

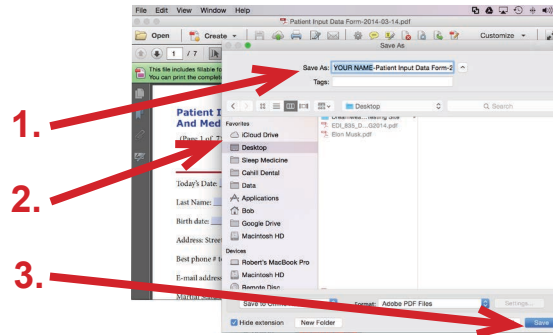
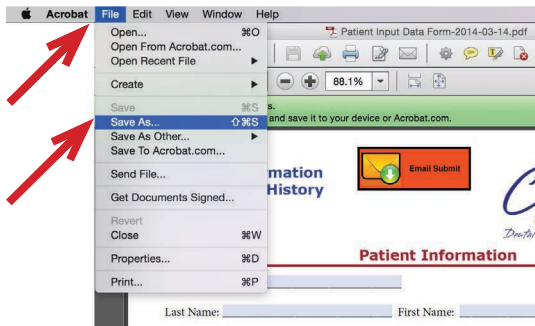
How To Fill Out And E-mail Patient Forms Electronically



Step 1: After opening the form by clicking on the Web Site Button, before doing anything SAVE the blank form to your Desktop.

Click File > Save As

Brings up Save As Box. Replace the Title with your name. Save to Desktop.

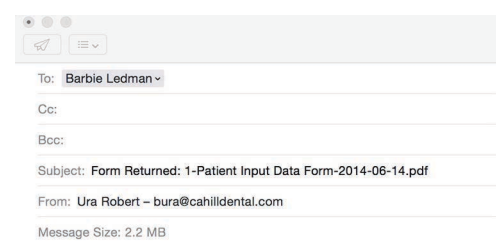
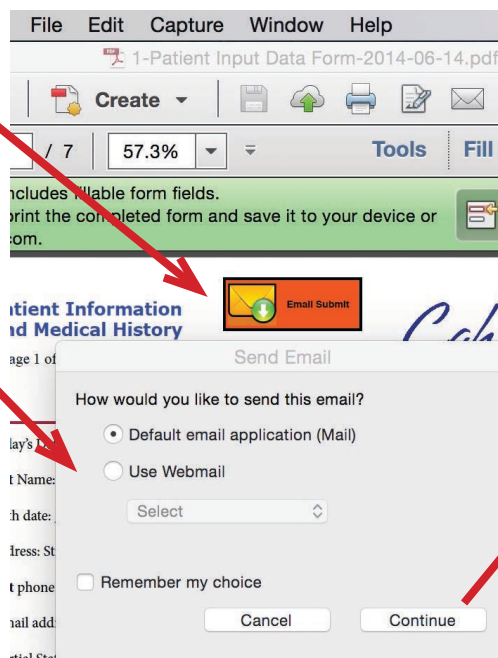


Step 2: Fill out the Form. All fields required. When complete do a File > Save.

OPTIONAL You do not have to fill out the form in one sitting. When you want to stop do a **File > Save** and close the document. When you want to start again just double click the document on your Desktop.

Step 3: When you are finished do a **File > Save**. Click the **Red Email Box** which brings up a gray box. Click **Continue** at the bottom of the gray box. **Send** the already addressed Email that pops up. The Form is already attached.

Clicking **Email Button** brings up send Email Box (Light Gray Box).



Clicking **Continue Button** brings up pre-addressed email with form attached.