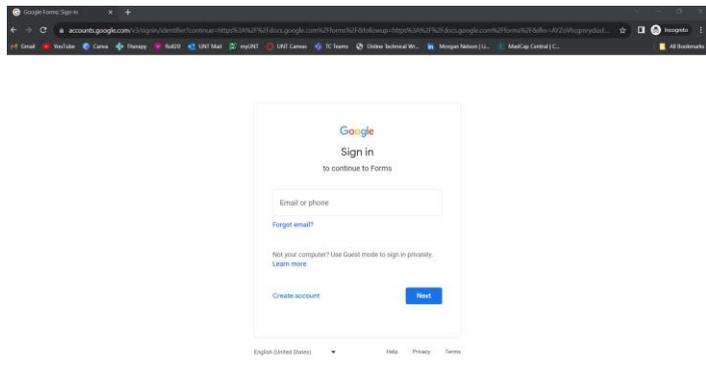
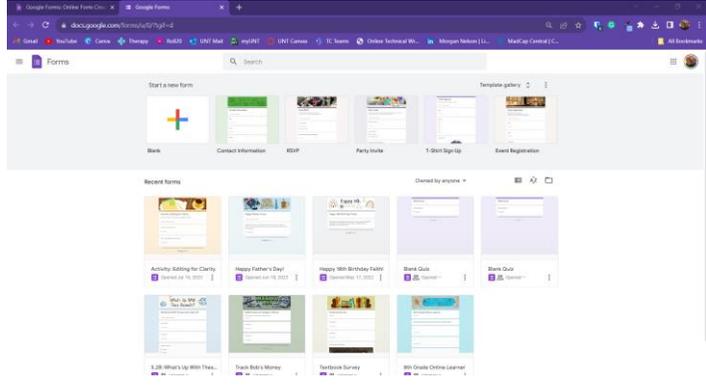
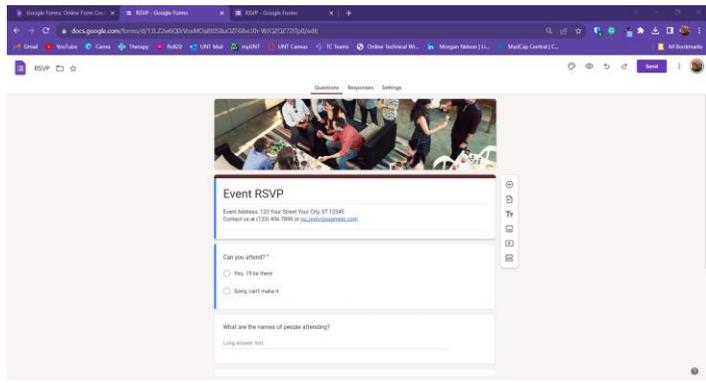
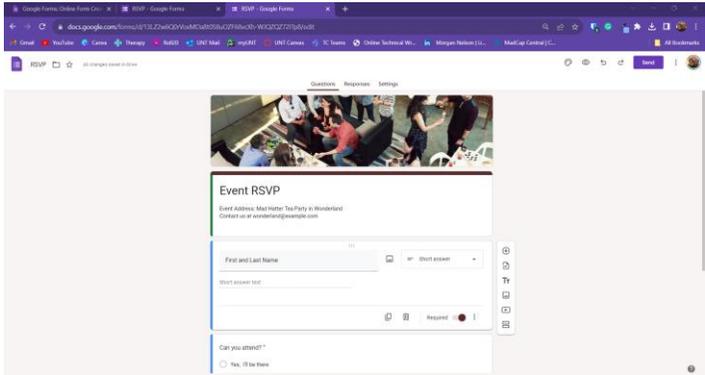


