**Instructions on Filling out the Intake Form as a PDF or as a Word Doc.**

Filling Out the Intake Form as a Word Document:

1. Download the intake form as a Word Doc.
2. Click Enable Editing in the popup bar at the top of the document, under the menu:
3. Or you can enable editing by selecting File, then Info, then under Protected View:
4. After enabling editing, you can click directly into the document with your cursor and fill it out. You can type into the fields and click/mark checkboxes:

Filling Out the Intake Form as a PDF:

1. Download the form as a pdf.
2. If you have Adobe, open the pdf version in Acrobat Reader.
3. Select "Fill and Sign" on the far right side of the top toolbar, above a right-hand sidebar:
4. In the Fill and Sign section, select Add Text. Then you can click your cursor on the lines/fields of the pdf and type your responses:
5. Select the Add Checkmark option for filling in checkboxes:
6. Select Initial or Signature to type or place your initials or signature: