

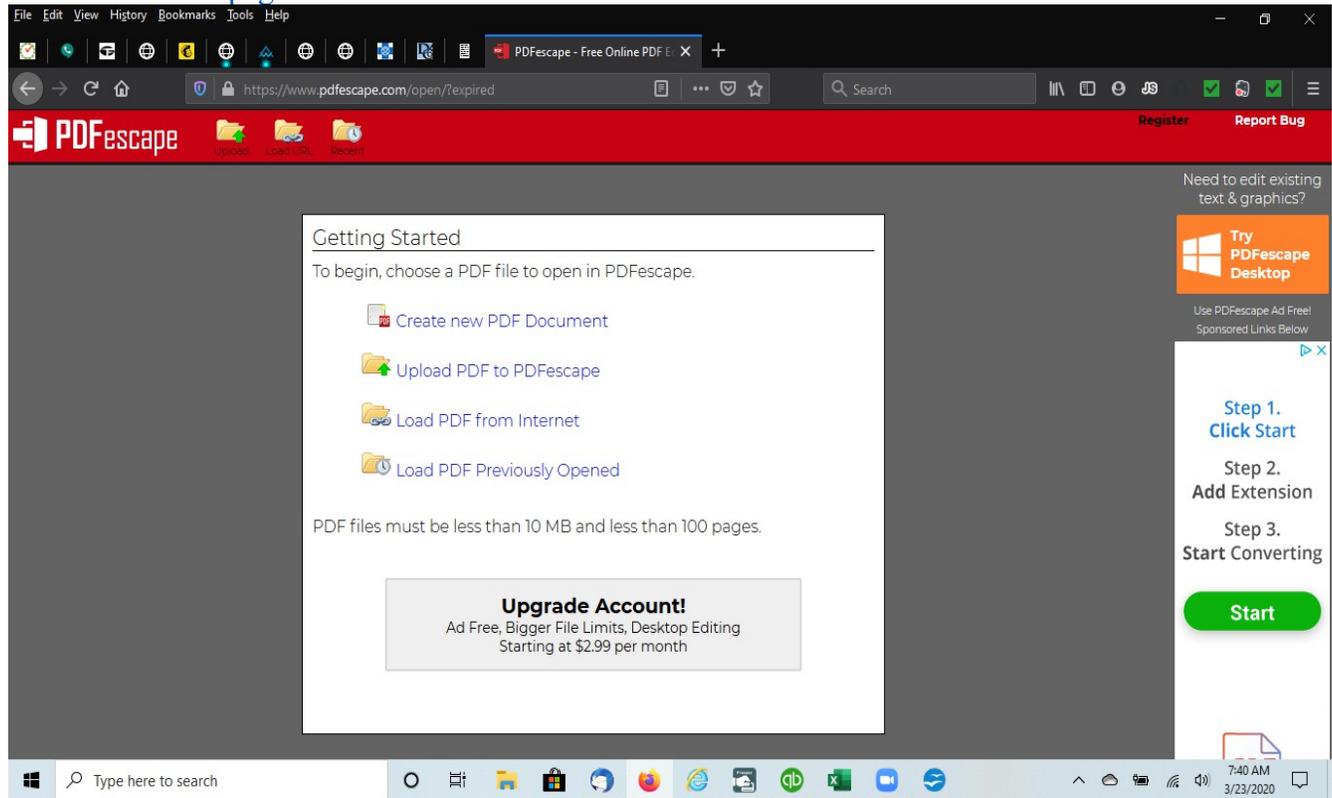
Here are instructions below for how to best utilize free software on the internet that doesn't even require that you have an account with them. This will ultimately allow you to create a PDF Form without having to fill out the forms by hand. In addition, you won't need access to a scanner or printer to send them back to me. So here we go

Step 1:

After you click the link to access the software, you will be taken to screen that says: Edit/Fill out PDF Form or Publish PDF Form. Under Edit/Fill out PDF Form, Choose: Use Unregistered for Free

Step 2:

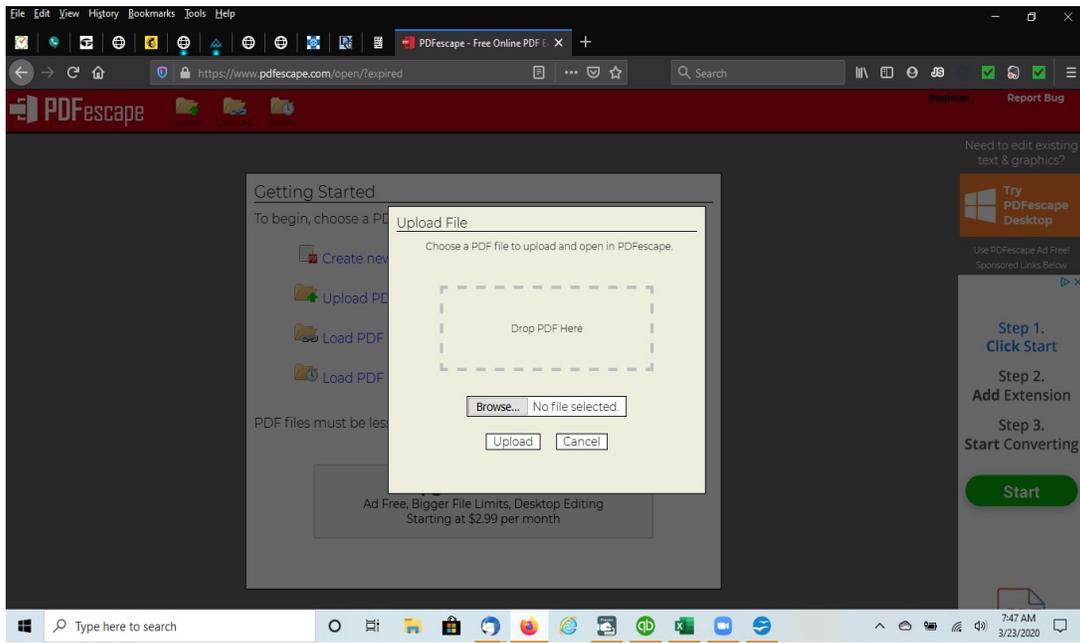
You will see this page below:



Here you will click where it says, “Upload PDF to PDFescape”

Step 3:

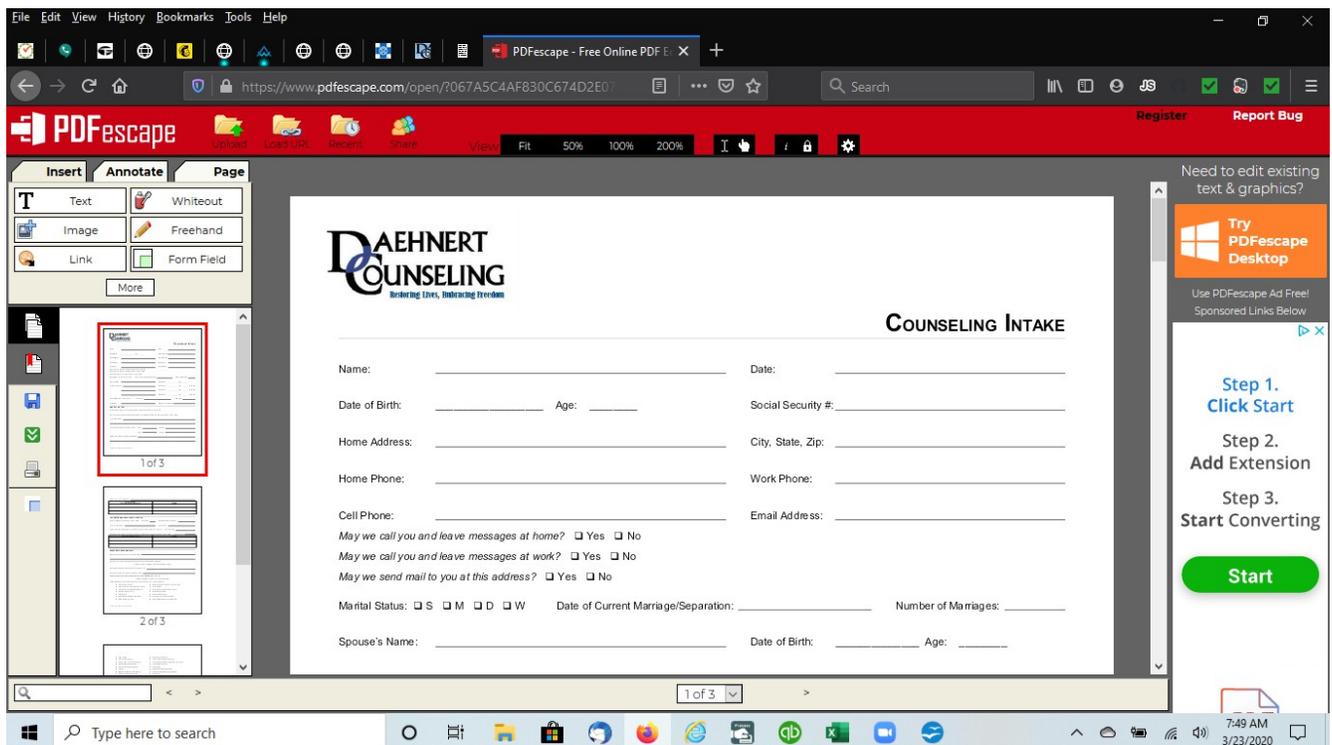
Here you will be able to upload the following files needed below that you will first save on your computer (it's easiest to find if you save it under your Desktop somewhere). These files are the one under this page you came to earlier under our website: [Forms Link](#)
See pic below where it will say to Drop Files Here. That's where you will transfer the file from your Desktop, or wherever you saved it, to here.



Step 4:

Once you've uploaded the PDF files to this program, you will be able to fill it in via your computer, save it, then email those files to me.

Below is what the screen will look like once it's been opened. You will see where I have the Adult Intake opened as an example. To start filling it out, just click the "Text" Box to the left and then you can move your cursor to begin to fill out each question.



Step 5:

Once you've completed the form, you then click the button 3 rows under the Text Box that has Green Arrow pointing downward where there you can save file back to your Desktop.

Final Step:

You are ready to email me once you've completed all necessary files. And that's it!

Let me know if you have any questions!

Todd Daehnert, M.A., LPC