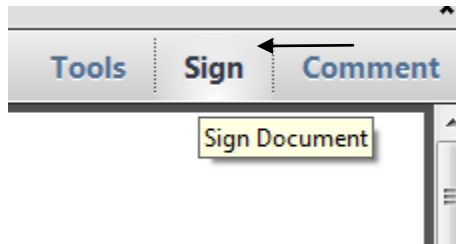
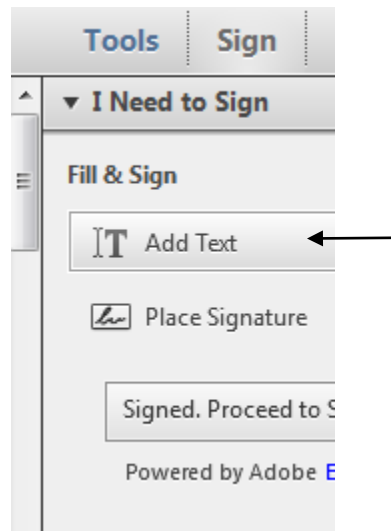


Filling out PDF forms on Your Own Computer

1. Open the PDF file
2. Go to the Sign tab in the upper right hand corner



3. Under the “I need to sign” column click on the “Add text” box.



4. An “Add text” tool bar should appear. Use it to alter the size of the text you insert.
5. Click on an open space of the PDF and start typing.



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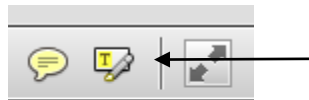
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Adult Patient Intake

General Information

Patient name: Jeremy Toman | **Tod**

6. Use the highlight option for sections that ask you to select an response. Select the text desired and click on the highlight button.



ts? **Y**/**N**

7. After you have filled out the form select File → save as → PDF and save the file using your initials, the date, and the type of file as the name. Eg. JT Nov24,2014 Initial Intake
8. Email the saved PDF to health@JeremyTomanND.com