

How to fill out the Questionnaire form electronically

We have prepared the Questionnaire form for you to fill out and submit to us before your first appointment. You can choose to fill out the form after downloading it from our website [<http://www.yapspecialist.com.au>] or you can ring our receptionist to obtain a copy sent out to you via email.

Please follow the simple step-by-step guide below on how to go about downloading, opening, filling out and submitting the form.

Step 1:

Ensure you have Microsoft Word installed, preferably 2013 or later. If your version is 2003 or earlier, you may need to install the latest updates at <http://support.microsoft.com/kb/2460049>.

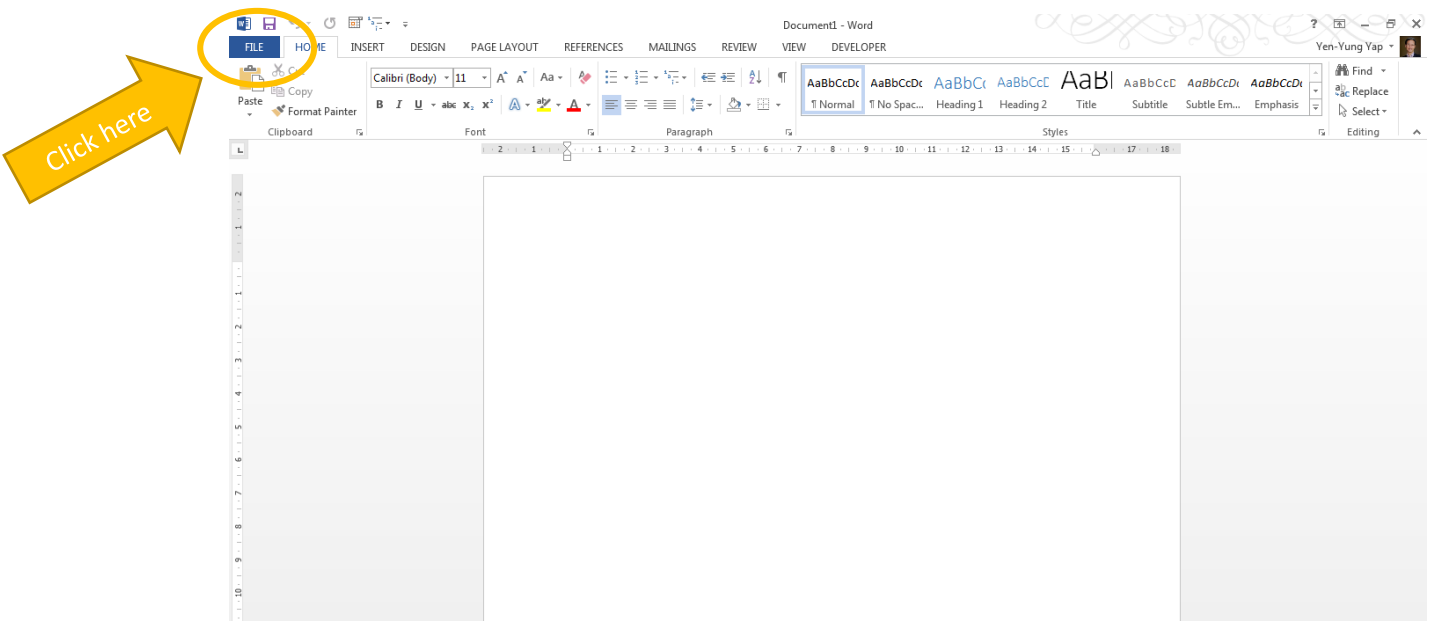
Step 2:

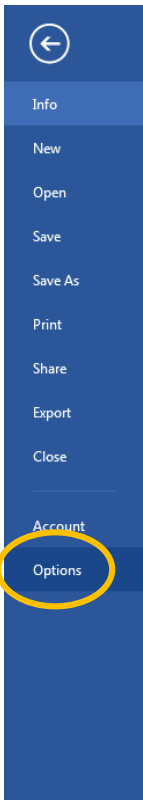
Enable your Microsoft Word to open protected file downloaded from the internet or email. This is an important step you should complete before you open the downloaded form.

