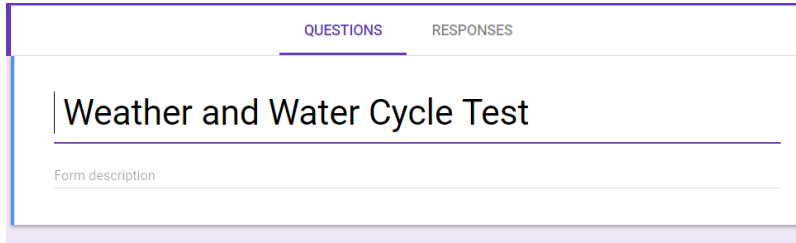


To format a document in order to use Formenate

*Microsoft Word documents can be used but must first be uploaded and opened as a Google Doc.

If your Google Doc does not have correctly formatted questions numbers, it will look similar to this when using Formenate.



The image shows a screenshot of a Google Form interface. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES'. The 'QUESTIONS' tab is selected. Below the tabs, the title of the form is 'Weather and Water Cycle Test'. Underneath the title, there is a section labeled 'Form description' with a horizontal line below it.

To correct this:

1. Highlight the text you want to format. Only the test questions will copy over to Google Forms, any previous directions will need to be added manually by copying/pasting.

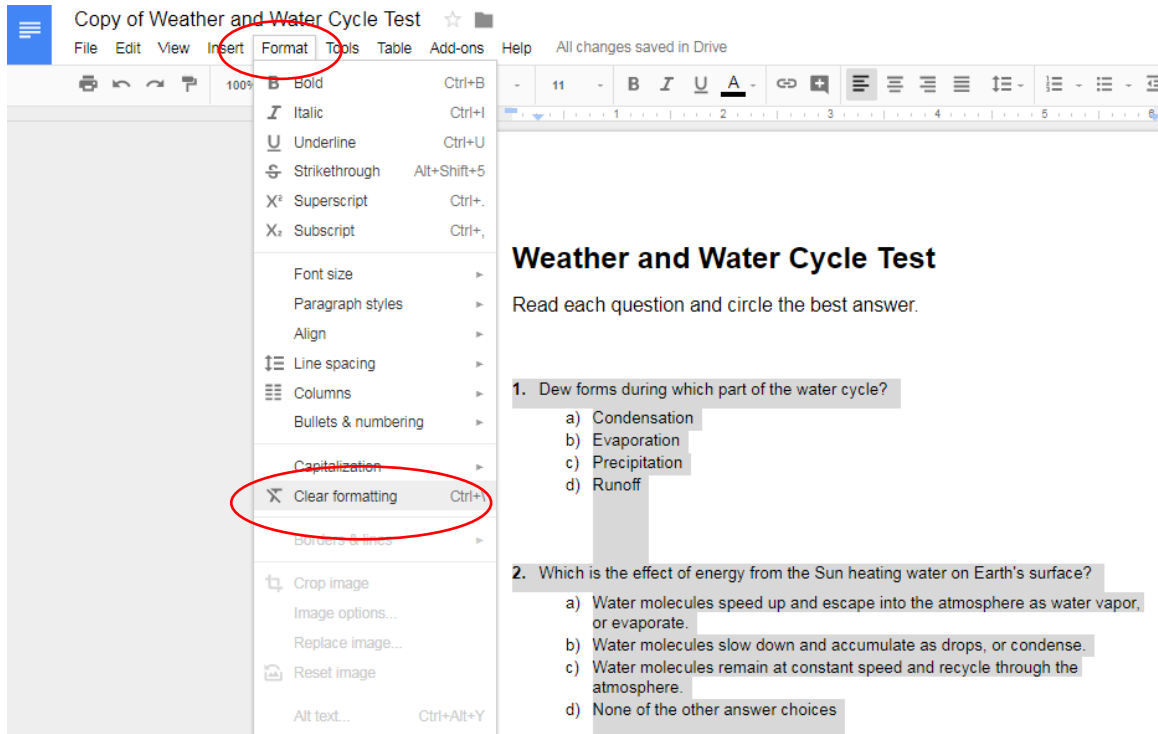
1. Dew forms during which part of the water cycle?