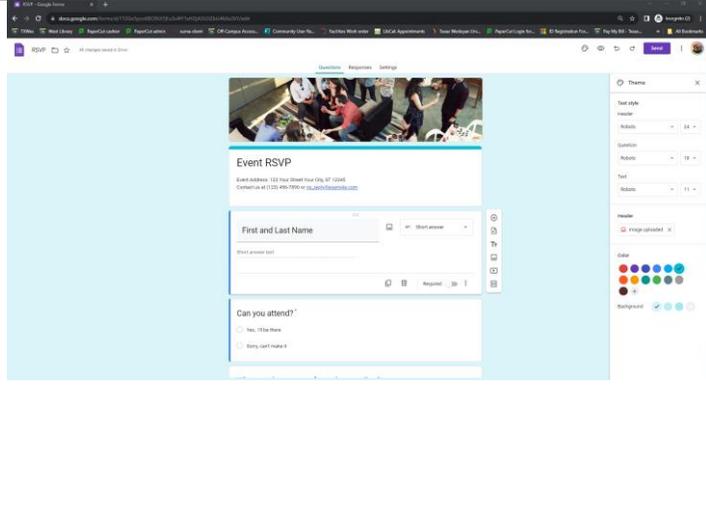
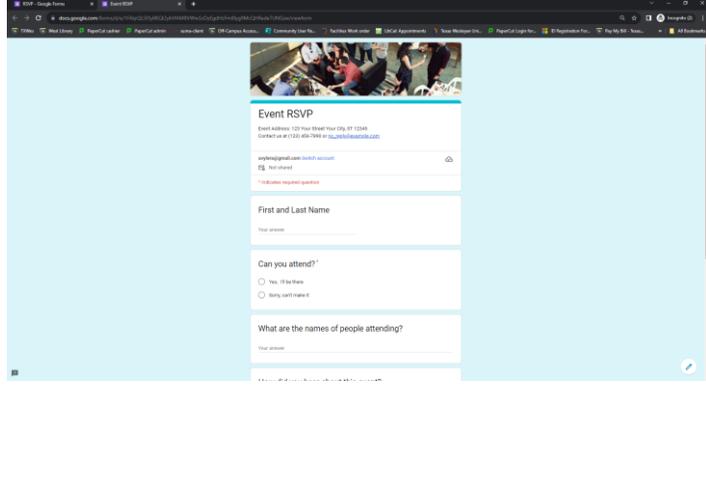
Project Name: Creating Event RSVPs with Google Forms by Morgan Nelson **Audience:** Adult Beginner **Length:** 100-120 seconds **Screen size:** 1080p

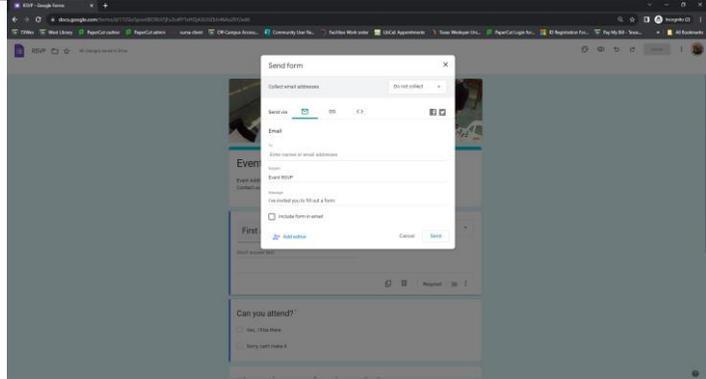
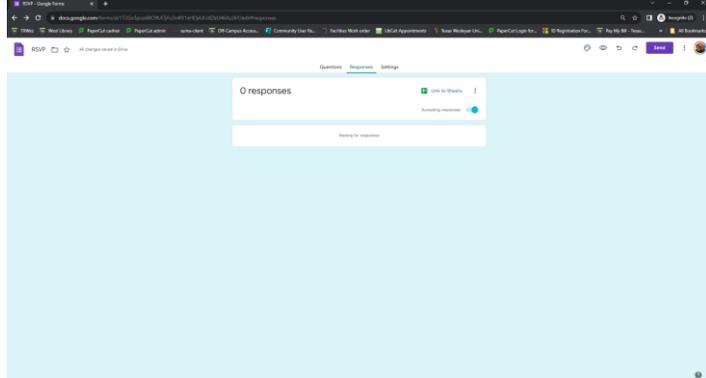
Direction/SFX	Frame (Screen/Picture)	Audio
<p>1. Interaction description: Shot/Screen Shot: full desktop google forms information home page; SFX: highlight cursor throughout</p> <p>Explain that this is the information page on google forms. To start, we will click go to forms.</p> <p>Movements: Click "Go to Forms"</p> <p>Seconds: 5</p>		<p>Voice-Over: <i>Welcome. This video will introduce you to Google forms, an online form creation and analytic software. By the end, you will know how to use create, share, and view responses on a basic RSVP form.</i></p>
<p>2. Interaction description: Shot/Screen Shot: Google form sign in SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> Show google sign in page and login. <ul style="list-style-type: none"> SFX: blur login information <p>Movements: Click email entry box; type email; click next; type password; click sign in.</p> <p>Seconds: 5</p>		<p>Voice-Over: <i>Google forms is a free software. All you need to do is login with your google account or create one if you don't already have one.</i></p>