Open the Microsoft Word program by clicking



Go to File > Options > Trust Center > Trust Centre settings > Protected view to uncheck the 3 option boxes. Follow the diagrams below:



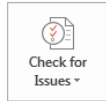


Info



Protect Document

Control what types of changes people can make to this document.



Inspect Document

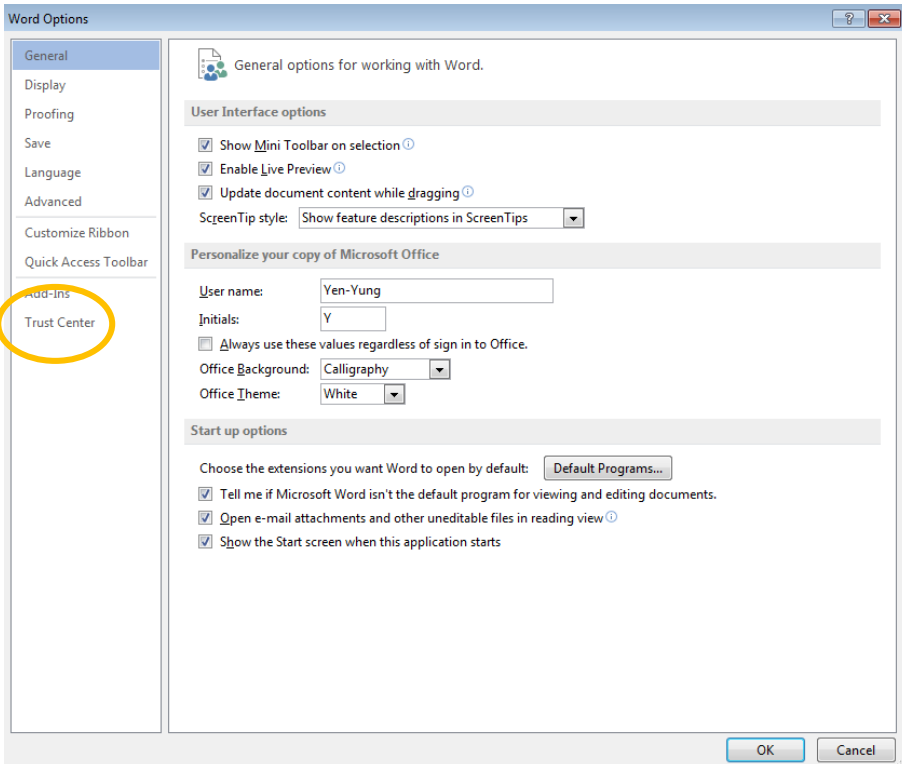
Before publishing this file, be aware that it contains:

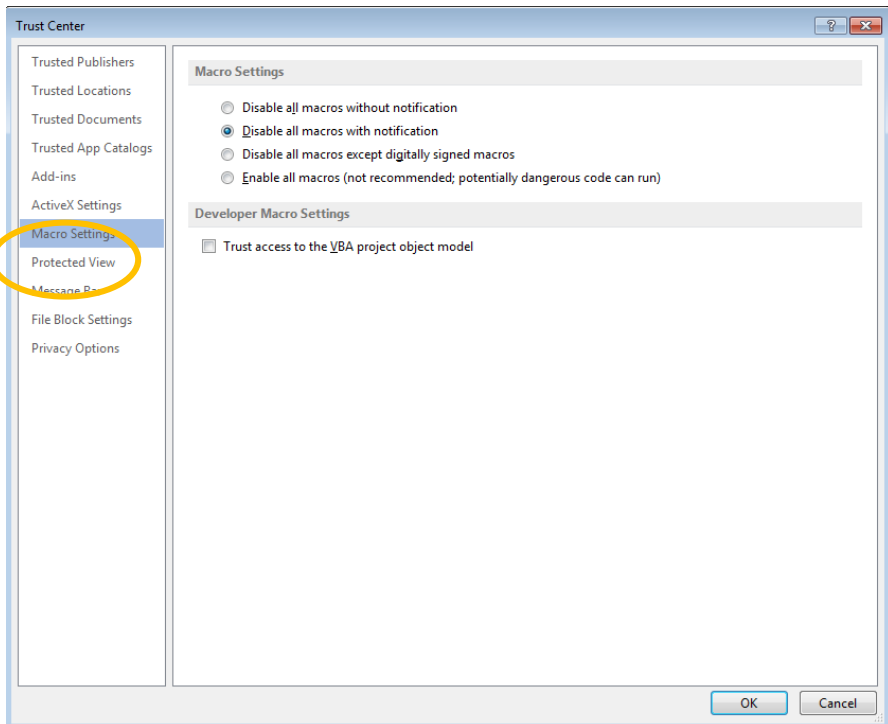
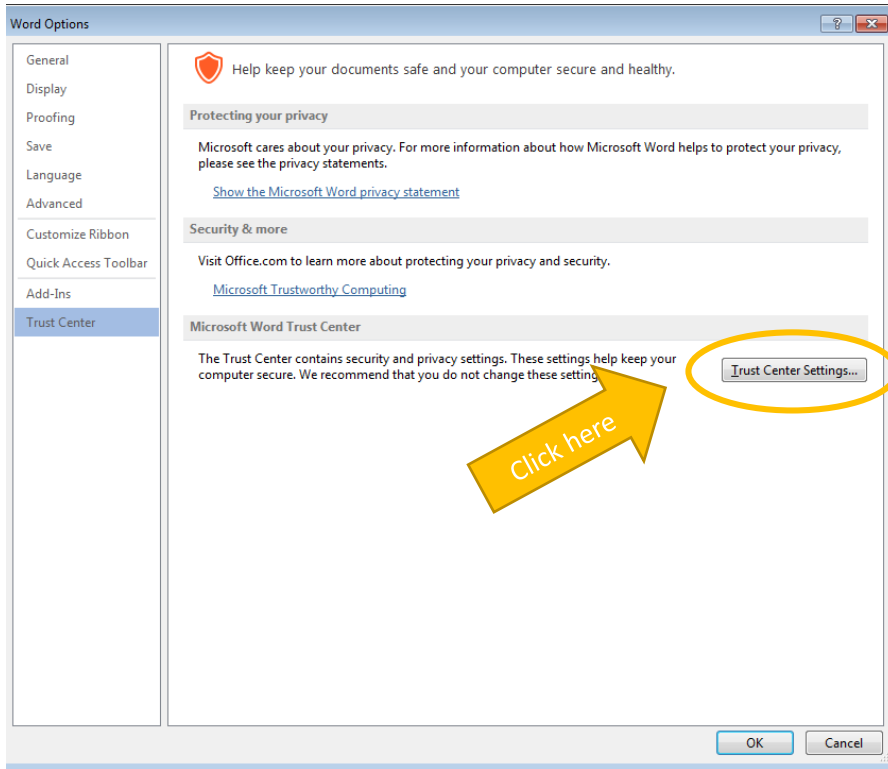
- Document properties, author's name and cropped out image data
- Characters formatted as hidden text
- Content that people with disabilities are unable to read

