

**ImmForms FAQs**  
**Last update: 9/25/08**

[Demo](#)

[Editing PDFs Outside of ImmForms](#)

[Email Alerts / Updates](#)

[Feedback](#)

[Forms list](#)

[Foreign Characters](#)

[Network installs and data access](#)

[Printing Double Sided Forms](#)

[Server Space](#)

[Support / Citrix](#)

[Training](#)

## Demo

**Q:** Is there an online demo?

**A:** Yes <http://west.thomson.com/immforms/demo/ImmFormsDemo.html>

[Back to top](#)

## Editing PDFs Outside of ImmForms

**Q:** How can I export PDFs and save my edits to them?

**A:** We have been adding fielded PDFs to several forms' Other Related Documents lists. Those forms include: G-325, I-129, I-130, I-485, and N-400. If you would like us to add fielded PDFs to additional forms' Other Related Documents lists, please write to: [west.immformseditor@thomson.com](mailto:west.immformseditor@thomson.com).

*ImmForms Plus* users can currently save their forms as PDFs outside of the program by selecting "Save Document as PDF" or by saving a "Fielded PDF, editable outside of ImmForms" from the form's Other Related Documents list. Users cannot edit those PDFs without installing a stand-alone PDF editor. Information on the editing of PDFs with Adobe applications is provided below. However, please note that there are alternatives to Adobe's Acrobat product line, such as Foxit and Okular. The ImmForms project team does not endorse Adobe or any other PDF providers and does not claim any right to those products or interest in your use of them; our motivation for providing this summary is to facilitate the legitimate use of PDFs that our customers have exported from ImmForms.

### Acrobat Professional 8.0

After a form is exported from *ImmForms Plus* by using "Save Document as PDF", it can be edited using these steps:

1. Switch to the object selection tool by going to "Tools->Advanced Editing->Select Object Tool", this will highlight all the objects on the form.
2. Right click on the field that needs to be edited and choose "Properties..."
3. Turn off the "Read Only" flag on the general tab of the properties dialog
4. Close the properties dialog
5. Switch to the selection tool by going to "Tools->Select & Zoom->Select Tool"
6. Click on and edit the field normally.

After a form's "Fielded PDF, editable outside of ImmForms" is opened from the form's Other Related Documents list, text can be entered into its fields by selecting the selection/hand-icon tool in Acrobat and clicking into any of the form's fields to edit the field normally.

### **Acrobat Standard 7.0**

After a form is exported from ImmForms by using "Save Document as PDF," its fields generally cannot be changed from read-only, but you can use the Typewriter tool to type onto the PDF. Access this tool by going to "Tools->Typewriter->Typewriter". Shift the placement of the text using the arrow keys.

After a form's "Fielded PDF, editable outside of ImmForms" is opened from the form's Other Related Documents list, text can be entered into its fields by selecting the selection/hand-icon tool in Acrobat and clicking into any of the form's fields to edit the field normally.

### **Reader 8.0**

Users of Acrobat Reader will not generally be able to edit PDFs or save their changes unless a third party has enabled a particular PDF for them. Rights to enable PDFs are limited and determined under the enabling user's End User Licensing Agreement with Adobe or another PDF provider.

[Back to top](#)

## Email Alerts / Updates

**Q:** How do the e-mail alerts work?

**A:** **Customers must sign up for the Alerts.** Alerts will tell you when there is an update available on the ImmForms Plus Software Downloads Site and what is included in it. In order to avoid spamming our customers we do not send out alerts whenever forms are released by government agencies. Instead, we maintain a Currentness Table on the Download Site which indicates when forms are released by agencies and when our estimate is for including them in ImmForms.

**Sign-up is from the Download Site's [Sign up now!](http://west.thomson.com/software/notification/) Link**  
<http://west.thomson.com/software/notification/>

### ImmForms Plus Software Downloads

#### Software Updates

#### ImmForms Plus™ 5.2 (Form Update 2)

Before loading this update you must have version 5.2 of ImmForms Plus CD and the Web Release ImmForms Plus 5.2 (Form Update 1) installed.

#### UPDATED FORMS:

##### Government-revised:

- EOIR-33/C (12/05 rev.) (W5), Alien's Change of Address Form/Immigration Court (removing prior Atlanta and El Paso addresses from the mailer)
- EOIR-33/C Atlanta, GA (9/07 rev.), Alien's Change of Address Form/Immigration Court
- EOIR-33/C El Paso, TX (2/08 rev.), Alien's Change of Address Form/Immigration Court
- ETA 750A (12/07 rev.), Application for Alien Employment Certification - Part A, Offer of Employment
- I-130 (1/31/08 rev.), Petition for Alien Relative
- I-360 (10/15/07 rev.), Petition for Amerasian, Widow(er), or Special Agent
- I-539 (fam) (12/31/07 rev.), Application to Extend/Change Nonimmigrant Status for Family Members of E, H, L, O, P, R, and TN Principal Aliens
- >I-539 (pa) (12/31/07 rev.), Application to Extend/Change Nonimmigrant Status for Principal Applicants in A, B, F, G, I, J, M, and N Categories
- I-864P (3/1/08 rev.), Poverty Guidelines

#### Don't Miss an Update!

##### Sign up for e-mail notification

Register to receive a courtesy e-mail whenever there's a new update for your West software.