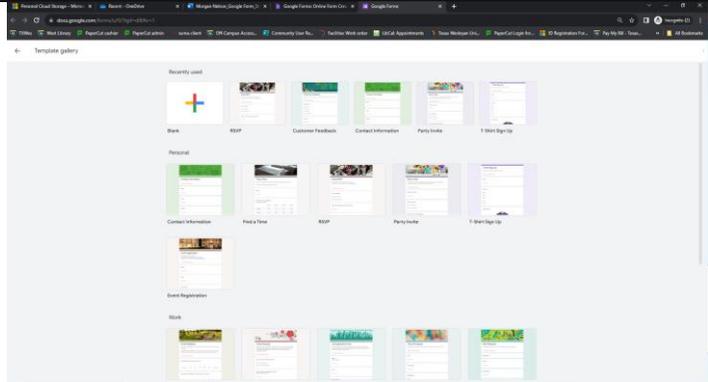
¹ Template adapted from Larsen, G. (July 3, 2012) The Storyboard: An Outline for Visual Technical Communications on TECHwhirl at <https://techwhirl.com/storyboard-outline-visual-technical-communications/>

Direction/SFX	Frame (Screen/Picture)	Audio
<p>3. Interaction description: Shot/Screen Shot: Google forms homepage SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> • Move cursor to account circle. Hover over it. <ul style="list-style-type: none"> ○ SFX: blur account • Hover cursor over “+” while explaining blank forms. <ul style="list-style-type: none"> ○ SFX: box around new • Click “Template Gallery” expansion. <ul style="list-style-type: none"> ○ SFX: box around templates section • Click “RSVP” template. <ul style="list-style-type: none"> ○ SFX: box around chosen template <p>Seconds: 10</p>		<p>Voice-Over: <i>If you were automatically logged in, you can check what account you are on by hovering or clicking the circle in the top right corner.</i></p> <p><i>There are endless options ahead if you start with a new form, but today we are going to see how easy it is to edit a template.</i></p> <p><i>Under templates, locate the one that says “RSVP.” Click it to open the template form.</i></p>
<p>4. Interaction description: Shot/Screen Shot: Default template for “RSVP” SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> • Slowly scroll through the form, then hover my mouse over the unnecessary question and delete it. <ul style="list-style-type: none"> ○ SFX: Box around unnecessary question and arrow on delete bin • Scroll back up to form’s description. Type in event venue and update email address. <ul style="list-style-type: none"> ○ SFX: Box around form’s description <p>Movements: Scroll down; Click “How did you hear about this event?” question; click “delete” icon; scroll up; click description box; delete “123 Your Street Your City, ST 12345”; type “Mad Hatter’s Tea Party at Wonderland”;</p>		<p>Voice-Over: <i>Now we are looking at a template with what someone thought would be valuable data fields for an RSVP.</i></p> <p><i>When opening a template, my first recommendation is to delete any field that isn’t necessary for your event. I am creating this for a work event, so I am going to delete the “How did you hear about this event?” question. Do this by clicking the question then a trash bin will be seen at the bottom of the selected question.</i></p> <p><i>I also notice that the description box for this form can be updated with my event venue and contact information. Update this information by simply clicking in the field and editing it.</i></p>

Direction/SFX	Frame (Screen/Picture)	Audio
<p>delete "(123) 456-7890 or no_reply@example.com; type "wonderland@example.com"</p> <p>Seconds: 20</p>		
<p>5. Interaction description: Shot/Screen Shot: Slightly edited RSVP form from step 4 SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> • Circle right-hand edit bar <ul style="list-style-type: none"> ○ SFX: highlight the right-hand edit bar • Click "add question" <ul style="list-style-type: none"> ○ SFX: arrow on "plus" icon • Change question type to "short answer" <ul style="list-style-type: none"> ○ SFX: arrow on "question type" bar • Type "First and Last Name" in the question field <ul style="list-style-type: none"> ○ SFX: arrow on "question" field • Change required switch to on <ul style="list-style-type: none"> ○ SFX: highlight the required switch • Hold six dots to move question to top of the form <ul style="list-style-type: none"> ○ SFX: highlight the move question dots <p>Seconds: 30</p>	 <p>The screenshot shows a Google Forms interface for an 'Event RSVP'. The form has a header image of people at an event. Below the header, there is a question titled 'Event RSVP' with the text 'Event Address: Mac-Hatter Tea Party in Wonderland' and 'Continue on an existing Google Form'. The question field contains 'First and Last Name'. To the right of the question field is a vertical edit bar with icons for adding, deleting, and moving questions. Below the question field is a 'Required' switch which is turned on. At the bottom of the question field, there are six dots for moving the question. The question type is set to 'Short answer'.</p>	<p>Voice-Over: <i>Now that we have deleted and updated existing fields, it is time to see if we want to add any additional questions. This vertical bar on the right-hand side of questions allows us to add more data or information fields. For this form, I would like to know who is submitting each response, so let's add a field titled "First and Last Name." To do this, click the plus icon in the circle on the edit bar. It will add a question right below the question I had currently selected. I would like this to be a "short answer" response instead of "multiple choice." Click the drop-down on the top right of our current question and select "short answer." Now we can type "First and Last Name" in the question field. Let's make this a required question by turning on the required switch. Lastly, we can click and hold the six dots in the top middle of the question to move this to the top.</i></p>

