
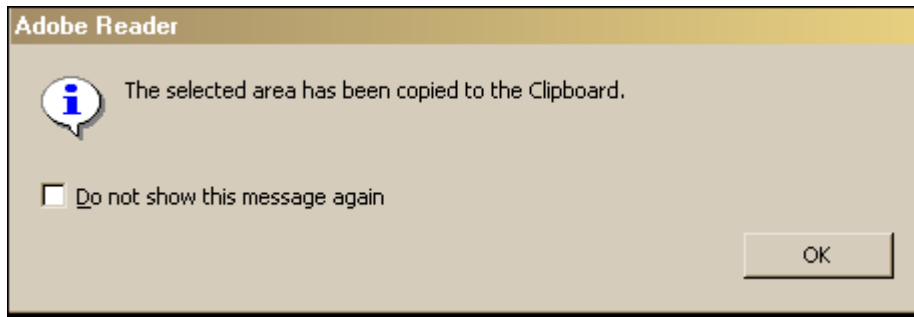



Instructions for Emailing Completed Eforms:

- Click on the appropriate e-form and complete.
- Click on the snapshot tool (camera icon)  in the adobe acrobat menu at the top of the screen. This will change the cursor to crosshairs.
- Place the crosshairs in the upper left corner of the form, press and hold the left mouse key while dragging the crosshairs to the lower right of the form. Release the left mouse button. This will create a square around the image that the camera is to snapshot.
- The following pop-up screen will appear. Click "OK".



- Open a new word document in order to paste the snapshot information
- Once in the new word document, choose "Edit" from the word menu at the top of the screen. Choose "Paste" from the drop-down edit menu. The completed form will be pasted into your new work document as a picture. The information on the form cannot be altered at this point.
- Click on the form to make the sizing squares appear.
- The form can now be resized if desired. This is done by placing the cursor on one of the squares, holding down the left mouse key and dragging the border of the picture to the desired size.

NOTE: When resizing a picture, click on the print preview icon  to be sure that the document's position on the printed page is correct. Click on 'Close' to return to the word document.

- The new word document can be saved on your hard drive as you would any other document. Once saved, it can be emailed as an attachment.