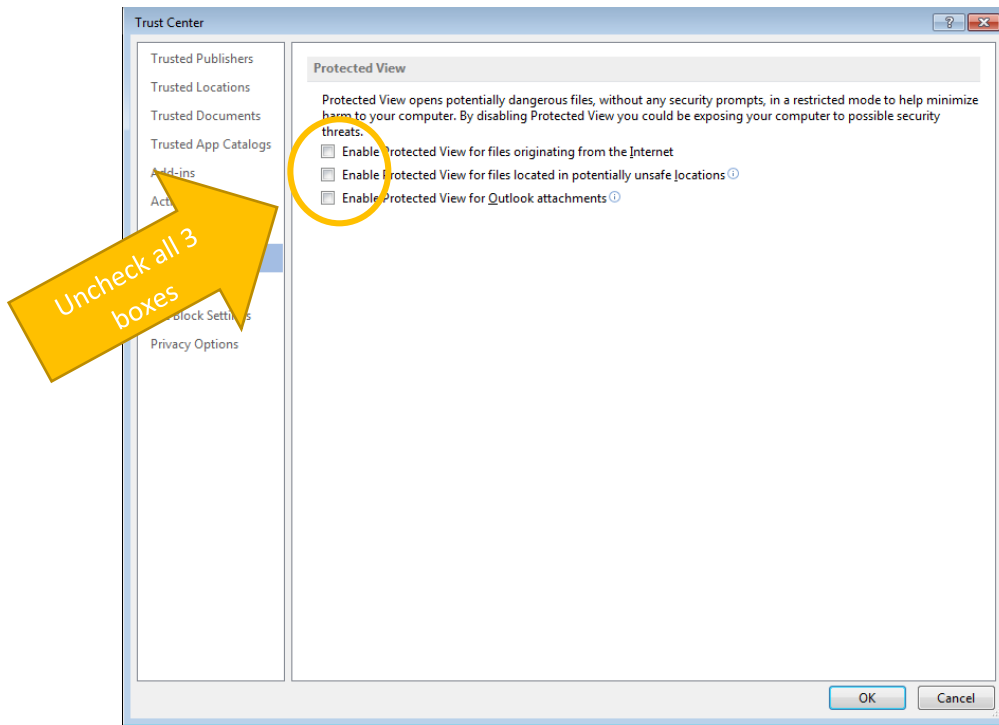


Versions

There are no previous versions of this file.





