

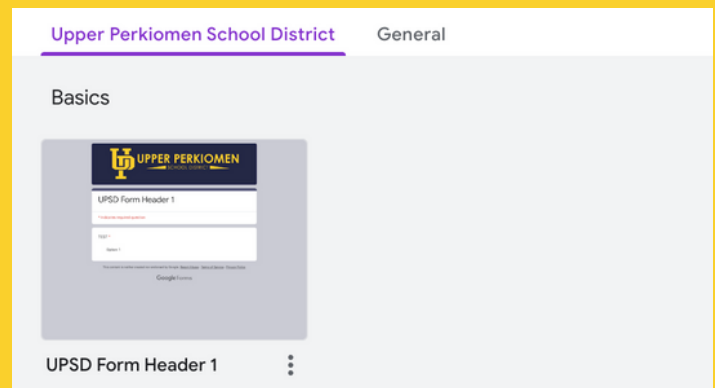
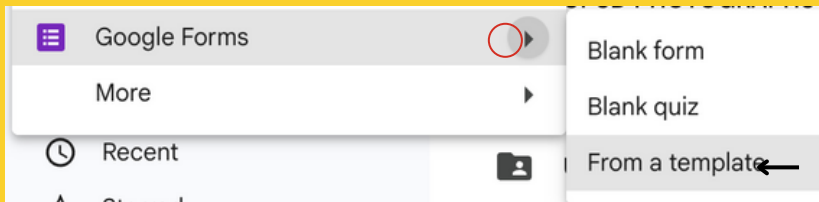
UPSD Branded Template How-To-Guide

“The Why” & What Are They?

In Drive, templates are documents or files with a pre-designed format that can be used for a specific app (Docs, Spreadsheets, Presentations, Forms, Drawing, and Sites). The benefits of using templates are that they do not have to be recreated every time they are used and help retain brand consistency.

Google Forms:

1. Go to your Google Drive
2. Click the new "+" button in the upper left-hand corner
3. Click the ">" next to "Google Forms"
4. Choose "From a template"
5. Make sure you are in the tab “Upper Perkiomen School District”



The template was built using the Upper Perkiomen School District Logo and Fonts.

