

Fillable Equine Intake Form Instructions for Word

- Take 3 photos of your horse (right side, left side, face), avoiding shadows on the animal. Download these photos to your computer via email, if using your phone, cropping photo so horse fills the picture. Be sure to note location of file.
- Download the Fillable Equine Intake Form from LASER website.
- In Section I, type in your information and your horse's information. (Please try to limit any special needs information to three lines.) Fill in name and date in Medical Care Authorization box.
- In Section II, yellow highlight gender of animal.
- On intake form, place cursor on area above "Right Side". Click on "Insert" on Menu Bar, then click "Pictures," click "Insert Picture from This Device," click on photo you want to use and click "Insert". Photo may appear on second page of intake form. If so, resize using corner arrows. The photo should now appear on first page. Size to fit space.
- For the next photo, make sure to position your cursor to right of the first photo on form and hit "Tab" once. Then insert second photo for Left Side. Tab again as needed before inserting third photo for Face. Resize all photos as you go to make sure they move to the first page of the form.
- Save your form with your horse's name and print your form in color as a double-sided document. Sign the Medical Care Authorization section once the form is printed.