- a) Condensation
- b) Evaporation
- c) Precipitation
- d) Runoff

2. Which is the effect of energy from the Sun heating water on Earth's surface?

- a) Water molecules speed up and escape into the atmosphere as water vapor, or evaporate.
- b) Water molecules slow down and accumulate as drops, or condense.
- c) Water molecules remain at constant speed and recycle through the atmosphere.
- d) None of the other answer choices

2. Click on Format and then select Clear Formatting.



3. Place your cursor at the beginning of the first question and backspace until you delete the question number.



4. Type in 1. and hit the space bar. This should cause your question to indent.

1. Dew forms during which part of the water cycle?
 - a) Condensation
 - b) Evaporation
 - c) Precipitation
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2. Which is the effect of energy from the Sun heating water on Earth's surface?
 - a) Water molecules speed up and escape into the atmosphere as water vapor, or evaporate.
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 - c) Water molecules remain at constant speed and recycle through the atmosphere.
 - d) None of the other answer choices

5. Repeat with the remaining questions. Instead of trying to type in the actual question number, use the number 1 each time.

- 1. Dew fo
 - a) Cor
 - b) Evz
 - c) Pre
 - d) Rur

- 1. Which i
 - a) Wa
or €
 - b) Wa
 - c) Wa
atm
 - d) Nor

- 1. During
 - a) Cor
 - b) Evz
 - c) Pre
 - d) Rur

If your Google Doc has correctly formatted numbers but incorrectly formatted answer choices, it will look like this when using Formenate:

Force and Moti

Form description

If force is applied directly
object will move in which

Frank placed two billiard l
each other. He rolled ano
the end of the line. What v
shaded ball?

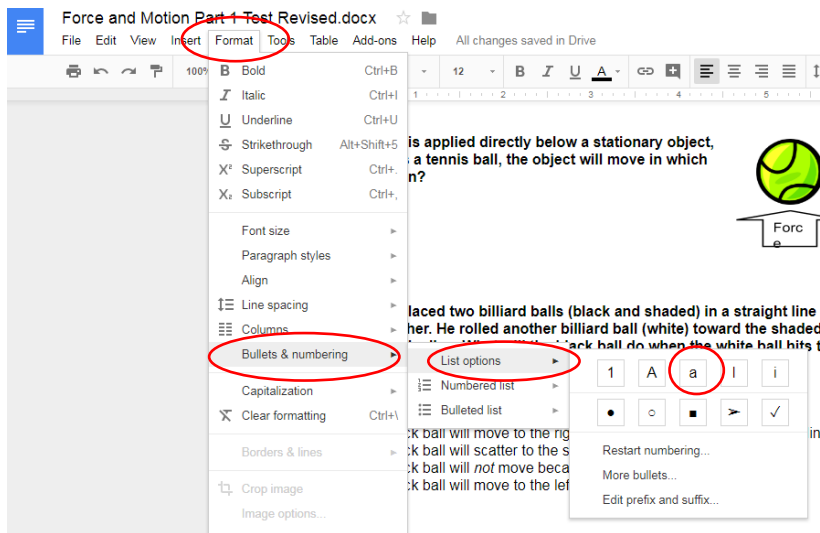
The measure of how fast

To correct this:

1. Highlight the answer choices.

1. If force is applied such as a tennis ball, the object will move in which direction?
- A up
 - B down
 - C right
 - D left

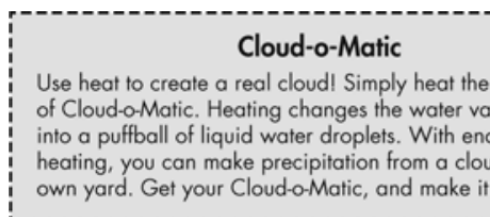
2. Select 'Format' then scroll down to 'Bullets & numbering'. Select 'List options' then select the lowercase 'a'.



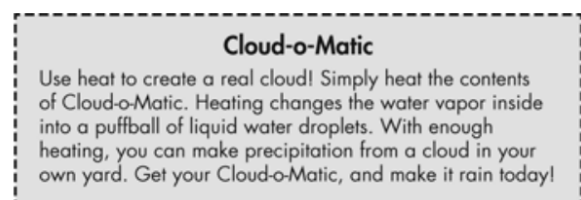
Additional tips

For questions where a picture or instructions are included, be sure to cut/paste all of the text together or it will not all pull into the Google Form.

10. A student saw this advertisement in a magazine.



10. A student saw this advertisement in a magazine. How is this advertisement inaccurate in describing the water cycle?



How is this advertisement inaccurate in describing the water cycle?

a) Precipitation does not come from clouds.

a) Precipitation does not come from clouds.

After all questions have pulled into the Google Form you can add the pictures using the 'add image' button. You can capture the picture using the Snipping Tool on a laptop (in the accessories folder) or on a Chromebook by holding down the "Ctrl" and "Shift" keys at once, then pressing the "switch window" button. The Chromebook cursor will become a crosshair temporarily allowing you to take a screenshot of just the area desired.

