

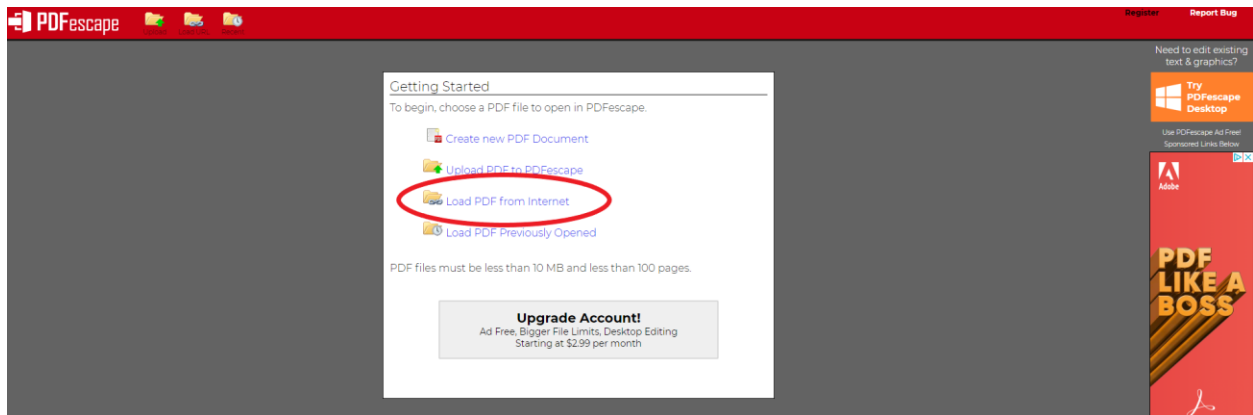
## Using PDFescape to complete client intake forms

Your therapist will email you a URL link to the client intake forms to be filled out.

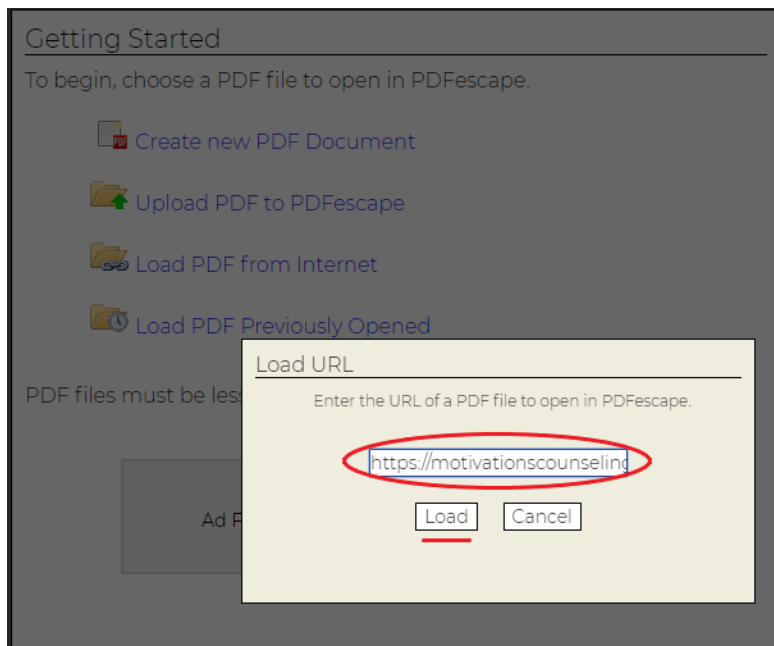
From an Internet browser on a Windows computer, enter the following URL:

<https://www.pdfescape.com/open/>

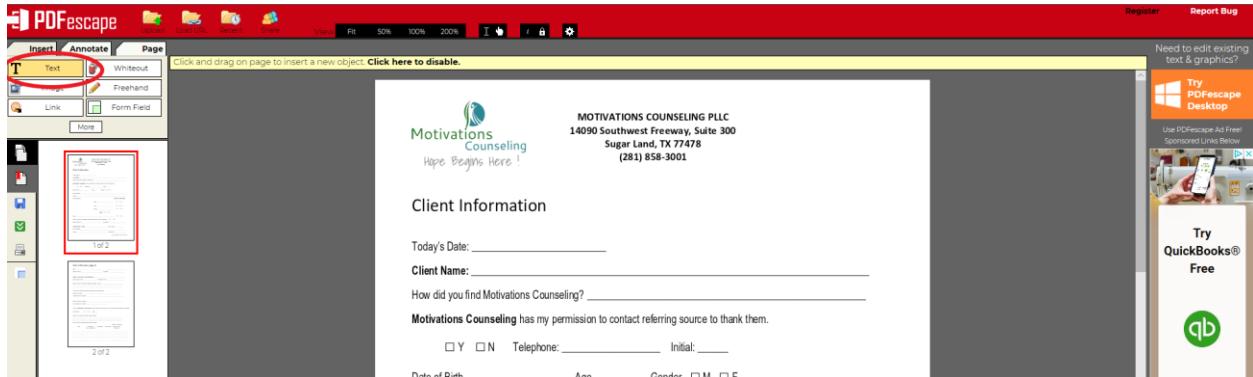
Select “Load PDF from Internet”:



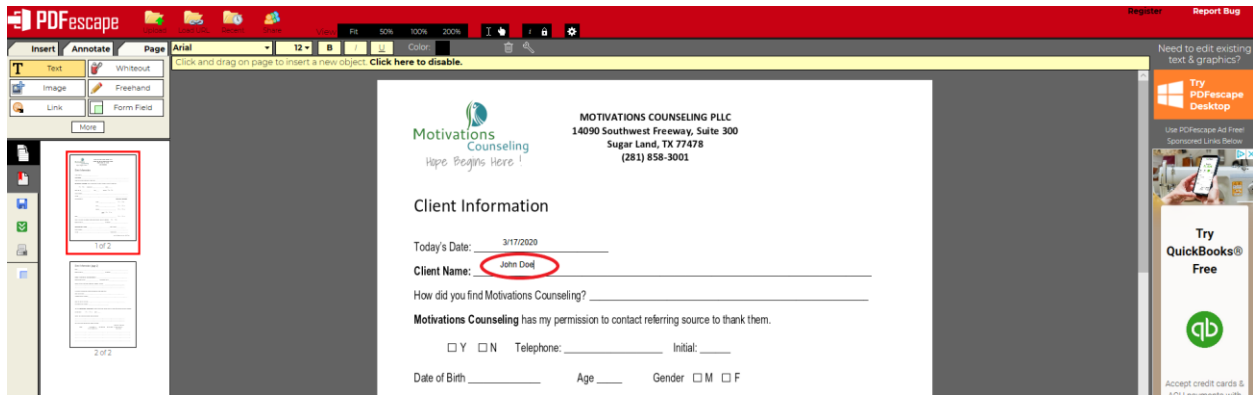
In the text box, paste in the URL that the therapist has sent you, then click the “Load” button:



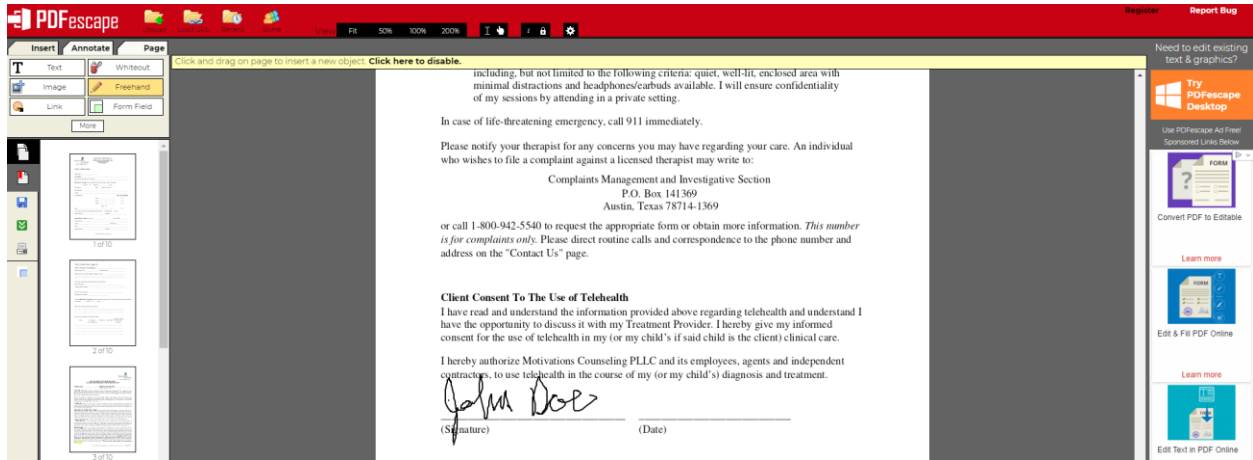
The form will load into the view pane and is ready to be edited. Click the "Text" button on the left. The button will become highlighted in yellow:



You can now click on the form above each field and type the answer:



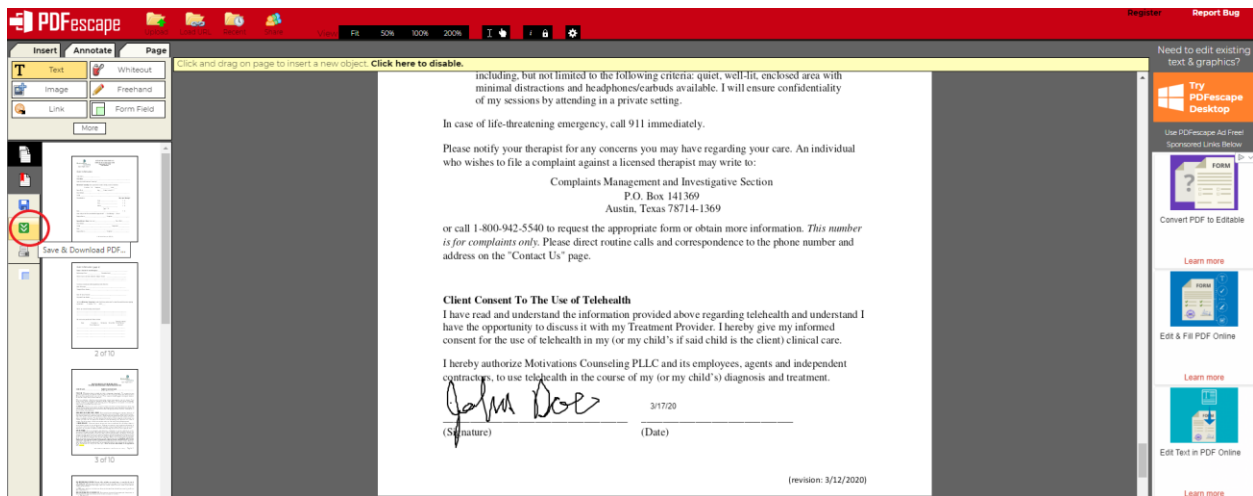
For parts of the form asking for a signature, you must select the “Freehand” button and use the computer mouse to sign:

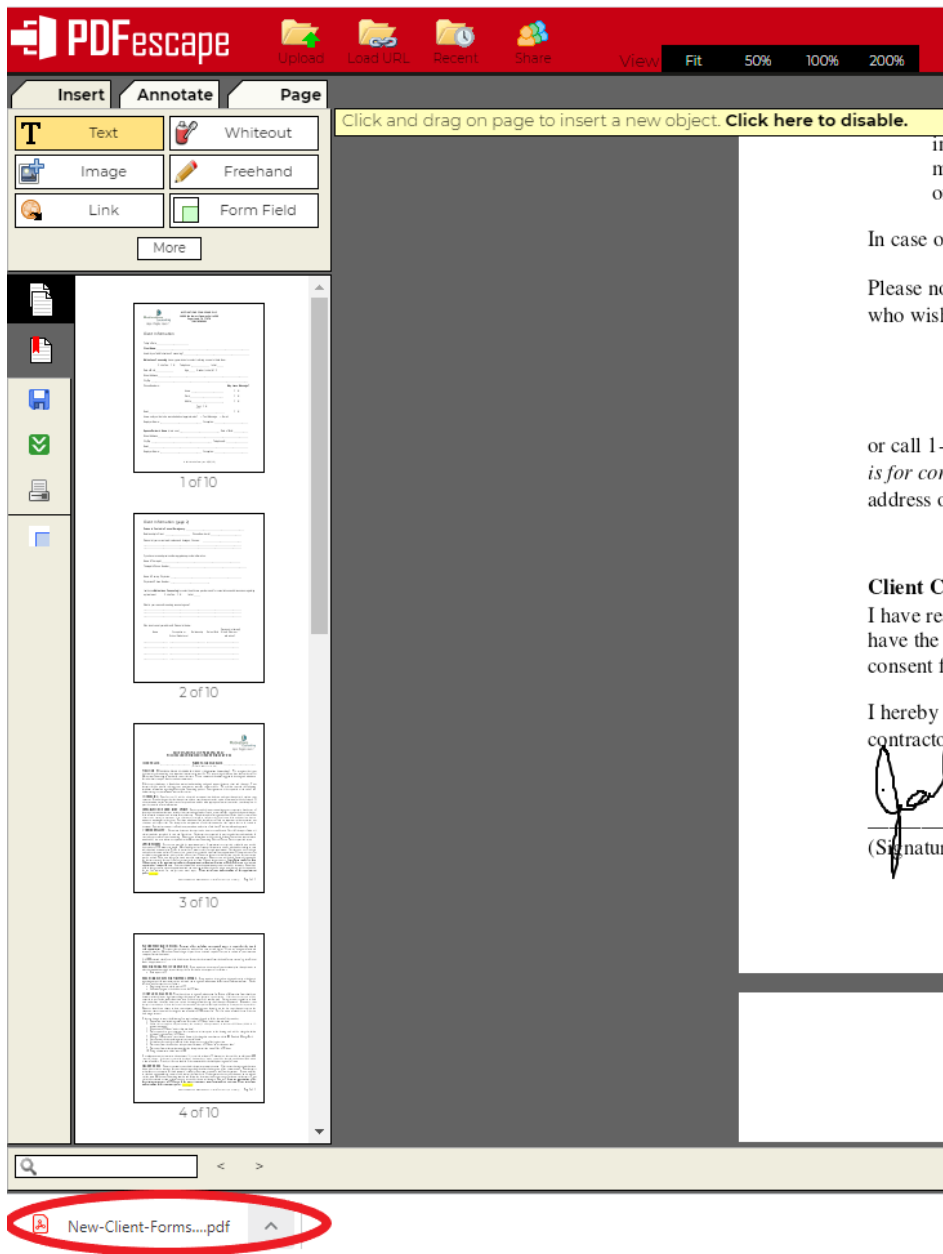


Select the “Text” button to switch back to typing mode where needed.

Once you have completed the form, select the green button with down arrows on the left side of the screen to save the document as a PDF.

The browser should show where the document was saved. Most browsers will display this at the bottom of the screen:





If you expand the drop-down menu next to the file name, you should see an option like “Show in Folder” or similar. Click on this to identify the location of the file.

Reply to the email your therapist sent you, attaching the generated PDF file.