##### Sign up now!

#### Important Tools

[5.2 User Guide](#)

[Full Forms List](#)

[Currentness Table \(pdf\)](#)

[Back to top](#)

## Feedback

**Q:** How can I provide feedback?

**A:** Customer Technical Support and Reference Attorneys record feedback which they pass to the ImmForms Project Team. We use the feedback to help determine

development priorities. In addition you can send feedback directly to the project team: [west.immformseditor@thomson.com](mailto:west.immformseditor@thomson.com)

[Back to top](#)

### **Form List**

**Q:** What forms are included in the latest release?

**A:** <http://west.thomson.com/software/immforms/default.aspx>

[Back to top](#)

### **Foreign Characters**

**Q:** How can I add foreign characters to forms?

**A:** Using Word, you can insert international characters in a Word document via Insert, Symbols and then copy and paste them in to your forms.

[Back to top](#)

### **Network Installs and Data Access**

**Q:** Will multiple people be able to access the same client accounts?

**A:** Yes, please contact Customer Technical Support for more information: [west.appsupport@thomson.com](mailto:west.appsupport@thomson.com) or 1-800-848-3475.

[Back to top](#)

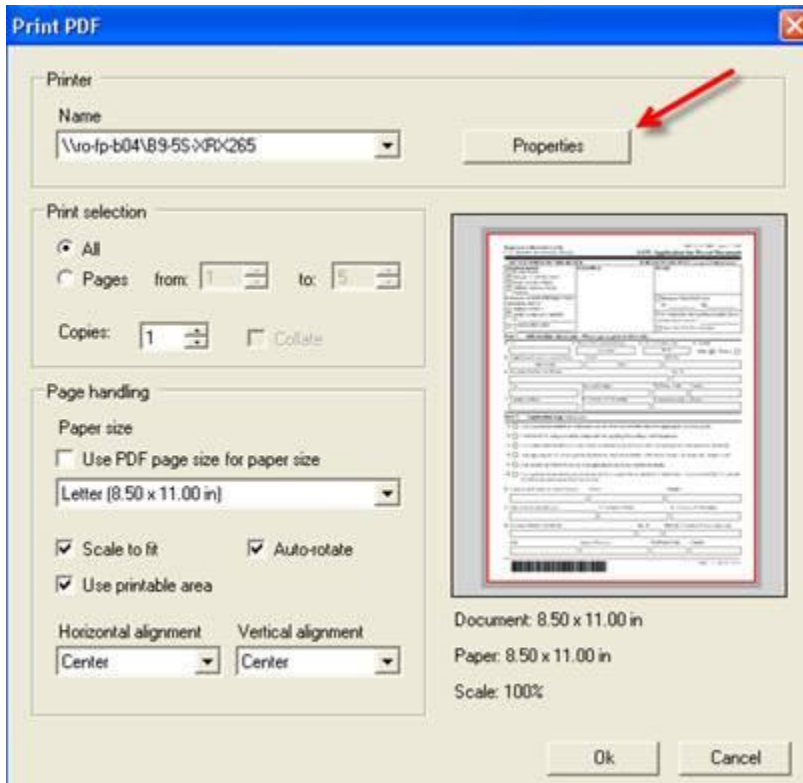
### **Printing Double-Sided Forms**

**Q:** How can I print double-sided forms?

**A:** If your printer supports double-sided printing you should be able to print double-sided.

- 1) Click **File, Print**, and then **Print Document** (result: Print PDF window)

- 2) Click on **Properties** (result: Paper/Output tab on Properties window)
- 3) Use the drop-down to the right of the **2 Sided Print** field to select either **2 Sided Print** or **2 Sided Print, Flip on Short Edge**. Click **OK**





[Back to top](#)

## Server Space

**Q:** How much space will ImmForms take up on my server?

**A:** Please see the [System Requirements](#).

[Back to top](#)

## Support / Citrix

**Q:** Can ImmForms be used in a Citrix or Terminal Services Environment?

**A:** No, please see the related Support statement from the [System Requirements](#):

IMPORTANT Note regarding compatibility and support: ImmForms Plus is designed to be compatible with the standard Windows operating systems listed below, and West Customer Technical Support is available to all users within those environments. Thomson Reuters West does not claim compatibility with any other operating systems or multi-user

environments such as Microsoft's 64-bit Windows operating system, Mac OS, Linux, Novell, Citrix, Terminal Services, etc., and we are unable to provide support for ImmForms Plus in any alternate environments.

[Back to top](#)

### **Training**

**Q:** Is training available?

**A:** **Yes**, please contact the ImmForms content support line at 1-800-848-3475 and have a Reference Attorney set up a training appointment for you.

[Back to top](#)

[Feedback / Suggest more FAQs](#)