Direction/SFX	Frame (Screen/Picture)	Audio
<p>5a. Interaction description: Shot/Screen Shot: Slightly edited RSVP form from step 5 SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> Click “customize design” icon <ul style="list-style-type: none"> SFX: arrow on the correct icon Choose the font size drop down for “Question” and change it to 18 <ul style="list-style-type: none"> SFX: highlight the text style portion of theme Click the far right teal blue background color <ul style="list-style-type: none"> SFX: highlight the color portion of theme <p>Seconds: 15</p>		<p>Voice-Over:</p> <p>Will cut this section if I do not have enough time for it.</p> <p><i>It is always fun to add a little flair to forms that you send out. To change the style, click the paint palette on the top right of the page. It will open a side panel with options such as changing font, font size, header image, and background color. For this form, let's change the question font to 18 points and the background color to blue.</i></p>
<p>6. Interaction description: Shot/Screen Shot: Preview of google form from previous step SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> Click “customize design” icon <ul style="list-style-type: none"> SFX: arrow on the correct icon SFX: highlight box on new tab that is opened Hover over edit button and exit button <ul style="list-style-type: none"> SFX: arrow on both icons <p>Seconds: 5</p>		<p>Voice-Over:</p> <p><i>To preview your current form, click the eye icon on the top right of the page. It will pop up a new tab with the view others will see when completing the form. To return to the edit version, click the pencil in the bottom right corner or exit this tab.</i></p>

Direction/SFX	Frame (Screen/Picture)	Audio
<p>7. Interaction description: Shot/Screen Shot: After clicking the “send” button in edit mode SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> Click “send” button <ul style="list-style-type: none"> SFX: highlight box over different options on how to send out form Click “link button” <ul style="list-style-type: none"> SFX: arrow on button Click “email” button <ul style="list-style-type: none"> SFX: arrow on button Hover over “add editor” button <ul style="list-style-type: none"> SFX: highlight box <p>Seconds: 10</p>		<p>Voice-Over: <i>There are several options on how to send out the form. The two simplest ways are to type in recipient emails or copy the link and send it out. It is important to note that this will send out the form to be filled out. This link does not allow others to edit this form. That process can be done by selecting “Add Editor.”</i></p>
<p>8. Interaction description: Shot/Screen Shot: Clicking the “responses” tab on our edited RSVP form SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> Hover over google account on top right of page <ul style="list-style-type: none"> SFX: blur account information Click “summary” <ul style="list-style-type: none"> SFX: arrow on button Click “individual” button <ul style="list-style-type: none"> SFX: arrow on button Hover over “link to excel” button 		<p>Voice-Over: Before filming this section, I will have created some fake responses.</p> <p><i>After the form has been sent out, you can view responses in real-time. Remember that you can find the form by going to your google drive on the account that you created the form. Once you are on the form’s edit view, select “responses.” You can choose to look at a summary of responses, individual responses, or link responses to an excel sheet.</i></p>

Direction/SFX	Frame (Screen/Picture)	Audio
<ul style="list-style-type: none"> ○ SFX: highlight box <p>Seconds: 10</p>		
<p>8. Interaction description: Shot/Screen Shot: View of google form's template gallery SFX: highlight cursor throughout</p> <ul style="list-style-type: none"> ● Go back to the tab with template gallery and slowly scroll through templates. <p>Seconds: 5</p>		<p>Voice-Over: <i>Since Google is cloud based, it constantly saves your work, so you don't have to worry about it being lost. Be sure to explore the templates and happy form creating!</i></p>