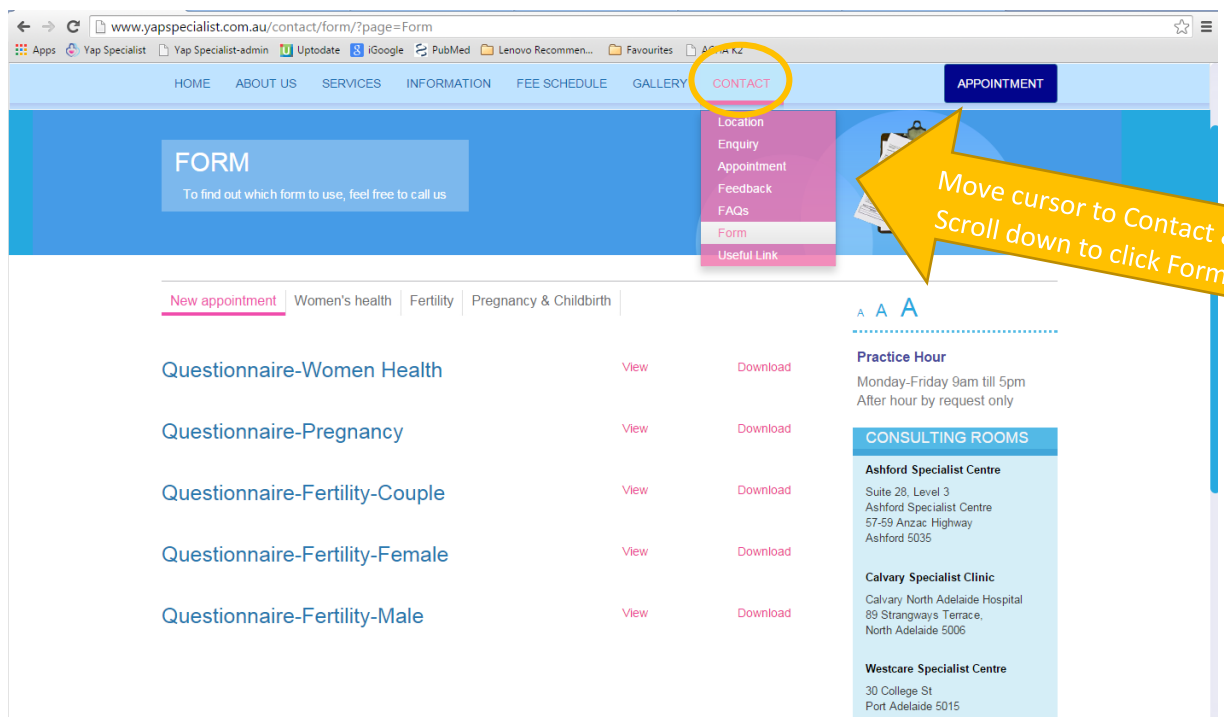


Then click OK to return to the main page.

Step 3:

Download the most appropriate Questionnaire form from the Website

<http://www.yapspecialist.com.au> . The Form page is located under Contact tab > Form



Step 4:

Open the downloaded file to print it out for manual entry or fill out the form electronically.

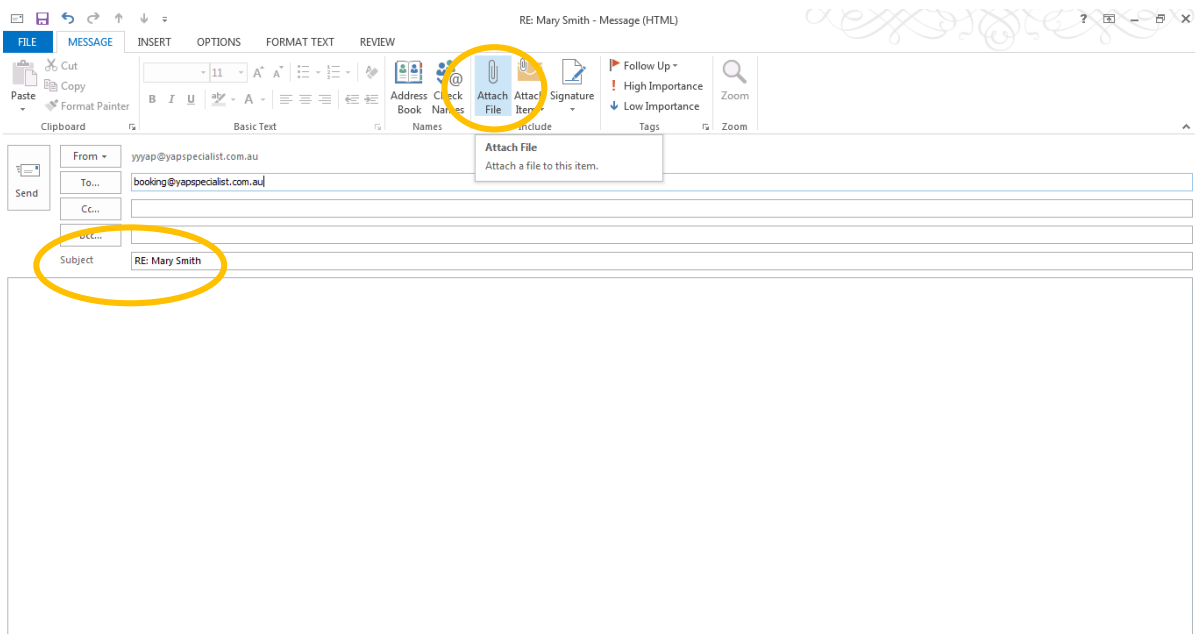
Should you choose to manually hand-write on the form, we suggest you first print out the copy, then fill out the form using a black pen, and return the form by mail or email (after scanning the form in pdf format).

Should you choose electronic data entry, keep the file as docx format and remember to save the file regularly.

Step 5:

Once completed the form, save the document and email it as an attached file to us – booking@yapspecialist.com.au

Please put your name on the email subject title, and remember to attach the form to your email



If you have any problem, feel free to contact us: phone 08 8297 4338 or 0422014044